



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 20th November 2023 at 6.20pm

Attendance:

Councillor J Harvey (Chairman)
Councillor P Hulbert

Councillor E Kavanagh
Councillor R Nobbs
Councillor S Perry

Also Present: C Whitaker - Town Clerk, J Ashton – Minute Assistant, Cllr Winter as an observer, 1 Member of the Press and 1 Member of the Public

Minute	Action by
D/23/11/23 <u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> With the absence of the Chairman and Deputy Chairman, Town Clerk asked for nominations for a Chairman, Cllr Nobbs nominated Cllr Harvey and the following was agreed: <u>D/23/11/23.01 Resolved</u> That Cllr Harvey be elected as Chairman for this evening's D&P Committee meeting. Cllr Harvey took the Chair and opened the meeting and read out the Fire Notice and announced that proceedings were being recorded.	
D/23/11/24 <u>Apologies</u> Cllrs Berry and Drummond. Cllrs Clover and Hood were absent.	
D/23/11/25 <u>Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation</u> None noted. Cllr Nobbs requested and was granted dispensation for application DC/23/1749/FUL – 36 Old Station Road.	
D/23/11/26 <u>To Confirm the Minutes of the Meeting Held on 6th November 2023 and any Matters Arising</u> The Chairman presented the minutes of the Development & Planning Committee held on 6th November 2023 and the following was agreed: <u>D/23/11/26.01 Resolved</u> That the minutes of the Development & Planning Committee held on 6th November 2023 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. Matters arising:	

Cllr Perry - letter to WSC regarding 36 Old Station Road pavement obstruction still to be sent.

D/23/11/10.03 Resolved - former St Felix site - final wording of the response completed and the document has been circulated. Cllr Perry reported that the group of Newmarket District Councillors' submission had been made.

D/23/11/20 – SCC Bus Services consultation – a meeting has been set up for the Transport and Parking Working Group on 5/12/23 to formulate a response.

D/23/11/27 Public Open Session

A member of the public spoke to an item in Correspondence regarding shared footways (cycle/pedestrian).

The Chairman proposed that item 15a Correspondence be brought forward, and the following was agreed:

D/23/11/27.01 Resolved

That item 15a Correspondence be brought forward.

D/23/11/28 Correspondence

Email from a Studland's resident regarding cycling on footpaths and lack of signage was discussed. SCC are responsible for cycle paths and an item will be added to the next D&P agenda to refer the issue to the Parking and Transport Working Group.

Cllr Winter joined the meeting and a member of the public left the meeting.

D/23/11/29 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 1 – Conservation Area and Policy 14 – Trees

D/23/11/30 Planning Applications

Week Commencing 30/10/2023 & 06/11/2023

D/23/11/30/1 NMA(B)/22/1019/HH - Non-material amendment to DC/22/1019/HH - amendment from external first floor level cladding to a smooth cream/beige render - 8 Exning Road Newmarket Suffolk.

D/23/11/30.01 Resolved

No comment was invited by the Committee.

D/23/11/30/2 DC/23/1783/FUL - Planning application - a. installation of 1800 mm railing / gate to front of retaining wall; b. removal of timber fence to be replaced with 1100 mm railing to existing wall on side elevation; c. replacement pedestrian gate to rear elevation - Arlington Court Church Lane Newmarket Suffolk.

D/23/11/30.02 Resolved

The Committee deferred this application and requested an extension to request the specification of the material for the railings.

D/23/11/30/3 DC/23/1790/TCA - Trees in a conservation area notification - one Prunus (T1 on plan) fell 45 High Street Newmarket Suffolk.

D/23/11/30.03 Resolved

The Committee actively encourages responsible tree management and object to the felling of trees. However, the Committee, on this occasion did not object due to the inappropriate location of the tree.

D/23/11/30/4 DC/23/1782/FUL - Planning application - a. infill of door to front elevation to include partial opaque glazing; b. infill of door to rear elevation -16 Arlington Court Church Lane Newmarket Suffolk.

D/23/11/30.04 Resolved

The Committee voiced no objection, subject to the approval of the Conservation Officer on the materials to be used.

Cllr Nobbs was granted dispensation for the following application and did not vote.

D/23/11/30/5 DC/23/1749/FUL - Planning application - a. subdivision and conversion of three flats into seven flats b. single storey rear extensions - 36 Old Station Road Newmarket Suffolk.

D/23/11/30.05 Resolved

The Committee deferred this application and requested an extension to arrange a site visit.

D/23/11/30/6 DC/23/1747/HH - Householder planning application - single storey front extension - 21 Leaders Way Newmarket Suffolk.

D/23/11/30.06 Resolved

The Committee voiced no objection, subject to no interference to the neighbour's right to light and adherence to the tree protection measures specified.

D/23/11/30/7 DC/23/1674/VAR - Planning application - variation of condition 2 of F/2006/1036/COU to allow for use of amended plans for change of use from offices to five self-contained flats - 34 Fitzroy Street Newmarket Suffolk.

D/23/11/30.07 Resolved

The Committee deferred this application and requested an extension to seek approval of the Conservation Officer regarding the materials to be used.

D/23/11/30/8 DC/23/1844/TCA - Trees in a conservation area notification - one Silver Birch (T2 on plan) fell - Seton Cottage Snailwell Road Newmarket Suffolk.

D/23/11/30.08 Resolved

The Committee actively encourages responsible tree management and object to the felling of trees. The Committee deferred this application and requested an extension to receive the Tree Officer's report and photos of tree.

D/23/11/30/9 DC/23/1812/HH - Householder planning application - a. first floor extension b. 1.5 storey rear extension c. attached side garage following demolition of existing garage d. replacement windows and cladding - 23 Edinburgh Road Newmarket Suffolk.

D/23/11/30.09 Resolved

The Committee voiced no objection, subject to the new location of the garage having no impact on neighbouring property.

D/23/11/30/10 DC/23/1809/TPO TPO - 181 (1972) tree preservation order - 10 Lime and Sycamore (T1 - T10 on plan, G1 and G2 on order) re-pollard to previous points; six Horse Chestnut (T2 - T7 on plan) re-pollard to previous points; one Box Elder (T25 on plan, G1 on order) crown Lift to 2.5 metres above ground level over footpath; crown reduce by 0.25 metres over footpath; 11 Sycamore (T11 - T15, T7, T8, T9, T20-T22, G1 on order)) re-pollard to previous points; one Sycamore (T16 on plan, T1 on order) crown reduce by approximately 1 metre to re-shape; one Hornbeam (T23 on plan, G3 on order) reduce in height by approximately 2 metres and reduce lateral spread by approximately 1-1.5 metres; two Silver Birch (T23, T24 on plan, G3 on order) remove 5 lowest branches and thin by 10 percent; Conifers (G1 on plan, T4 on order) reduce in height to approximately 6 metres above ground level and reduce sides by approximately 1.5-2 metres - Bryntirion Court Cheveley Road Newmarket Suffolk.

D/23/11/30.10 Resolved

The Committee actively encourages responsible tree management and supports this application. The clear photos were appreciated.

D/23/11/30/11 DC/23/1808/TPO - TPO 12 (2005) Tree preservation order - one Walnut (T1 on plan T2 on order) overall crown reduction by 1.5 metres to previous punning points - 6 Balaton Place Snailwell Road Newmarket Suffolk.

D/23/11/30.11 Resolved

The Committee actively encourages responsible tree management and does not object to this application.

D/23/11/31 Amended and Deferred Planning Applications

D/23/11/31/1 DC/23/0580/FUL – 45 Bury Road.

The Conservation Officer's report was reviewed, and the following was agreed:

D/23/11/31.01 Resolved

The Committee objected due to the ongoing lack of information regarding parking arrangements. This had previously been raised and is still unavailable and the Committee therefore is unable to form an opinion.

D/23/11/31/2 DC/23/0980/FUL – a. partial demolition of ground floor to create a passageway b. replacement shopfront – 53 High Street Newmarket Suffolk.

D/23/11/31.02 Resolved

The Committee deferred this application and requested an extension to seek

clarification on the major differences of the original and amended plans and are minded to object on these grounds.

D/23/11/32 Planning Appeals

None noted.

D/23/11/33 East Cambs Planning Applications

The East Cambs Weekly List for 03/11/2023 & 10/11/2023 were noted.

D/23/11/34 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 30/10/2023 & 06/11/2023

Applications	Description	Address	WS Decision	NTC Decision
DC/23/1595/TCA	Trees in a conservation area notification - a. one Sycamore (T1 on plan) - fell b. one Laburnam (T2 on plan) - coppice	The Kremlin Bungalow 1A Bury Road Newmarket Suffolk	Approved	Objected
DC/23/1285/HH	Householder planning application - a. entrance gates and brick piers b. detached garage with gym (following demolition of existing garage)	Bury Lodge 56 Bury Road Newmarket Suffolk	Approved	No objection
DCON(D)/13/0408	Application to discharge conditions one (design code) and two (green spaces) of DC/13/0408/OUT	Hatchfield Farm Fordham Road Newmarket Suffolk	Approved	Comments not Invited
NMA(A)/23/0470	Non-material amendment to DC/23/0470/FUL - a. internal alterations to floor plans and partition walls b. install roller shutter c. relocation of door to western elevation	Newmarket Library 24 The Guineas Shopping Centre The Rookery Newmarket Suffolk	Approved	Comments not Invited
NMA(A)/16/1131	parking provision through creation of tandem parking spaces from 16 spaces to 21 spaces	Southernwood Fordham Road Newmarket Suffolk	Approved	Comments not Invited
DC/23/1566/TPO	TPO 08(1991) tree preservation order - works to trees as shown on tree plan	Kingfisher House St Fabians Close Newmarket Suffolk	Approved	No objection
DC/23/1160/FUL	Planning application - change of use of office space (class E) to residential use (class C3)	Southernwood Fordham Road Newmarket Suffolk	Approved	Extension requested

It was noted that application DC/23/1160/FUL had been approved, despite the NTC objection.

D/23/11/35 Delegation Panel Decisions

DC/23/1253/VAR – Surrey House – it was noted that the planning officer had worked with Cllr Hood to make the amended plans more acceptable to the Town Council.

D/23/11/36 Licensing

V-Café Ltd – 25 Market Street Newmarket – Sale of alcohol Monday – Sunday 12: - 21:00.

D/23/11/36.01 Resolved

The Committee voiced no objection to the Licensable Activities.

D/23/11/37 Accounts

The Committee accounts for month 7 October 2023 were noted.

D/23/11/38 Correspondence

Email from a resident regarding Rayes Lane/Fordham Road horse crossing – the SCC plan on pending works to the crossings was noted and confirmation of the distance of crossings in relation to the Clock Tower junction will be sought.

D/23/11/39 Date of Next Meeting

Monday 4th December 2023 at the Memorial Hall.

Meeting closed at 7:23pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/23/11/30.01 Resolved</u>	No comment was invited by the Committee.
<u>D/23/11/30.02 Resolved</u>	The Committee deferred this application and requested an extension to request the specification of the material for the railings.
<u>D/23/11/30.03 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of trees. However, the Committee, on this occasion did not object due to the inappropriate location of the tree.
<u>D/23/11/30.04 Resolved</u>	The Committee voiced no objection, subject to the approval of the Conservation Officer on the materials to be used.
<u>D/23/11/30.05 Resolved</u>	The Committee deferred this application and requested an extension to arrange a site visit.
<u>D/23/11/30.06 Resolved</u>	The Committee voiced no objection, subject to no interference to the neighbour's right to light and adherence to the tree protection measures specified.
<u>D/23/11/30.07 Resolved</u>	The Committee deferred this application and requested an extension to seek approval of the Conservation Officer regarding the materials to be used.
<u>D/23/11/30.08 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of trees. The Committee deferred this application and requested an extension to receive the Tree Officer's report and photos of tree.
<u>D/23/11/30.09 Resolved</u>	The Committee voiced no objection, subject to the new location of the garage having no impact on neighbouring property.
<u>D/23/11/30.10 Resolved</u>	The Committee actively encourages responsible tree management and supports this application. The clear

	photos were appreciated.
<u>D/23/11/30.11 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/23/11/31.01 Resolved</u>	The Committee objected due to the ongoing lack of information regarding parking arrangements. This had previously been raised and is still unavailable and the Committee therefore is unable to form an opinion.
<u>D/23/11/31.02 Resolved</u>	The Committee deferred this application and requested an extension to seek clarification on the major differences of the original and amended plans and are minded to object on these grounds.
<u>D/23/11/36.01 Resolved</u>	The Committee voiced no objection to the Licensable Activities.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 20th November 2023 at the Memorial Hall 7:30pm**

Attendance:

Councillor J Harvey (Chairman)
Councillor P Hulbert

Councillor R Nobbs
Councillor Yarrow

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant and Cllr Winter as an observer.

Minute

- F/23/11/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
The Chairman opened the meeting and advised that the Fire Safety Notice was not required and confirmed that proceedings were being recorded.
- F/23/11/2 Apologies for Absence**
Apologies were received from Cllr Drummond. Cllr Hood was absent.
- F/23/11/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation**
None noted. There were no requests for Member's Dispensation.
- F/23/11/4 To Confirm the Minutes of the Meeting Held on 18th September 2023 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 18th September 2023 and the following was agreed:

F/23/11/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 18th September 2023 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/23/11/5 Public Open Session**
No members of the public were present.
- F/23/11/6 Submission of Schedules of Payments for Information CB1 - CB4**
Members reviewed CB1 - CB4 for month 6 and 7 (2023/2024) and the following was agreed:

F/23/11/6.01 Recommendation
That the ratification of the schedules of payments for the period 01/09/2023

Minutes of Finance & Policy Committee held on Monday 20th November 2023

Book Number 10 2023 - 2024

– 30/09/2023 and 01/10/2023 – 31/10/2023 (Cash Book 1 - 4) be received and adopted.

F/23/11/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/10/2023 (month 5) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/11/8 To Receive the Income and Expenditure

The Income and Expenditure reports for October 2023 were received and noted.

F/23/11/9 Budget 2024/2025

The draft budget was presented and considered. The following was agreed:

F/23/11/9.01 Recommendation

That the draft F&P Budget for 2024/2025 be approved at £141, 388.00.

F/23/11/10 Health and Safety

The monthly Health and Safety report was received and noted.

F/23/11/11 Bank Accounts

A proposal to open a dedicated account for holding booking security deposits was considered and the following was agreed:

F/23/11/11.01 Recommendation

That a dedicated account for holding booking security deposits be opened with Unity Trust Bank.

F/23/11/12 Policies

The new Monitoring and Surveillance in the workplace policy was considered, the following was agreed:

F/23/11/12.01 Recommendation

That delegated power be given to the Town Clerk and Cllr Harvey to make further amends and then present to full council.

F/23/11/13 Small Grants

A request from the 6th Newmarket Brownies was considered and the following was agreed:

F/23/11/13.01 Recommendation

That the grant application from the 6th Newmarket Brownies for the Christmas Pantomime for £250.00 be approved.

F/23/11/14 IT Upgrade

Phase 1 of the installation of Cloud-base systems was considered and the following was agreed:

F/23/11/14.01 Recommendation

That the plan for phase 1 - Cloudy-IT for options a, and b, for cloud-based system and agenda pack creation software within current financial year (23/24) be approved.

F/23/11/14.02 Recommendation

That the plan for phase 2 - hybrid and broadcasting of council meetings and councillor devices, options c, and d, in the next financial year (24/25) be approved in principle subject to specification, investigation and review.

F/23/11/15 Correspondence

None noted.

F/23/11/16 Date of Next Meeting

Monday 22nd January 2024 at the Memorial Hall.

Meeting closed at 8:00pm

Signed

Date

Summary of Recommendations	Recommendation Wording
<u>D/23/11/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/09/2023 – 30/09/2023 and 01/10/2023 – 31/10/2023 (Cash Book 1 - 4) be received and adopted.
<u>D/23/11/09.01 Recommendation</u>	That the draft F&P Budget for 2024/2025 be approved at £141, 388.00
<u>D/23/11/11.01 Recommendation</u>	That a dedicated account for holding booking security deposits be opened with Unity Trust Bank.
<u>D/23/11/12.01 Recommendation</u>	That delegated power be given to the Town Clerk and Cllr Harvey to make further amends and present to full council.
<u>D/23/11/13.01 Recommendation</u>	That the grant application from the 6 th Newmarket Brownies for the Christmas Pantomime for £250.00 be approved.
<u>D/23/11/14.01 Recommendation</u>	That the plan for phase 1 - Cloudy-IT for options a, and b, for cloud-based system and agenda pack creation software within current financial year (23/24) be approved.
<u>D/23/11/14.02 Recommendation</u>	That the plan for phase 2 - hybrid and broadcasting of council meetings and councillor devices, options c, and d, in the next financial year (24/25) be approved in principle subject to specification, investigation and review.

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