



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP
Tel: 01638 667 227. E-mail townclerk@newmarket.gov.uk

NOTICE IS HEREBY GIVEN OF A MEETING OF THE NEWMARKET TOWN COUNCIL

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 24th June 2024 at 6.15pm

**Councillors are hereby summoned to attend
for the purpose of transacting the business that follows**

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

AGENDA

1. **Welcome** - The Mayor to read the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
2. **Apologies** for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of the previous meeting held 13th May 2024**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Police Report** – to receive and note a report (verbal or written) from the PCT (Police Community Team)
7. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
 - a. **MARPA** – Cllr Hulbert
8. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
9. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 7th, 20th May and 3rd, 17th June 2024
 - b) To receive the minutes and consider and approve any recommendations from the Community Services meeting held on 7th May
 - c) To receive the minutes and consider and approve any recommendations from the Finance & Policy meeting held on 20th May
 - d) To receive the minutes and consider and approve any recommendations from the Human Resources meeting held on 20th May
 - e) To receive the minutes and consider and approve any recommendations from the Leisure Services meeting held on 3rd June 2024

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website

10. Working Group Reports for FTC –

- a. **Newmarket Neighbourhood Plan Working Group**
- b. **Any other working group reports**

11. Staff Appraisal System Review – to receive a report recommending amendment to the frequency of staff appraisals

12. Correspondence – to receive and discuss any correspondence

13. Date of the next Meeting – 22nd July 2024

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 18th June 2024

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website



Newmarket

TOWN COUNCIL

Minutes of the Annual Meeting of Newmarket Town Council held on Monday 13th May 2024 at 6:15 pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)
Councillor J Berry
Councillor J Borda
Councillor A Drummond
Councillor J Harvey
Councillor R Hood
Councillor P Hulbert

Councillor Jarvis
Councillor Jones
Councillor McHugh
Councillor R Nobbs
Councillor S Perry
Councillor K Yarrow

Also Town Clerk - C Whitaker, J Ashton – Minute Assistant, 1 Member of the Press and 1 Member of the Public.

Minute

24/05/1 Welcome

The Chairman opened the meeting and read the Fire safety notice and confirmed that proceedings were being recorded by the Minute Assistant and asked if anyone else intended to record the meeting.

Cllr Berry joined the meeting.

24/05/2 Election of Town Mayor

Town Clerk advised that there was one nomination for the position of Town Mayor. Cllr Harvey nominated Cllr Winter, seconded by Cllr Yarrow. There were no other nominations. A vote was taken, and the following was agreed:

24/05/2.01 Resolved

Cllr Winter was duly elected to serve as Town Mayor for Newmarket for 2024/25 Municipal Year and it was confirmed that the declaration of acceptance of office of the Town Mayor was signed.

The Mayor gave thanks for the support from Members and for having the confidence for her to serve another term.

She was pleased with the reports that were received at the Annual Meeting of the Town from recipients of grants awarded by NTC and how they were put to good use. She is very much aware that with rising costs they may ask for more next year.

She is conscious, as is everyone, with the amount of time it takes to achieve our goals, when blocks are often put in our way. It is for that reason, that we as local Councillors must work together, keep our heads down and fight for the things that will benefit our residents.

A round of applause was given

24/05/3 Election Of Deputy Town Mayor

The Mayor invited nominations for the position of Deputy Town Mayor. Town Clerk advised that one nomination had been received. Cllr Winter nominated Cllr Harvey,

seconded by Cllr Yarrow. There were no other nominations. A vote was taken, and the following was agreed:

24/05/3.01 Resolved

Cllr Harvey was duly elected to serve as Deputy Town Mayor for Newmarket for 2024/25 Municipal Year and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.

24/05/4 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Crissall and Starkey. Cllrs Anderson and Clover were absent.

24/05/5 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

None noted. There were no requests for Member's Dispensation.

24/05/6 To Receive and Confirm the Minutes of the Town Council Meeting held on 29th April 2024 and any Matters Arising.

The minutes of the meeting held on 29th April 2024 were presented and the following amendment was made:

Page 2 - 24/04/8 Councillor Reports – the initiative to nominate streets for electric vehicle charging points was an SCC scheme, as was the comment about the Suffolk Good Journeys website.
Typos were also amended.

Subject to the amendments being made, the following was agreed:

24/05/6.01 Resolved

That the minutes of the meeting held on 29th April 2024 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

24/05/7 Public Open Session

No members of the public wished to speak.

24/05/8 Councillor Reports

SCC – Cllr Drummond reported that the Rayes Lane work starts on Monday 20th May 2024 between 1:00pm and 10pm. Cllr Berry added that signs were in place to inform residents and the effort to complete the work around Newmarket working hours was welcomed.

Cllr Hood added that the need to take account of peoples working hours also applies to road closures and she is working with Highways on an alternative route for when there are accidents on A14.

Cllr Jones joined the meeting.

West Suffolk Council (WSC) – Cllr Jarvis reported complaints from residents in Studlands regarding illegal parking on the verge which is a clearly a no parking zone. Cllr Drummond added that he was working with WSC on getting notices put up. Cllr

Jones added that it had been an ongoing problem and that the current parking areas are inadequate for modern cars.

Cllr Hood – reported that she was having trouble getting WSC to enforce planning applications in the conservation area and hopes to resolve this soon.

Cllr Perry reported that she will be meeting with the Jockey Club and WSC to work out who is responsible for cleaning and maintenance of the horsewalks. Town Clerk reported that WSC do it intermittently and the Jockey Club recently took on this work from Bury Road to Hamilton Road with Town Council funding input.

Cllr Yarrow – reported that residents in Icewell Hill flats had received notices from Flagship that the service charge will increase substantially from £74.88 to £320.55. This is happening across the country due to insurance policies not being issued for social housing, and rising costs for maintenance and rebuilding. We shouldn't allow our residents to be suffering in silence with these rising costs.

WSC are going to be refurbishing the Green Road play area prior to the start of the school holidays.

Ward – Cllr Borda reported that he had attended the WSC Civic Dinner and that SOS bus had secured lottery funding to cover repairs, insurance and running costs for the next two years.

Outside bodies – None noted.

24/05/9

Mayors Announcements

The Mayor reported that, in addition to attending committee meetings, working groups and other meetings, her activities included the following:

30th April 2024 – Attended a performance by 'Watoto Children's Choir' at The King Edward VII Memorial Hall.

9th May 2024 – Attended a service of remembrance and celebration for marking 40 years of St. Nicholas Hospice Care.

24/05/10

Committee Terms of Reference and Membership

Committee Terms of Reference

The Terms of Reference for Committees were reviewed, and the following was agreed:

24/05/10.01 Resolved

That the Terms of Reference of the Committees be approved.

Committee Membership

Town Clerk invited Members to indicate which Committees they wished to join, and the following was agreed:

24/05/10.02 Resolved

The Town Council agreed to the following Committee memberships:

Development & Planning Committee: Cllrs Drummond, Berry, Perry, Nobbs, Hood, Hulbert, Harvey, McHugh, Jones, and Jarvis.

Community Services Committee: Cllrs Hulbert, Nobbs, Winter, Harvey, Yarrow, McHugh, Jarvis, and Borda.

Leisure Services Committee: Cllrs Nobbs, Perry, Hulbert, Winter, Harvey, Jarvis, and Borda.

Finance & Policy Committee: Cllrs Drummond, Perry, Hood, Hulbert, Winter, Harvey, Yarrow, and McHugh.

Human Resources Committee: Cllrs Drummond, Hood, Hulbert, Winter, Harvey, Berry, Yarrow, McHugh, and Jarvis.

Performance & Audit Committee: Cllrs McHugh, Yarrow, Harvey, Winter, Hood, and Drummond.

Appeals Committee: Members not on the Human Resources Committee.

Terms of Reference will be sent for the relevant Committees. Chairs and Vice Chairs will be elected at the first Committee meetings.

24/05/11 Delegation Arrangements

The delegation arrangements to officers were reviewed and the following was agreed:

24/05/11.01 Resolved

That the delegation arrangements to officers be approved.

24/05/12 Standing Orders and Financial Regulations

It was noted that the review of the Standing Orders and Financial Regulations were approved on 22nd January 2024.

24/05/13 Financial Risk Management Scheme and Internal Controls

It was noted that the review of the Financial Risk Management Scheme and Internal Controls were approved on 22nd January 2024.

24/05/14 Subscriptions to other bodies

The Council/staff subscriptions to other bodies were reviewed and the following was agreed:

24/05/14.01 Resolved

That the following subscriptions be approved:

Institute of Cemetery and Crematorium Management (ICCM) - £100

Suffolk Association of Local Councils (SALC) - £1,824

Society of Local Council Clerks (SLCC) - £418

MARPA - £25

The subscription to the Chamber of Commerce was deferred to invite them to a meeting to seek further information.

24/05/15 To Confirm Town Councillor Representatives on Other bodies and Arrangements

for Reporting Back

The following Cllr Representatives on Other bodies were considered, and the following was agreed:

24/05/15.01 Resolved

That the following Cllr Representatives on Other bodies be confirmed as:

Love Newmarket BID – Cllr Perry

Suffolk Police & Crime Commissioner – Cllr Hood

Suffolk Association of Local Councils (SALC) – Cllr Harvey

West Suffolk Council Town & Parish Forum – Cllr Jones

Town Twinning Association – Cllr Hood (Lexington) and Cllr Borda (Maison Lafitte)

Newmarket Vision Steering Group – Mayor, Cllr Winter

WSC disability Forum – Cllr Hulbert

MARPA – Cllr Hulbert

Newmarket Rail Group – Cllr Perry

Newmarket Youth Strategy Group Cllr McHugh

24/05/16 To Review Arrangements with other Local Authorities

It was noted that the 2023-2026 Outside Services and Cemetery SLAs that were agreed for West Suffolk Council and Jockey Club Estates on 27th February 2023 and the fees will be reviewed in April 2025.

24/05/17 To Review the Asset Register

The Asset Register was considered, and the following was agreed:

24/05/17.01 Resolved

That the revised Asset Register 31/03/2024 be received and approved.

24/05/18 To Confirm Arrangements for Insurance Cover in Respect of all Insurable Risks

The Zurich Insurance Policy was presented, and the following was agreed:

24/05/18.01 Resolved

That subject to the insurance schedule being reviewed and updated to match the asset register, the Zurich Insurance Policy be approved.

24/05/19 Meeting Dates

The meeting dates from May 2024 to May 2025 were considered and the following was agreed:

24/05/19.01 Resolved

That the meeting dates from May 2024 to May 2025 be approved.

24/05/20 General Power of Competence

Town clerk reported that she had been studying to gain this qualification and due to low staff levels, it has had to put on hold temporarily.

24/05/21 Correspondence

None noted.

24/05/22 Date of the next Meeting

Monday 24th June 2024 in the Memorial Hall at 6:15pm.

Meeting closed at 7:00pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>24/05/2.01 Resolved</u>	Cllr Winter was duly elected to serve as Town Mayor for Newmarket for 2024/25 Municipal Year and it was confirmed that the declaration of acceptance of office of the Town Mayor was signed.
<u>24/05/3.01 Resolved</u>	Cllr Harvey was duly elected to serve as Deputy Town Mayor for Newmarket for 2024/25 Municipal Year and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.
<u>24/05/10.01 Resolved</u>	That the Terms of Reference of the Committees be approved.
<u>24/05/10.02 Resolved</u>	The Town Council agreed to the following Committee memberships: Development & Planning Committee: Cllrs Drummond, Berry, Perry, Nobbs, Hood, Hulbert, Harvey, McHugh, Jones, and Jarvis. Community Services Committee: Cllrs Hulbert, Nobbs, Winter, Harvey, Yarrow, McHugh, Jarvis, and Borda. Leisure Services Committee: Cllrs Nobbs, Perry, Hulbert, Winter, Harvey, Jarvis, and Borda. Finance & Policy Committee: Cllrs Drummond, Perry, Hood, Hulbert, Winter, Harvey, Yarrow, and McHugh. Human Resources Committee: Cllrs Drummond, Hood, Hulbert, Winter, Harvey, Berry, Yarrow, McHugh, and Jarvis. Performance & Audit Committee: Cllrs McHugh, Yarrow, Harvey, Winter, Hood, and Drummond. Appeals Committee: Members not on the Human Resources Committee.
<u>24/05/11.01 Resolved</u>	That the delegation arrangements to officers be approved
<u>24/05/14.01 Resolved</u>	That the following subscriptions be approved:

	Institute of Cemetery and Crematorium Management (ICCM) - £100 Suffolk Association of Local Councils (SALC) - £1,824 Society of Local Council Clerks (SLCC) - £418 MARPA - £25
<u>24/05/15.01 Resolved</u>	That the following Cllr Representatives on Other bodies be confirmed as: Love Newmarket BID – Cllr Perry Suffolk Police & Crime Commissioner – Cllr Hood Suffolk Association of Local Councils (SALC) – Cllr Harvey West Suffolk Council Town & Parish Forum – Cllr Jones Town Twinning Association – Cllr Hood (Lexington) and Cllr Borda (Maison Lafitte) Newmarket Vision Steering Group – Mayor, Cllr Winter WSC disability Forum – Cllr Hulbert MARPA – Cllr Hulbert Newmarket Rail Group – Cllr Perry Newmarket Youth Strategy Group Cllr McHugh
<u>24/05/17.01 Resolved</u>	That subject to the amendment being made, the revised Asset Register 31/03/2024 was received and approved.
<u>24/05/18.01 Resolved</u>	That subject to the insurance schedule being reviewed and updated to match the asset register, the Zurich Insurance Policy be approved.
<u>24/05/19.01 Resolved</u>	That the meeting dates from May 2024 to May 2025 be approved.

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Item 6

On 12 Jun 2024, at 13:23, Townclerk <Townclerk@newmarket.gov.uk> wrote:

Mayor and Town Clerk met with Insp Adam Fitzgibbons (standing in for Insp Connor Lyons whilst on 6-m secondment) on 12/6/24.

Items discussed were:-

- Increased Police presence at racing days - including the High Street and taxi ranks.
- Cherry Tree Pub, Exning Road - complaints regarding noise, ASB - police will do licence checks and liaise with WSC Licensing and Environmental Health
- New Home Office initiative called 'Clear, Hold, Build' - and area with drug issues is identified and action taken to clear. Police then work with local stakeholders to build on keeping the area drug-free going forward.
- There is an uplift in rural business crime - there is an ongoing operation to target this.
- Insp Fitzgibbons enquired if the Council would be doing anything for the EUROS - possibly a big screen on Severals, should any UK team reach the quarter-finals. We can consider the logistics and cost of this. It would be a good community event.
- We will continue to send all our event details to Insp Fitzgibbons and Sgt Button.

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MARPA CATCH UP WITH ALAN NEVILLE – NEWMARKET 21 MAY 2024

Attending: Alan Neville (GA); Peter Feeney, Peter Hulbert, Peter Wakefield (MARPA)

1. New TT December 2025 – any revisions possible earlier?

AN more confident about likelihood that the new timetable will be available from end of 2025. He was however clear that no changes would be possible prior to that. He also indicated that with the C3R programme running late, NR's embargo on introducing a later final train from CBG could conceivably extend into 2026. More positively, he suggested that he bring a planning/timetabling colleague from GA with him to our next catch up so we could discuss the wide range of factors involved in introducing timetable enhancements.

2. Progress towards establishing a Mid Anglia CRP

Still a question of when rather than if; and not inconceivable that formal announcements may be made in the next few months, subject to final funding commitments from partner LAs.

3. Kennett bus replacement – revisit existing arrangements

The sticking point appears to be that travellers from Kennett using a bus replacement service still need to have access to a ticket machine, so the concerns over using the narrow and unlit road to/from Kentford remain. AN promised to pursue the matter further, given recent complaints made to MARPA about lack of bus service when line is blockaded

4. GA view – feasibility of Newmarket Rd P&R bus using rail interchange @ CBG

A matter for the bus operator, Stagecoach. AN would provide PH with contact details.

5. Bury – Cambridge platform waiting room

The scheme remains on GA's "asset wish list", and subject to available funding.

6. Service capacity for ITFC home games 2024/5

AN assured us that the issue of rail service capacity for home games was on GA's radar.

7. JD plaque at Ely station

GA happy to facilitate; PF and AN to discuss further outside the meeting.

8. Latest news re Stowmarket/Needham access enhancements

Stowmarket scheme on track for later this year; Needham as part of the Access for All bid in new control period due for (delayed) announcement June 2024?

9. Progress over securing Thurston station building tenant

Responsibility for securing tenants for redundant GA station buildings now in the hands of the parent company, UK Transport Holdings; AN confident that a more hands on approach to finding a tenant was now apparent. CATS, the campaign group at Thurston, was aware.

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Item 8

Mayor's Announcements – Full Council Meeting – 24th June 2024

- Attended the service at St Mary's Church celebrating 100 years of the Newmarket Branch of the Mother's Union.
- 13/6/2024: Attended the opening of the King's Theatre Cinema.
- 21/6/2024: Attended the "Suffolk Day" at Haverhill Market Square.
- 23/6/2024: Presented the prizes for the JigSaw Championship at the Rowley Mile Racecourse.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Tuesday 7th May 2024 at 6.15pm

Attendance:

Councillor R Hood (Chairman)
Councillor J Berry
Councillor J Harvey

Councillor P Hulbert
Councillor S Perry

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

	Minute	Action by
D/24/05/1	<u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chairman welcomed everyone, opened the meeting. The Fire Notice was not required. She announced that proceedings were being recorded by the Minute Assistant and asked if anyone intended to record the meeting.	
D/24/05/2	<u>Apologies</u> Apologies were received from Cllrs Clover, Drummond, and Nobbs.	
D/24/05/3	<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. There were no requests for dispensation.	
D/24/05/4	<u>To Confirm the Minutes of the Meeting Held on 22nd April 2024 and any Matters Arising</u> The Chairman presented the minutes of the Development & Planning Committee held on 22nd April 2024 and the following was agreed: <u>D/24/05/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 22nd April 2024 be adopted and were signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.	
D/24/05/5	<u>Public Open Session</u> No members of the public were present.	
D/24/05/6	<u>Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered</u> Policy 1 – Conservation Area.	

D/24/05/7 Planning Applications

Week Commencing 15/04/2024 & 22/04/2024.

D/24/05/7/1 DC/24/0485/HH - Householder planning application - a. insertion of one window to ground floor front elevation b. two storey side extension (following demolition of existing garage) c. single storey rear extension - 61 Edinburgh Road Newmarket Suffolk.

A member of the press joined the meeting.

D/24/05/7.01 Resolved

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

D/24/05/7/2 DC/24/0278/FUL - Planning application - a. temporary siting of two cabins in Grosvenor Yard car park b. replacement first floor windows to north-east and south-west elevations c. three air conditioning condensers following removal of existing d. anti-glare film to all rooflights - Rear Of 162 High Street Newmarket Suffolk.

Cllr Berry joined the meeting.

D/24/05/7.02 Resolved

The Committee objected strongly to part a. the siting of the two cabins in the Grosvenor Yard over 12 parking spaces which is frequently full and dispute the assertion that this is not the case. This will cause inconvenience to residents, shoppers, and the Cinema which is in its first operational year and an alternative compromise should be found. In addition, the estimated length of time of 30 weeks is unacceptable. Committee made comment regarding part c. three air conditioning condensers; that there is no objection subject to no increase in noise level to reduce the impact on local residents.

Cllr Perry will speak to the planning officer.

D/24/05/7/3 NMA(A)/23/1680 - Non-material amendment to DC/23/1680/HH - a. window and door frame colour changed from grey to black b. front windows glazing bar configuration amended - Barkway House 18 Bury Road Newmarket Suffolk.

D/24/05/7.03 Resolved

The Committee voiced no objection.

D/24/05/7/4 DC/24/0519/HH - Householder planning application - installation of porch to front elevation - 2 Bahram Close Newmarket Suffolk.

D/24/05/7.04 Resolved

The Committee voiced no objection.

D/24/05/7/5 DC/24/0501/FUL - Planning application - a. installation of ventilation system to rear elevation b. replacement door to rear elevation - 58-60 High Street Newmarket Suffolk.

D/24/05/7.05 Resolved

The Committee requested formal approval of the Conservation Officer and LB

Officer and in the absence of which, the Committee strongly object.
Clarification of receipt of these details was requested.

D/24/05/7/6 DC/24/0502/LB - Application for listed building consent - a. internal changes to accommodate bar/restaurant b. installation of internal and external ventilation equipment - 58-60 High Street Newmarket Suffolk.

D/24/05/7.06 Resolved

The Committee requested formal approval of the Conservation Officer and LB Officer and in the absence of which, the Committee strongly object.
Clarification of receipt of these details was requested.

D/24/05/8 Amended and Deferred Planning Applications

D24/05/8/01 DC/24/0393 & /0394 –89- 95 High Street (old Barclays Bank) – arrangements are being made for a site visit.

Cllr Winter joined the meeting.

D24/05/8/02 DC/23/1182/FUL – 128 High Street – re-consultation - confirmation from SCC that the noise levels is an acceptable level for residents is awaited.

D/24/05/8.01 Resolved

The Committee continue to strongly object to this application based on the lack of clarity of the structural integrity of the location of these units and their compliance with health & safety regulations. Confirmation was requested on the findings of the noise assessment report from WSC officers regarding their validation of the report and that this will reduce the noise to an acceptable level for local residents.

D/24/05/9 Planning Appeals

D/24/05/9/1 AP/24/0019/STAND Garage at Nowell Lodge, Fordham Road – written representation appeal – this was deferred to the next meeting following Cllr Hood’s further research regarding the application.

D/24/05/9/1 AP/0052/LDC – Landwade Park – it was noted that the Public Inquiry has completed, and a decision is awaited.

D/24/04/24/2 AP/0008/STAND – Chels 51A Bury Road – it was noted that the appeal started on 1st March 2024 and is ongoing.

D/24/05/10 East Cambs Planning Applications

D24/04/25.01 The East Cambs Weekly List for 19/04/2024 & 26/04/2024 were noted.

D/24/05/11 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 15/04/2024 & 22/04/2024.

Applications	Description	Address	WS Decision	NTC Decision
DC/24/0358/TCA	Trees in a conservation area notification - one Sorbus (T1 on plan), one Conifer (T2 on plan) two Cherrys (T3 and T4 on plan) and two Silver Birches (T5 and	Barkway House 18 Bury Road Newmarket Suffolk	Approved	Objected

	T6 on plan) fell				
DC/23/1995/P3CMA	Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) Order 2015 - change of use of first floor offices (commercial, business and service) (class E) to five dwellings (class C3	40 The Guineas Shopping Centre The Rookery Newmarket Suffolk	Approved	Objected	
DC/23/1749/FUL	Planning application - a. Conversion of basement of No 36 to one dwelling; b. Subdivision of ground floor flat of No 36 to two dwellings; c. Subdivision of first floor flat of No 36 to two dwellings; d. Conversion of second floor of No 36 to one dwelling; e. Change of use of second floor of No 34 from retail (Class E) to one dwelling (C3); f. Single storey extension to rear of No 36 and replacement of basement access lobby roof	To rear of 36 and 34-36 Old Station Road Newmarket Suffolk	Approved	Objected	
DC/24/0430/TCA	Trees in a conservation area notification - one Sycamore - fell	1 Falmouth Gardens Newmarket Suffolk	Approved	Objected	
DC/24/0410/TCA	Trees in a conservation area notification - one Cedar (T1 on plan), one Yew (T2 on plan) fell	The Gables 20 Bury Road Newmarket Suffolk	Approved	Objected	
DC/24/0230/LB	Application for listed building consent - Replacement of non historic internal timber cabinetry, internal refurbishment and decorations	34-36 Waggon And Horses Public House High Street Newmarket Suffolk	Approved	No Objection	
DC/24/0229/LB	Application for listed building consent - a. installation of metal straps, ties and support structure to tie and stabilise existing facade b. patch render repairs	34-36 Waggon And Horses Public House High Street Newmarket Suffolk	Approved	No Objection	
DC/20/1625/FUL	Planning application - Extractor flue for restaurant to side elevation	146A High Street Newmarket	Withdrawn	No Objection	

D/24/05/12 Delegation Panel Decisions

43 St Phillips Road – was considered by the Delegation Panel today and a decision is awaited.

D/24/05/13 Licensing

D/24/04/28/01 128 High Street – it was noted that the hearing will be held at the Mildenhall Hub on 15th May 2024 and Cllr Perry confirmed her attendance.

D/24/04/28/02 Lounge, High Street, Newmarket – in progress

D/24/05/14 Enforcement

Mesnil Warren, 40 Bury Road - information from the Conservation Officer is awaited regarding the inappropriate replacement windows within the Conservation Area.

D/24/05/15 AirBnBs

An update regarding 38 Mill Hill was discussed and further information will be sought regarding the change to commercial rates resulting in no change of use of the property.

D/24/05/16 Correspondence
None noted.

D/24/05/17 Date of Next Meeting

Monday 20th May 2024 at the Memorial Hall.

Meeting closed at 7:06pm.

Signed Cllr Hood.

Date 20.5.24

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>24/04/7.01 Resolved</u>	The Committee deferred this application and requested an extension to arrange a site visit.
<u>24/04/7.02 Resolved</u>	The Committee objected strongly to part a. the siting of the two cabins in the Grosvenor Yard over 12 parking spaces which is frequently full and dispute the assertion that this is not the case. This will cause inconvenience to residents, shoppers, and the Cinema which is in its first operational year and an alternative compromise should be found. In addition, the estimated length of time of 30 weeks is unacceptable. Committee made comment regarding part c. three air conditioning condensers; that there is no objection subject to no increase in noise level to reduce the impact on local residents.
<u>24/04/7.03 Resolved</u>	The Committee voiced no objection.
<u>24/04/7.04 Resolved</u>	The Committee voiced no objection.
<u>24/04/7.05 Resolved</u>	The Committee requested formal approval of the Conservation Officer and LB Officer and in the absence of which, the Committee strongly object. Clarification of receipt of these details was requested.
<u>24/04/7.06 Resolved</u>	The Committee requested formal approval of the Conservation Officer and LB Officer and in the absence of which, the Committee strongly object. Clarification of receipt of these details was requested.
<u>D/24/05/8.01 Resolved</u>	The Committee continue to strongly object to this application based on the lack of clarity of the structural integrity of the location of these units and their compliance with health & safety regulations. Confirmation was requested on the findings of the noise assessment report from WSC officers regarding their validation of the report and that this will reduce the noise to an acceptable level for local residents.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 20th May 2024 at 6.15pm

Attendance:

Councillor R Hood (Chairman)
Councillor A Drummond
Councillor J Harvey
Councillor P Hulbert

Councillor J Jarvis
Councillor R Jones
Councillor J McHugh
Councillor R Nobbs
Councillor S Perry

Also Present: J Ashton – Minute Assistant and Cllr Winter as an observer.

	Minute	Action by
D/24/05/18 <u>To Elect a Chairman</u> Cllr Hulbert nominated Cllr Hood seconded by Cllr Harvey. There were no other nominations, a vote was taken, and the following was agreed: <u>D/23/05/18.01 Resolved</u> That Cllr Hood be elected as the Chairman of the D&P Committee for 2024/2025 Municipal Year.		
D/24/05/19 <u>To Elect a Vice Chairman</u> Cllr Hood nominated Cllr Harvey seconded by Cllr Drummond. There were no other nominations, a vote was taken, and the following was agreed: <u>D/23/05/19.01 Resolved</u> That Cllr Harvey be elected as the Vice Chairman of the D&P Committee for 2024/2025 Municipal Year.		
D/24/05/20 <u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chairman welcomed everyone and read out the Fire Notice and announced that proceedings were being recorded by the Minute Assistant and asked if anyone intended to record the meeting.		
D/24/05/21 <u>Apologies</u> Apologies were received from Cllr Berry.		
D/24/05/22 <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. There were no requests for dispensation.		
D/24/05/23 <u>To Confirm the Minutes of the Meeting Held on 7th May 2024 and any Matters Arising</u>		

The Chairman presented the minutes of the Development & Planning Committee held on 7th May 2024 and the following was agreed:

D/24/05/23.01 Resolved

That the minutes of the Development & Planning Committee held on 7th May 2024 be adopted and were signed as a true record by the Chairman of the Development & Planning Committee.

Matters arising.

Page 2 – D/24/05/7.02 Resolved – Lida Vets - Cllr Perry reported that planning permission was not required for the use of the parking spaces so she has been in touch with WSC Parking and is awaiting a response. She will follow this up and report back.

D/24/05/24 Public Open Session

No members of the public were present.

D/24/05/25 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 14 – Trees.

D/24/05/26 Planning Applications

Week Commencing 29/04/2024 & 06/05/2024.

D/24/05/26/1 DCON(G)/13/0408 - Application to discharge condition 1 (design code) of application DC/13/0408/OUT - Hatchfield Farm Fordham Road Newmarket Suffolk.

D/24/05/26.01 Resolved

The Committee deferred this application to the next meeting to obtain additional information.

D/24/05/26/2 DC/24/0511/HH - Householder planning application - single storey rear extension - 34 St Philips Road Newmarket Suffolk.

D/24/05/26.02 Resolved

The Committee voiced no objection.

D/24/05/26/3 DC/24/0630/TCA - Trees in a conservation area notification - one Apple (T1 on plan) fell - Barkway House 18 Bury Road Newmarket Suffolk.

D/24/05/26.03 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration and a full report. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.

D/24/05/26/4 DC/24/0605/TPO - TPO 001 (2024) tree preservation order - one Horse chestnut

(001 on plan, within G2 on order) one Ash (T0015 on plan, within G1 on order) fell - Palace House Stables Palace Street Newmarket Suffolk.

D/24/05/26.04 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee does not object to this application subject to Tree Officer's approval and supports the Arboriculture report recommendation that a suitable replacement for the Ash tree is planted.

D/24/05/26/5 DC/24/0309/FUL - Planning application - replacement fencing following removal of existing fencing - Land North Of The Severals Bury Road Newmarket Suffolk.

D/24/05/26.05 Resolved

The Committee deferred this application and requested an extension to obtain further information. A representative is to be invited to the next D&P to discuss.

Cllr Winter joined the meeting.

D/24/05/27 Amended and Deferred Planning Applications

D24/05/27/01 DC/24/0393 & /0394 –89- 95 High Street (old Barclays Bank) - a site visit will be carried out tomorrow and an extension will be requested.

D24/05/27/02 DC/24/0485/HH - 61 Edinburgh Road - feedback from a site visit was given and the following was agreed:

D/24/05/27.02 Resolved

The Committee voiced no objection subject to the Planning Officer's approval regarding the closeness of the extension to the neighbouring property.

D/24/05/28 Planning Appeals

D/24/05/28/1 AP/24/0019/STAND Garage at Nowell Lodge, Fordham Road – written representation appeal.

D/24/05/28/1 AP/0052/LDC – Landwade Park – it was noted that the Public Inquiry has completed, and a decision is awaited.

D/24/05/28/2 AP/0008/STAND – Chels 51A Bury Road – it was noted that the appeal started on 1st March 2024 and is ongoing.

D/24/05/29 East Cambs Planning Applications

The East Cambs Weekly List for 19/04/2024 & 26/04/2024 were noted.

D/24/05/30 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 29/04/2024 & 06/05/2024.

Applications	Description	Address	WS Decision	NTC Decision
DCON(A)/22/1976	Application to discharge condition 5 (soft landscaping) and 7 (ecological enhancement) of DC/22/1976/FUL	Terrace House Queensberry Road Newmarket Suffolk	Approved	No comment invited

DC/24/0306/TPO	TPO 026(1958) tree preservation order - one Beech (T1 on plan, within A1 on order) overall crown reduction by up to two metres, reduce two lowest branches on northern aspect by up to three metres back to previous pruning points	Substation Adjacent To 72 Edinburgh Road Newmarket Suffolk	Approved	No objection	
DC/24/0275/HH	Householder planning application - single storey rear extension (following demolition of existing conservatory)	131 Manderston Road Newmarket Suffolk	Approved	No objection	
DC/24/0268/FUL	Planning application - a. new timber railings on existing low level wall to front of site b. new pedestrian gate to front of site c. new side fencing along public right of way d. new vehicular access gate to rear of car park	Arlington Court Church Lane Newmarket Suffolk	Approved	No objection	
DC/23/1708/FUL	Planning application - a. two dwellings to rear of Long Cottage, following demolition of stable blocks; b. part demolition of office building to provide vehicular access to rear; c. home office building incidental to use of Long Cottage; d. associated landscaping	Long Cottage Fordham Road Newmarket Suffolk	Refused	Objected	
DC/24/0405/HH	Householder planning application- Single storey rear extension Householder planning application - single storey rear extension	4 Paget Place Newmarket Suffolk	Approved	No objection	
DC/24/0370/HH	Householder planning application- Conversion of detached garage to home gym or any other use incidental to the enjoyment of the dwellinghouse	43 St Phillips Road	Approved	Objected	
DCON(A)/23/1253	Application to discharge condition 4 (New/replacement window- detailed) of DC/23/1253/VAR		Condition discharged	No comment invited	

D/24/05/31 Delegation Panel Decisions

43 St Phillips Road – it was noted that the Delegation Panel had approved the application.

D/24/05/32 Licensing

D/24/04/32/01 128 High Street – the hearing was held at the Mildenhall Hub on 15th May 2024 and Cllr Perry reported that that a license was granted but the hours were restricted to 11:00pm rather than 1:00am (starting at 7:00am). The Police have made amendments to the license wording and Cllr Perry will circulate the document and has asked that her comments and those of Environmental Health be taken into account.

D/24/04/32/02 Lounge, High Street, Newmarket – in progress.

D/24/05/33 Enforcement

Mesnil Warren, 40 Bury Road - information from the Conservation Officer is awaited.

D/24/05/34 AirBnBs

Mill House 38 Mill Hill Newmarket – the response from WSC that no enforcement action is warranted was noted with disappointment as this is totally unsatisfactory. New regulations are to be introduced by the Government in the summer although it is unclear how this may relate to this particular issue. WSC

also confirmed that business rates were being paid. Cllr Yarrow is following up this issue with WSC.

D/24/05/35 Correspondence

None noted.

D/24/05/36 Date of Next Meeting

Monday 3rd June 2024 at the Memorial Hall.

Meeting closed at 7:15pm.

Signed _____ R Hood _____ Date _____ 3/6/2024

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/23/05/18.01 Resolved</u>	That Cllr Hood be elected as the Chairman of the D&P Committee for 2024/2025 Municipal Year.
<u>D/23/05/19.01 Resolved</u>	That Cllr Harvey be elected as the Vice Chairman of the D&P Committee for 2024/2025 Municipal Year.
<u>D24/05/26.01 Resolved</u>	The Committee deferred this application to the next meeting to obtain additional information.
<u>D24/05/26.02 Resolved</u>	The Committee voiced no objection.
<u>D24/05/26.03 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration and a full report. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.
<u>D24/05/26.04 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee does not object to this application subject to Tree Officer's approval and supports the Arboriculture report recommendation that a suitable replacement for the Ash tree is planted.
<u>D24/05/26.05 Resolved</u>	The Committee deferred this application and requested an extension to obtain further information.
<u>D/24/05/27.02 Resolved</u>	The Committee voiced no objection subject to the Planning Officer's approval regarding the closeness of the extension to the neighbouring property.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 3rd June 2024 at 6.15pm

Attendance:

Councillor R Hood (Chair)
Councillor J Berry
Councillor A Drummond
Councillor J Harvey
Councillor P Hulbert

Councillor J Jarvis
Councillor J McHugh
Councillor R Nobbs
Councillor S Perry

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr Winter as an observer, 2 Representatives from Vistry Group, R Achner – Jockey Club and 1 Member of the Press.

Minute		Action by
D/24/06/1	<u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chairman welcomed everyone, opened the meeting, and read out the Fire Notice and announced that proceedings were being recorded by the Minute Assistant and asked if anyone intended to record the meeting.	
D/24/06/2	<u>Apologies</u> Apologies were received from Cllr Jones.	
D/24/06/3	<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> Cllr Hood declared "an other" interest in item 8. There were no requests for dispensation.	
D/24/06/4	<u>To Confirm the Minutes of the Meeting Held on 20th May 2024 and any Matters Arising</u> The Chairman presented the minutes of the Development & Planning Committee held on 20th May 2024 and the following was agreed: <u>D/24/06/4.01 Resolved</u> <u>That the minutes of the Development & Planning Committee held on 20th May 2024 be adopted and were signed as a true record by the Chairman of the Development & Planning Committee.</u> Matters arising: <u>Page 2 – D/24/05/23.01 Matters arising</u> - Cllr Perry reported that WSC Parking had agreed for Lida Vets to use 8 parking spaces instead of 12 and they will be used for 27 weeks rather than 30 weeks. Compensation will be payable for the lack of parking revenue and a survey had been taken showing 58 spaces out of 66 were being used at peak times.	

D/24/06/5 Public Open Session

R Achner from the Jockey Club reported that they had been looking at options for new fencing across the estate and the preferred product was chosen as white is easier for horses to see. It is curved and has flex in it making it safer around children. The product is made from recycled material and is guaranteed for 15 years. The Jockey Club will also be able to fix any damage that occurs.

Cllr Winter joined the meeting.

The Chair gave thanks for the additional information and R Achner left the meeting.

D/24/06/6 Presentation – Hatchfield Development

A presentation on the Hatchfield development reserved matters was given by representatives from the Vistry Group who are seeking to build 400 new homes under the outline planning permission. There will be a mix of family homes, apartments and bungalows. The consultation ends 14th June and construction will start at the end of the year.

The Chair requested a site visit to walk through the site and the following was agreed:

D/24/06/6.01 Resolved

That a site visit be arranged to walk through the plans for the Hatchfield Development.

They were asked if there were any similar builds nearby that could be looked at and they will investigate the options.

Further questions were asked relating to environmental issues, accessibility, refuse collection and public transport links.

The Chair gave thanks for the presentation and will look forward to the site visit.
The Vistry Group representatives left the meeting.

Cllrs Hood and Drummond gave their apologies and left the meeting. Cllr Harvey took the chair.

D/24/06/7 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 14 – Trees and Policy 1 – Conservation Area.

D/24/06/8 Planning Applications

Week Commencing 13/05/2024 & 20/05/2024.

D/24/06/8/1 DC/24/0615/CLP - Application for lawful development certificate for proposed use or development - a. Replacement of single-glazed sashes with timber double glazed sashes to same dimensions, retaining existing sash boxes; b. Installation of in-roof solar PV panels to the rear roof slopes; c. Demolition of the brick link passage to the garage, and refurbishment of door and overlight, new steps; d. Demolition of the woodshed and replacement with a new studio office with flat green roof; e. Reinstatement of blocked-up first floor window on NW elevation - Boyarin Lodge 30

Bury Road Newmarket.

D/24/06/8.01 Resolved

The Committee voiced no objection subject to consideration of relocation of the air source heat pump for aesthetic reasons. The Committee were pleased to note that the replacement windows comply with Conservation Policy.

D/24/06/8/2 DC/24/0719/TCA – Trees in a conservation area notification – two Sycamore (area marked in red) ell: group of Shrubs (area marked in red) crown reduction in height by two metres – 15 Highfield House Bury Road Newmarket Suffolk.

D/24/06/8.02 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration and a full report. If the height of the trees is interfering with the signal the Committee requested that height reduction be considered. The Committee voiced no objection to the crown reduction of the shrubs.

D/24/06/8/3 DC/24/0717/TCA – Trees in a conservation area notification- one Yew (Blue on plan) and one Sycamore (yellow on plan) fell – 6 Falmouth Gardens Newmarket Suffolk.

D/24/06/8.03 Resolved

The Committee deferred this application due to no information being supplied.

D/24/06/8/4 DC/24/0685/HH – Householder planning application – widening of existing dropped kerb, new boundary wall and railings – 1 Hamilton Road Newmarket Suffolk.

D/24/06/8.04 Resolved

The Committee voiced no objections.

D/24/06/9 Amended and Deferred
None noted.

D/24/06/10 Planning Appeals

D/24/06/10/1 AP/24/0019/STAND Garage at Nowell Lodge, Fordham Road – written representation appeal.

D/24/06/10/1 AP/0052/LDC – Landwade Park – it was noted that the appeal was successful and planning permission was granted.

D/24/06/10/2 AP/0008/STAND – Chels 51A Bury Road – it was noted that the appeal started on 1st March 2024 and is ongoing.

D/24/06/11 East Cambs Planning Applications
The East Cambs Weekly Lists were noted.

D/24/06/12 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 13/05/2024 & 20/05/2024.

Applications	Description	Address	WS Decision	NTC Decision
DC/24 24/0372/HH	Householder planning application- Construction of porch (following removal of existing porch/canopy)	47 Lester Piggott Way Newmarket Suffolk	Approved	No objection
DC/24/0293/HH	Householder planning application- Single storey side extension with double garage (following demolition of existing and single garage.)	Belvedere Falmouth Avenue Newmarket Suffolk	Approved	No objection
DCON(G)/17/1881	Application to discharge conditions 16 (soft landscaping- Implementation and management) and 29 (operational waste management strategy) of application DC/17/1881/FUL	The Silks, 69 Exning Road, Newmarket, Suffolk	Approved	No comment invited
DC/23/1680/HH	Non-material amendment to DC/23/1680/HH- a.window and door frame colour changed from grey to black b.front windows glazing bar configuration amended.	Barkway House, 18 Bury Road, Newmarket, Suffolk	Approved	No objection
DCON(A)/23/2027	Application to discharge conditions 3 (arboricultural method statement) and 4 (tree protection) of application DC/23/2027/HH	28 Rowley Drive, Newmarket, Suffolk	Approved	No comment invited
DC/24/0453/HH	Householder planning application-single storey detached garden studio 460	Aureole Walk, Newmarket, Suffolk	Approved	No objection
DC/34/0452/HH	Householder planning application- single storey rear extension and roof raise of existing rear extension 59	Exning Road, Newmarket, Suffolk	Approved	No response received
DC/24/0054/FUL	Planning application- change of use of first floor (Class E) to one dwelling (class C3) and associated alterations	13B Wellington Street, Newmarket, Suffolk	Approved	No objection
DC/24/0023/ADV	Application for advertisement consent- a.non-illuminated hanging sign b. existing fascia to be painted c.replacement illuminated ATM sign c.replacement door vinyl	49-51 High Street, Newmarket, Suffolk	Approved	No objection
DC/23/2090/FUL	Planning application- a.alterations to existing ground floor shop front and internal alterations to create new entrance b. change of use of first floor from retail (class E) to one dwelling (class C3)	34 Station Road, Newmarket, Suffolk	Approved	No objection
DC/23/0580/FUL	Planning application- conversion of garage to dwelling	Land Rear Of Eastcote, 45 Bury Road, Newmarket, Suffolk	Approved	No objections

D/24/06/13 Delegation Panel Decisions

None noted.

D/24/06/14 Licensing

D/24/06/14/01 128 High Street – the hearing was held at the Mildenhall Hub on 15th May 2024 and Cllr Perry reported that the link to the license that was granted had been circulated.

D/24/06/14/02 Lounge, High Street, Newmarket – in progress.

D/24/06/15 Enforcement

None noted.

D/24/06/16 AirBnBs

No further information.

D/24/06/17 Correspondence

Development of the former premises near the St Laureate School in Exning Road – it was noted that an onsite meeting will be held on Wednesday 5th June 2024 at 2:30pm.

WSC Development Control meeting on 10th June at 10:00am to decide on the former St Felix site meeting was noted.

D/24/06/18 Date of Next Meeting

Monday 17th June 2024 at the Memorial Hall.

Meeting closed at 7:30pm.

Signed Cllr J.Harvey Date 17/06/24

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/24/06/6.01 Resolved</u>	That a site visit be arranged to walk through the plans for the Hatchfield Development.
<u>D/23/06/8.01 Resolved</u>	The Committee voiced no objection subject to consideration of relocation of the air source heat pump for aesthetic reasons. The Committee were pleased to note that the replacement windows comply with Conservation Policy.
<u>D/24/06/8.02 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration and a full report. If the height of the trees is interfering with the signal the Committee requested that height reduction be considered. The Committee voiced no objection to the crown reduction of the shrubs.
<u>D/24/06/8.03 Resolved</u>	The Committee deferred this application due to no information being supplied.
<u>D/24/06/8.04 Resolved</u>	The Committee voiced no objections.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 17th June 2024 at 6.15pm

Attendance:

Councillor J Harvey (Chairman)
Councillor P Hulbert
Councillor J Jarvis

Councillor J McHugh
Councillor R Nobbs
Councillor S Perry

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, 1 Member of the Press and 1 Member of the Public.

	Minute	Action by
D/24/06/19	<u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chairman welcomed everyone, opened the meeting, and read out the Fire Notice and announced that proceedings were being recorded by the Minute Assistant and asked if anyone intended to record the meeting.	
D/24/06/20	<u>Apologies</u> Apologies were received from Cllrs Berry, Hood and Jones. Cllr Drummond was absent.	
D/24/06/21	<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. There were no requests for dispensation.	
D/24/06/22	<u>To Confirm the Minutes of the Meeting Held on 3rd June 2024 and any Matters Arising</u> The Chairman presented the minutes of the Development & Planning Committee held on 3rd June 2024 and the following amendment was made: Page 2 – D/24/06/5 – R Achner “from the Jockey Club” was added. Subject to the amendment being made, the following was agreed: <u>D/24/06/22.01 Resolved</u> That the minutes of the Development & Planning Committee held on 3rd June 2024 be adopted and were signed as a true record by the Chairman of the Development & Planning Committee. Matters arising. Page 7 – D/24/06/17 – it was noted that WSC Development Planning Control had approved the development plans for the former St Felix School site on 10/6/24. Cllr Harvey attended as NTC representative. Submissions against were made by NSDA,	

WSC Cllr Perry, NTC, 17 members of the public and Sporting England. WSC and SCC made submissions in favour.

D/24/06/23 Public Open Session

No members of the public wished to speak.

D/24/06/24 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 14 – Trees, Policy 1 – Conservation Areas and Policies 19, 20, 22 large developments relating to Housing Needs, Affordable Housing and Traffic Impact.

D/24/06/25 Planning Applications

Week Commencing 27/05/2024 & 03/06/2024.

D/24/06/25/1 DC/24/0674/HH - Householder planning application - single storey rear garden room - 36 Persimmon Walk Newmarket Suffolk.

D/24/06/25.01 Resolved

The Committee placed a holding objection to request an extension and to seek further clarification on the building design, following concerns regarding shape and size.

D/24/06/25/2 DC/24/0661/HH - Householder planning application- Detached double garage with loft room above -10 Duchess Drive Newmarket Suffolk.

D/24/06/25.02 Resolved

The Committee placed a holding objection and requested an extension to seek further information on the impact on trees from the extension from the Tree Officer.

D/24/06/25/3 DC/24/0654/LB - Application for listed building consent- a. installation of signage replacement lighting to rear elevation c. re-decoration of doors to front and rear elevations, windows to front elevation, joinery, fanlight and column bases - 58 - 60 High Street Newmarket Suffolk.

D/24/06/25.03 Resolved

The Committee placed a holding objection and requested an extension to seek further information on the maintenance of the top floor of the property.

D/24/06/25/4 DC/24/0653/ADV - Application for advertisement consent- a. two externally illuminated fascia signs b. one externally illuminated menu board sign d. three non-illuminated fascia signs - 58 - 60 High Street Newmarket Suffolk.

D/24/06/25.04 Resolved

The Committee placed a holding objection; being in support of the comments of the Conservation Officer regarding concerns about the illumination.

D/24/06/25/5 DC/24/0699/P3CPA - Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 - change of use from betting shop (sui generis) to

cafe/restaurant (class E commercial business service) - 107 High Street Newmarket Suffolk.

It was noted that this application had been withdrawn.

Cllr Nobbs declared an "other interest" in the following application and did not vote
D/24/06/25/6 DC/24/0681/HH - Householder planning application-a. two storey front extension (following demolition of existing front extension) b. raising height of existing roof to create additional storey c. insertion of two windows to side elevation 10 Birdcage Walk Newmarket.

D/24/06/25.06 Resolved

The Committee voiced no objection.

D/24/06/25/7 DC/24/0778/TCA - Trees in conservation area notification- One Yew (T1 on plan) and one Conifer (T2 on plan) - fell - The Kremlin Bungalow, 1A Bury Road, Newmarket, Suffolk.

D/24/06/25.07 Resolved

The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee objected to this application due to the absence of a Tree Officer's report and no reason being given to fell the trees.

D/24/06/25/8 DC/24/0725/TPO - TPO 032 (1960), TPO 005 (2022) Tree preservation order-one Beech (T22 and plan, A1 on order) raise canopy to four metres from ground level and crown thinning by 15% - 4 Paget Place, Newmarket, Suffolk.

D/24/06/25.08 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the Tree Officer's approval.

D/24/06/25/9 DC/24/0720/OUT - Outline planning application (means of access to be considered)- a. Construction of general industrial/storage and distribution/commercial use buildings (use class B2/B8 and E(G) B. Highway and access works c. car parking d. landscaping and associated works - Hatchfield Farm, Fordham Road, Newmarket, Suffolk.

D/24/06/25.09 Resolved

Due to the scale and complexity of the documentation involved in the application, the Committee placed a holding objection to allow time to invite the WSC Planning Officer and applicant representative to the next meeting for further explanation on the application.

D/24/06/26 Amended and Deferred

D/24/06/26/1 DC/24/0393 & /0394 – 85-94 High Street – feedback from site visit 21/05/24 was given and the following was agreed:

D/24/06/26.01 Resolved

Whilst the development of the building was welcomed, the Committee objected

on the lack of parking and bin space for a Town Centre development. NTC's standard parking and transport statement is applied.

D/24/06/26/2 DC/24/0309/FUL – Land North of The Severals, Bury Road – to discuss following applicant representation 03/06/24. The following was agreed:

D/24/06/26.02 Resolved

The Committee voiced no objection and supported the proposal.

D/24/06/26/3 DCON(G)/13/0408 – Hatchfield Farm, Fordham Road – feedback from the presentation on 3/6/24 and the site visit pending on 17/06/24 was given.

A member of the press left the meeting.
The following was agreed:

D/24/06/26.03 Resolved

The Committee placed a holding objection and requested an extension to have further discussions with the developers regarding the design code before the application is finally approved.

D/24/06/26/4 DC/24/0717/TCA - 6 Falmouth Gardens – further details were received and considered. The following was agreed:

D/24/06/26.04 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration and a full report. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.

D/24/06/27 Planning Appeals

D/24/06/27/1 AP/24/0019/STAND Garage at Nowell Lodge, Fordham Road – appeal in progress.

D/24/06/27/2 AP/0008/STAND – Chels 51A Bury Road – it was noted that the appeal started on 1st March 2024 and is ongoing.

D/24/06/28 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/24/06/29 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 27/05/2024 & 03/06/204.

Applications	Description	Address	WS Decision	NTC Decision
DC/24/0501/FUL	Planning application - a. installation of ventilation system to rear elevation b. replacement door to rear elevation	58-60 High Street Newmarket Suffolk	Approved	No objection

DC/24/0502/LB	Application for listed building consent- a. internal changes to accommodate bar/restaurant b. installation of internal and external ventilation equipment	58-60 High Street Newmarket Suffolk	Approved	No objection	
DC/24/0485/HH	Householder planning application- insertion of one window to ground floor front elevation b. two storey side extension (following demolition of existing garage) c. single storey rear extension	61 Edinburgh Road Newmarket Suffolk	Approved	No objection	
DC/24/0461/HH	Householder planning application-single storey rear extension (following demolition of existing conservatory)	46 Drinkwater Close Newmarket Suffolk	Approved	No objection	
DC/24/0427/TPO	TPO 03 (1990) Tree preservation order- one Beech Tree (T1 on the plan) lateral crown reduction of secondary and tertiary branches by three metres to West	elevation 22 Rochfort Avenue, Newmarket, Suffolk	Approved	No objection	
DC/24/0605/TPO	TPO 001 (2024) Tree preservation order- one Horse chestnut (001 on plan, within G2 on order) one Ash (T0015 on plan, within G1 on order) fell	Palace House Stables, Place Street, Newmarket, Suffolk	Approved	No objection	
DC/24/0519/HH	Householder planning application- Installation of porch to front elevation	2 Bahram Close, Newmarket, Suffolk	Approved	No objection	
DC/24/0345/P3CM A	Prior approval application under Part 3 of the Town and Country Planning (General Permitted Development) Order 2015- change of use from class E (commercial, business and service) to class C3 (dwellinghouse) to form one dwelling	1 Rous Road, Newmarket, Suffolk	Approved	No objection	
Dc/23/1674/VAR	Planning application- variation of condition 1 of DC/22/2027/VAR to allow for use of amended plans for change of use from offices to five self-contained flats including internal alterations and insertion of new doors and windows with landscaping	34 Fitzroy Street, Newmarket, Suffolk	Approved	No objection	

D/24/06/30 Chancerygate Consultation – Development at Exning Road

Feedback from the NTC on-site consultation meeting was discussed and the following was agreed:

D/24/06/30.01 Resolved

That Delegated Power be given to the Town Clerk to feedback the comments of the Committee from the site meeting.

D/24/06/31 Delegation Panel Decisions

Planning Application - Variation of conditions 2 (approved plans) and 3 (parking of vehicles and cycles) of DC/20/1025/FUL - Plot 1, Police Station, Vicarage Road, Newmarket.

It was noted that the Panel were minded to “grant” permission.

D/24/06/32 Licensing

D/24/06/31/01 Lounge, High Street, Newmarket – it was noted that a license had been approved.

D/24/06/33 Enforcement

No new enforcement matters.

D/24/06/34 AirBnBs
Mill House 38 Mill Hill Newmarket - Deferred for further information.

D/24/06/35 Correspondence
None noted.

D/24/06/36 Date of Next Meeting
Monday 1st July 2024 at the Memorial Hall.

Meeting closed at 7:38pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/24/06/25.01 Resolved</u>	The Committee placed a holding objection to request an extension and to seek further clarification on the building design, following concerns regarding shape and size..
<u>D/23/06/25.02 Resolved</u>	The Committee placed a holding objection and requested an extension to seek further information on the impact on trees from the extension from the Tree Officer.
<u>D/24/06/25.03 Resolved</u>	The Committee placed a holding objection and requested an extension to seek further information on the maintenance of the top floor of the property.
<u>D/24/06/25.04 Resolved</u>	The Committee placed a holding objection; being in support of the comments of the Conservation Officer regarding concerns about the illumination.
<u>D/24/06/25.05 Resolved</u>	The Committee voiced no objection.
<u>D/24/06/25.06 Resolved</u>	The Committee voiced no objection.
<u>D/24/06/25.07 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application due to the absence of a Tree Officer's report and no reason being given to fell the trees.
<u>D/24/06/25.08 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the Tree Officer's approval.
<u>D/24/06/25.09 Resolved</u>	Due to the scale and complexity of the documentation involved in the application, the Committee placed a holding objection to allow time to invite the WSC Planning Officer and applicant representative to the next meeting for further explanation on the application.
<u>D/24/06/26.01 Resolved</u>	Whilst the development of the building was welcomed, the

	Committee objected on the lack of parking and bin space for a Town Centre development. . NTC's standard parking and transport statement is applied.
<u>D/24/06/26.02 Resolved</u>	The Committee voiced no objection and supported the proposal.
<u>D/24/06/26.03 Resolved</u>	The Committee placed a holding objection and requested an extension to have further discussions with the developers regarding the design code before the application is finally approved.
<u>D/24/06/26.04 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration and a full report. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.
<u>D/24/06/30.01 Resolved</u>	That Delegated Power be given to the Town Clerk to feedback the comments of the Committee from the site meeting.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee **Held on Tuesday 7th May 2024 at 7:15 pm**

Attendance:

Councillor P Winter (Chairman)
Councillor J Borda
Councillor P Hulbert

Councillor J Jarvis
Councillor J McHugh
Councillor S Perry
Councillor K Yarrow

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

C/24/05/1 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 the meeting was being recorded by the Minute Assistant.

C/24/05/2 Apologies for Absence

Apologies were received from Cllrs Crissall, Harvey and Nobbs.

C/24/05/3 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 Members Dispensation

None noted. There were no requests for dispensations.

C/24/05/4 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 4th March 2024 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 4th March 2024 and the following was agreed:

C/24/05/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 4th March 2024 be adopted and signed as a true record by the Chairman of the Community Services Committee.

There were no matters arising.

C/24/05/5 Public Open Session

No members of the public were present.

C/24/05/6 To Receive the Accounts

The accounts for April 2024 were received and noted.

C/24/05/7 Memorial Hall Lift

A quote to replace the lift was discussed and the following was agreed:

C/24/05/7.01 Recommendation

Book number 1 2024 -2025

That an Earmarked Reserve be created for funding for a new lift in the future.

C/24/05/8 Correspondence

None noted.

C/24/05/9 Date of Next Meeting

Monday 1st July 2024 at the Memorial Hall.

Meeting closed at 7:20pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/24/05/7.01 Recommendation</u>	That an Earmarked Reserve be created for funding for a new lift in the future.



Item 9c

Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 20th May 2024 at the Memorial Hall 7:20pm

Attendance:

Councillor J Harvey (Chairman)
Councillor A Drummond
Councillor R Hood
Councillor P Hulbert

Councillor J McHugh
Councillor S Perry
Councillor K Yarrow
Councillor P Winter

Also Present: J Ashton – Minute Assistant and Cllr Jarvis as an observer.

Minute

F/24/05/1 To Elect a Chairman

Cllr Winter nominated Cllr Harvey. There were no other nominations, a vote was taken, and the following was agreed:

D/24/05/1.01 Resolved

That Cllr Harvey be elected as the Chairman of the F&P Committee for 2024/2025 Municipal Year.

F/24/05/2 To Elect a Vice Chairman

Cllr Harvey nominated Cllr Drummond. There were no other nominations, a vote was taken, and the following was agreed:

D/23/05/2.01 Resolved

That Cllr Drummond be elected as the Vice Chairman of the F&P Committee for 2024/2025 Municipal Year.

F/24/05/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded

The Chairman opened the meeting and announced that the Fire Safety Notice was not required and confirmed that proceedings were being recorded by the Minute Assistant.

F/24/05/4 Apologies for Absence

No apologies were received.

F/24/05/5 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/24/05/6 To Confirm the Minutes of the Meeting Held on 18th March 2024 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 18th March 2024 and the following was agreed:

F/24/05/6.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 18th

March 2024 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/24/05/7 Public Open Session

No members of the public were present.

F/24/05/8 Submission of Schedules of Payments for Information CB1 - CB4

Members reviewed CB1 - CB4 for months 12 (2023/2024) and 1 (2024/2025) and the following was agreed:

F/24/05/8.01 Recommendation

That the ratification of the schedules of payments for the period 01/03/2024 – 31/03/2024 and 01/04/2024 – 30/04/2024 (Cash Book 1 - 4) be received and adopted.

F/24/05/9 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 30/04/2024 (month 1) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/24/05/10 To Receive the Income and Expenditure

The Income and Expenditure reports for April 2024 were received and noted.

F/24/05/11 Health and Safety

The monthly Health and Safety report was received and noted.

F/24/05/12 Policies: Health & Safety Policy

A Health & Safety Policy prepared by CC Consulting was considered. It was felt that the Policy, whilst comprehensive, was insufficiently bespoke for the Town Council and further amendments are required so that a more relevant version can be presented to committee for future approval and adoption.

F/24/05/13 Small Grant Funding Applications

Catch 22 Positive Futures for Newmarket (Youth Boxing Project) – a grant application was considered, and the following was agreed:

F/24/05/13.01 Recommendation

That the application from Catch 22 Positive Futures for Newmarket (Youth Boxing Project) for £800 (the sum requested) be approved.

The Stable, High Street, Newmarket - a grant application was considered, and the following was agreed:

F/24/05/13.02 Recommendation

That the application from The Stable, High Street, Newmarket for £1,000 (of the £2,250 sum requested) be approved.

Nexus Connecting Young People CIC - a grant application was considered, and

the following was agreed:

F/24/05/13.03 Recommendation

That Nexus Connecting Young People CIC be invited to the next full Town Council meeting to provide further information regarding their application.

F/24/05/14 Correspondence

None noted.

F/24/05/15 Date of Next Meeting

Monday 15th July 2024 at the Memorial Hall.

Meeting closed at 7:52pm

Signed _____ Date _____

Summary of Recommendations	Recommendation Wording
<u>F/24/05/1.01 Recommendation</u>	That Cllr Harvey be elected as the Chairman of the F&P Committee for 2024/2025 Municipal Year.
<u>F/24/05/2.01 Recommendation</u>	That Cllr Drummond be elected as the Vice Chairman of the F&P Committee for 2024/2025 Municipal Year.
<u>F/24/05/8.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/03/2024 – 31/03/2024 and 01/04/2024 – 30/04/2024 (Cash Book 1 - 4) be received and adopted.
<u>F/24/05/13.01 Recommendation</u>	That the application from Catch 22 Positive Futures for Newmarket (Youth Boxing Project) for £800 (the sum requested) be approved.
<u>F/24/05/13.02 Recommendation</u>	That the application from The Stable, High Street, Newmarket for £1,000 (of the £2,250 sum requested) be approved.
<u>F/24/05/13.03 Recommendation</u>	That Nexus Connecting Young People CIC be invited to the next full Town Council meeting to provide further information regarding their application.

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Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Human Resources Committee

Held on Monday 22nd May 2024 at 7:55pm

Attendance:

Councillor J Yarrow (Chairman)
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

Councillor P Hulbert
Councillor J Jarvis
Councillor J McHugh
Councillor P Winter

Also present: J Ashton – Minute Assistant.

Minute

H/24/05/1 To Elect a Chairman

Cllr Drummond nominated Cllr Yarrow. There were no other nominations, a vote was taken, and the following was agreed:

H/24/05/1.01 Resolved

That Cllr Yarrow be elected as the Chairman of the Human Resources Committee for 2024/2025 Municipal Year.

H/24/05/2 To Elect a Vice Chairman

Cllr Winter nominated Cllr Harvey. There were no other nominations, a vote was taken, and the following was agreed:

H/24/05/2.01 Resolved

That Cllr Harvey be elected as the Vice Chairman of the Human Resources Committee for 2024/2025 Municipal Year.

H/24/05/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman announced that the Fire Safety Notice was not required.

H/24/05/4 Apologies for Absence

Apologies were received from Cllr Berry

H/24/05/5 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 dispensations.

H/24/05/6 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 5th February 2024 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 5th February 2024 and the following was agreed:

H/24/05/6.01 Resolved

That the minutes of the Human Resources Committee meeting held on

Minutes of the Extraordinary Human Resources Committee held on 20th May 2024

Monday 5th February 2024 be adopted and be signed as a correct record by the Chairman of the Human Resources Committee.

There were no matters arising.

H/24/05/7 Public Open Session

No members of the public were present.

H/24/05/8 Employee Assistance Programme

A proposal for an Employee Assistance Programme (EAP) for staff to access was considered and the following was agreed:

H/24/05/8.01 Recommendation

That the proposal to provide an Employee Assistance Scheme by Health Assured was not approved at this stage, but is to be discussed with Town Clerk for future consideration.

H/24/05/9 Assistant Town Keeper Post

A proposal to employ a temporary seasonal staff member to cover the Assistant Town Keeper post was considered and the following was agreed:

H/24/05/9.01 Recommendation

That an Assistant Town Keeper be employed for a temporary period.

H/24/05/10 Exclusion of the Press & Public. With the vote being unanimous, it was:

H/24/05/10.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

H/24/05/11 *Staff Update*****

A report from the Town Clerk updating on staff matters was presented and discussed.

*****H/24/05/11.01 Recommendation*****

That the committee wished to record a vote of thanks to Olimpia for temporarily taking on additional responsibilities to support office staff.

H/24/05/12 Date of Next Meeting

Monday 21st October 2024 or earlier if required.

Meeting closed at 8:20pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/24/05/1.01 Resolved</u>	That Cllr Yarrow be elected as the Chairman of the Human Resources Committee for 2024/2025 Municipal Year.
<u>H/24/05/2.01 Resolved</u>	That Cllr Harvey be elected as the Vice Chairman of the Human Resources Committee for 2024/2025 Municipal Year.
<u>H/24/05/8.01 Recommendation</u>	That the proposal to provide an Employee Assistance Scheme by Health Assured was not approved at this stage, but is to be discussed with Town Clerk for future consideration
<u>H/24/05/9.01 Recommendation</u>	That an Assistant Town Keeper be employed for a temporary period.
<u>***H/24/05/11.01 Recommendation***</u>	That the committee wished to record a vote of thanks to Olimpia for temporarily taking on additional responsibilities to support office staff.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee **Held on Monday 3rd June 2024 at 7:40 pm**

Attendance:

Councillor R Nobbs (Chairman)
Councillor J Borda
Councillor J Harvey
Councillor P Hulbert

Councillor J Jarvis
Councillor S Perry
Councillor P Winter

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, a member of the press and Cllrs McHugh and Yarrow as observers.

Minute

L/24/06/1 To Elect a Chairman

Cllr Winter nominated Cllr Nobbs seconded by Cllr Harvey. There were no other nominations, a vote was taken, and the following was agreed:

L/24/06/1.01 Resolved

That Cllr Nobbs be elected as the Chairman of the Leisure Services Committee for 2024/2025 Municipal Year.

L/24/06/2 To Elect a Vice Chairman

Cllr Nobbs nominated Cllr Winter seconded by Cllr Hulbert. There were no other nominations, a vote was taken, and the following was agreed:

D/24/06/2.01 Resolved

That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for 2024/2025 Municipal Year.

L/24/06/3 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 briefing was not required and announced that the meeting was being recorded by the Minute Assistant.

L/24/06/4 Apologies for Absence

No apologies were received.

L/24/06/5 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 Members Dispensation

None noted. There were no requests for dispensation.

L/24/06/6 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 8th April 2024 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 8th April 2024 and the following was agreed:

L/24/06/6.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 8th April 2024 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

There were no matters arising.

L/24/06/7 Public Open Session

No members of the public were present.

L/24/06/8 To Receive the Accounts

The accounts for April 2024 were received and noted.

L/24/06/9 Events Update

DD-80 Event 6th June 2024 – A report was presented outlining the activities for the event from 5:00pm – 9:15pm. Town Clerk confirmed the following: marquee, stage and lighting, fish & chips van, Newmarket Community Choir, Starlight Sisters, 5Star Swing band, Local History Society stall, RBL stall, Bottisham Air Museum memorabilia. The Town Crier and Stakeholders will read the commemorative affirmations. The RBL and the Town Council will lay a wreath at the bottom of the beacon and the Jockey Club will light the beacon at 9pm. There will also be a pop-up ‘undefusable bomb’ escape room in the Pavilion, which is free, but tickets need to be booked on Eventbrite and it is almost full.

MLF Twinning 70th Anniversary Visit to Newmarket 2024 – A report was presented outlining the activities for the event to be held on the weekend of 20th September 2024:

Friday 20th September - guests arrive with their host families. There will be a welcome Fish & Chip supper with English puddings at the Memorial Hall.

Saturday 21st September – Visit to Cambridge is being investigated and costed – to potentially include punting, brunch, Kings Chapel tour. Evening with hosts.

Sunday 22nd September – Open Weekend visit to a yard, refreshments at the Jockey Club and tour of Club Rooms, Carvery at the Heath Court Hotel.

Monday 23rd September – guests depart.

Summer Entertainment – A report was presented outlining the activities for the events during the period – Newmarket Community Arts will project manage the provision of the arts/crafts at all five events for a total cost of £700. There will be a climbing wall, stunt bike display, crazy golf, funfair, bouncy inflatable, stalls, photo opportunities, garden entertainers and music, costs of all activities to be confirmed. Three events will be in the Memorial Gardens, two events at the Several.

Christmas 2024 – a report on the plans for 2024 was presented outlining the activities as follows:

9th and 23rd November – willow lantern workshops in the Memorial Hall.

30th November – craft fair in the Memorial Hall.

7th December – lantern parade down the High Street to the Memorial Garden –

Book number 5 2024 -2025

carols/band/possible nativity - £450 for band and choir (nativity costs to be confirmed).
14th & 15th December – activities in the Memorial Garden – food/drink vendors, funfair, music, photo opportunities, garden entertainment, Santa in a globe in the Memorial Hall. Pantomime in the Hall. Further details and costs to be confirmed.
23rd December – story time with Santa and Christmas craft activities in the Memorial Hall. Holiday activity funding of £555 has been approved with free packed lunches for pupil premium families. Costs and other activities to be confirmed.

Carnival 2025 – a Carnival will be held in July or August 2025 on the Severals from 1:00pm full details to be confirmed.

L/24/06/10 St Georges Day

A report on initial ideas for a possible event for St George's Day in 2025 was presented and considered. Further details will be presented in August.

L/24/06/11 Newmarket Venues

April 2024:

Memorial Hall - £2,753

Pavilion - £703

Year to date total £3,456.

L/24/06/12 Correspondence

None noted.

L/24/06/13 Date of Next Meeting

Monday 5th August 2024 at the Memorial Hall.

Meeting closed at 8:23pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/24/06/1.01 Resolved</u>	That Cllr Nobbs be elected as the Chairman of the Leisure Services Committee for 2024/2025 Municipal Year.
<u>D/24/06/2.01 Resolved</u>	That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for 2024/2025 Municipal Year.

Book number 6 2024 -2025

Minutes of Leisure Services Committee held on Monday 3rd June 2024

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Report to	Full Council Committee
Subject	Staff Appraisal System Review
Purpose	Decision
Classification	Unrestricted
Meeting date	24th June 2024
Item number	11
Written By	Cathy Whitaker CLERK
Summary: This report outlines the proposed review of the staff appraisal system; for consideration by council and including the annual increment increase during the first five years of employment at Newmarket Town Council.	
1.	Introduction
a.	The current system of appraisal is annual at anniversary of employment start date and linked to an annual increment increase from Year 0 to Year 5.
b.	Staff probationary period (3 months) is not linked to salary and the probationary appraisal is the mechanism for transfer of new staff from probationary to permanent employee and Workplace Pension qualification.
2.	Context
a.	This can make onward forecasting complex, due to the varying staff start dates.
3.	Proposal/Options
a.	3-month Probationary Appraisal to be continued; with regular 'check-ins' throughout the period. Check-ins to be carried out by the Clerk with the employee in an informal manner with notes of confirmation made on employee files. End of Probationary Appraisal to be completed at least one week before the 3-month anniversary date; Clerk to liaise with HR panel (Mayor, Deputy Mayor, Chair of HR Cttee) before conducting the appraisal with employee.
b.	Onward Appraisals to be scheduled for first two weeks of April and first two weeks of September of each year for all staff (unless the Probationary Appraisal has been carried out within three months of that period). Appraisals to be carried out by the Clerk with the employee in an informal manner with notes of confirmation made on employee files. HR Panel members to be kept up-to-date with any potential issues flagged.
c.	Annual Increment Increases to be linked to onward appraisal results, taking effect from 1 st April for all staff who have been in employment of NTC from the previous September. Starters between September and April will await the following April for increment increase.
4.	Financial/Resource Implications
a.	Budgeting and forecasting for the Human Resources Committee will improve in accuracy and reduce time spent in calculation.
b.	There will be no detrimental effect on the current year budget.
5.	Next Steps/Recommendations
a.	Full Council to consider and approve the proposals on this report to take effect immediately.