



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 25th November 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 28th October 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
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 4th and 18th November 2024
 - b) To receive the minutes and consider and approve any recommendations from the Community Services meeting held on 4th November 2024
 - c) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 18th November 2024
10. **Working Group Reports for FTC** – To receive any reports from the NTC Working Groups
11. **Newmarket Neighbourhood Plan** – to receive a report and recommendation for the NNP Working Group
12. **Newmarket Local History Society** – to consider a request for the provision of council facilities by NLHS for a town talk regarding the 200th Anniversary of the Modern Railway

Distribute to the following for information:

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

13. Correspondence

- a. **Post Office at Brickfields Avenue**
- b. **Summary of changes to the WSC Street Trading Policy**

14. Date of the next Meeting – 16th December 2024

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 19th November 2024

Distribute to the following for information:

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



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council

held on Monday 28th October 2024 at 6:15 pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)
Councillor J Borda
Councillor L Crissall
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

Councillor P Hulbert
Councillor R Jones
Councillor J McHugh
Councillor R Nobbs
Councillor S Perry
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Harding from Discover Newmarket and D Burns from Community News.

Minute

- 24/10/1 Welcome**
The Chair read the Fire safety notice and asked if anyone intended to record the meeting.
- 24/10/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)**
Apologies were received from Cllrs Anderson, Berry, Clover, Jarvis, Starkey and Unwin.
- 24/10/3 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**
Cllr Nobbs declared an 'other interest' in item 12, Discover Newmarket. There were no requests for Member's Dispensation.
- 24/10/4 To Receive and Confirm the Minutes of the Town Council Meeting held on 23rd September 2024 and any Matters Arising.**
The minutes of the meeting held on 23rd September 2024 were presented and the following amendment was made:

Page 3 – Outside Bodies – amended to read “Suffolk Enhanced Bus Partnership Meeting” as opposed to “Cambridge and Peterborough Bus Partnership Meeting”.

The following was agreed:

24/10/4.01 Resolved
That subject to the amendment being made, the minutes of the meeting held on 23rd September 2024 be adopted and signed as a correct record by the Town Mayor.

Matters arising:

Page 4 - Cllr Perry spoke regarding the weeding at the railway station, which is unsatisfactory.
- 24/10/5 Public Open Session**

No members of the public were present.

The Chair proposed that item 12 Discover Newmarket be brought forward, and the following was agreed:

Cllr Nobbs declared an 'other interest' in the following item and left the meeting.

24/10/6 24/10/6.01 Resolved

That item 12 Discover Newmarket be brought forward.

Tracey Harding from Discover Newmarket presented a proposal for a Town themed event for 2025; following from the successful 2024 Newmarket in Colour initiative. Collaboration between Discover Newmarket, National Horse Racing Museum, Newmarket Town Council and Newmarket BID, with a £5,000 contribution each. The theme for 2025 is Horse Racing Board Games – onsite at the NHRM. DN to assume the role of the Project Manager/Administrator, but all four organisations would have an equal partnership and involvement.

The following was agreed:

24/10/6.02 Resolved

That a stakeholder contribution of £5,000 be granted to the 2025 Town Project; to be funded from the 2025/2026 Grants budget account.

Cllr Nobbs returned to the meeting.

The Chair proposed that item 13 Town Guide be brought forward, and the following was agreed:

24/10/7 24/10/7.01 Resolved

That item 13 Town Guide be brought forward.

David Burns from Community News presented a proposal for a Newmarket Town Guide. Funding of production and print is achieved fully through advertising, which is fully sourced by Community News team. Content can be provided by the Town Council at any level it wishes. 3,000 – 5,000 copies would be provided to cover a two-year period. Further copies may be paid for as necessary. Lead timescale can be minimum three months from confirmation. Advertising ranges from £495 for a full page through to £95 for an eighth of a page, with an estimated 16 pages of advertising to a 36 page booklet.

24/10/7.02 Resolved

That the Town Guide be approved, with Stakeholder involvement via a working group, facilitated by the Town Council.

24/10/8 Police Report

A written report was presented and noted. Some clarification was requested regarding definition of categories and what project activities are being undertaken.

24/10/9 Councillor Reports

SCC – Cllr Hood reported that the monthly report had been issued.

Cllr Drummond reported regarding the Laureate Path and the land to the rear of the school; clarification has been received now regarding this. The new owner of the former

Allied building appears to be open to restoring the path and negotiations are in place regarding a Creation Agreement (s.25 of the Highways Act) taking place between WSC and SCC and the owner to re-route the path.

Cllr Hood reported that the sale had been finalised on 1/10/2024. Why was the Right of Way allowed to be closed for so long? Why was there such a delay in communication regarding the school land?

West Suffolk Council (WSC) – Cllr Yarrow reported regarding the concrete steps behind Millbank and correspondence from a member of the public who has difficulty accessing the nursery due to the lack of a ramp at that location.

He attended the Parish and Town Forum on 8/10/24 where the Rural Transport Plan was discussed and it was acknowledged that the current model was not working, with a commercial approach being taken as opposed to addressing the local need. He attended the Community Land Trust event in Lavenham.

Cllr Perry reported that WSC had installed four new EV chargers in the Guineas car park. WSC are consulting regarding the Area Transport Plan; NTC Transport and Parking Working Group are doing a response as part of the Newmarket plan.

Outside Bodies – Cllr Hulbert reported that Stephenson's have new buses with real-time information onboard. Disability Forum report details school input regarding hate crimes towards disabled people.

24/10/10

Mayors Announcements

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

Sunday 20th October – Attended the Civic Service for Cllr Pat Hanlon, Chair at West Suffolk Council at St Edmundsbury Cathedral.

24/10/11

To Receive the Minutes and Consider and Approve any Recommendations from the Development & Planning Committee Meetings held on 7th & 21st October 2024

The minutes and recommendations from the Development & Planning Committee meetings held on 7th & 21st October 2024 were presented. There were no recommendations.

24/10/12

To Receive the Minutes and Consider and Approve any Recommendations from the Community Leisure Services Committee Meeting held on 7th October 2024

The minutes of the Community Services Committee meeting held on 7th October 2024 were presented.

24/10/12.01 Resolved (L/24/10/8.01 Recommendation)

That a French Twinning Working Group to be set up to begin meetings with a remit to research possible on-going connections and plan the 2025 visit. Membership to be confirmed.

24/10/12.02 Resolved (L/24/10/9.01 Recommendation)

That the Hire Fees for Newmarket Venues from 1st April 2025 – 31st March 2026 be approved.

24/10/12.03 Resolved (L/24/10/10.01 Recommendation)

That the funding of existing JC fencing phase to be funded from current year budget/Severals EMR accounts to value of £14,561. That the remaining wooden fencing be replaced with Duralok around the perimeter of the Severals. To incorporate fixing facility at the traffic light junction for three community banners – funded from 25/26 budget (4037/210). To replace the worn Pavilion signage. To submit a planning application.

24/10/12.04 Resolved (L/24/10/10.02 Recommendation)

That the new outdoor gym area be fenced with Duralok with mesh and a self-closing gate, funded from current year budget and that the area has no restriction on time of use by individual members of the public. That a PSPO dog exclusion request be submitted.

24/10/12.05 Resolved (L/24/10/11.01 Recommendation)

That the Car Boot sales be held on 18th May, 1st, 15th and 29th June, 13th and 27th July, 10th and 24th August subject to a check to see if there are any clashes with sporting activities

24/10/13 To Receive the Minutes and Consider and Approve any Recommendations from the Performance & Audit Committee Meeting held on 14th October 2024

The minutes of the Performance & Audit Committee meeting held on 14th October 2024 were presented. There were no recommendations.

24/10/14 To Receive the Minutes and Consider and Approve any Recommendations from the Human Resources Committee Meeting held on 21st October 2024

The minutes of the Human Resources Committee meeting held on 21st October 2024 were presented.

24/10/14.01 Resolved (H/24/6.1 Recommendation)

That draft budget for the Human Resources Committee for 2025/2026 be approved at £311,942.00.

24/10/15 Working Group Reports

The Transport and Parking Working Group met on 24/10/24. Cllr Harvey gave a report update to Council regarding the Bus Service Improvement Plan, RPZ for All Saints Area, among other related items.

24/10/16 Small Grant Applications

Newmarket Charitable Foundation – an application to support the Community Awards event on 1st July 2025 for £1,000 was considered and the following was agreed:

24/10/16.01 Resolved

That the application from Newmarket Charitable Foundation to support the Community Awards event on 1st July 2025 for £1,000 be approved, with funds from 2025/2026 Grants budget.

Newmarket Community Reserve – an application to support the Newmarket Community Orchard Wassail Day January 2025 for £215 was considered and the following was agreed:

24/10/16.02 Resolved

That the application from Newmarket Community Reserve to support the Community Orchard Wassail Day January 2025 be approved; a grant of £300 from the current year Grants budget.

Newmarket Food & Drink Festival – an application to support the Newmarket Food & Drink Festival 13th/14th September 2025 for £1,000 was considered and the following was agreed:

24/10/16.03 Resolved

That the application from Newmarket Food & Drink Festival to support the Newmarket Food & Drink Festival 13th/14th September Community Orchard 2025 for £1,000 be approved, with funds from 2025/2026 Grants budget.

24/10/17 External Audit

The External Audit report and Certificate for the financial year 2023/2024 and Clerk's report on associated actions were noted, with thanks given to the Clerk.

24/10/18 Meeting Dates

The date of the May 2025 Annual Meeting of the Council was considered, and the following was agreed:

24/10/18.01 Resolved

That the date of the 2025 Annual Meeting of the Council to be held on Tuesday 27th May 2025 be confirmed.

The date of the Annual Meeting of the Town was considered, and the following was agreed:

24/10/18.02 Resolved

That the date of the Annual Meeting of the Town be held on Monday 12th May 2025.

The draft schedule of Council meetings for the Municipal Year May 2025 to May 2026 was presented for information. This will be ratified at the May 2025 Annual Meeting of the Council.

24/10/19 Correspondence

None noted.

24/10/20 Date of the next Meeting

Monday 25th November 2024 in the Memorial Hall at 6:15pm.

Meeting closed at 7.15pm

Signed: _____

Date: _____

Summary of Resolutions

Book Number 40 2024 -2025

Minutes of the Meeting of Newmarket Town Council held on Monday 28th October 2024

Resolution	Resolution Wording
<u>24/10/6.02 Resolved</u>	That a stakeholder contribution of £5,000 be granted to the 2025 Town Project; to be funded from the 2025/2026 Grants budget account.
<u>24/10/7.02 Resolved</u>	That the Town Guide be approved, with Stakeholder involvement via a working group, facilitated by the Town Council.
<u>24/10/12.01 Resolved</u> <i>(L/24/10/8.01 Recommendation)</i>	That a French Twinning Working Group to be set up to begin meetings with a remit to research possible on-going connections and plan the 2025 visit. Membership to be confirmed.
<u>24/10/12.02 Resolved</u> <i>(L/24/10/9.01 Recommendation)</i>	That the Hire Fees for Newmarket Venues from 1st April 2025 – 31st March 2026 be approved.
<u>24/10/12.03 Resolved</u> <i>(L/24/10/10.01 Recommendation)</i>	That the funding of existing JC fencing phase to be funded from current year budget/Severals EMR accounts to value of £14,561. That the remaining wooden fencing be replaced with Duralok around the perimeter of the Severals. To incorporate fixing facility at the traffic light junction for three community banners – funded from 25/26 budget (4037/210). To replace the worn Pavilion signage. To submit a planning application.
<u>24/10/12.04 Resolved</u> <i>(L/24/10/10.02 Recommendation)</i>	That the new outdoor gym area be fenced with Duralok with mesh and a self-closing gate, funded from current year budget and that the area has no restriction on time of use by individual members of the public. That a PSPO dog exclusion request be submitted.
<u>24/10/12.05 Resolved</u> <i>(L/24/11/10.01 Recommendation)</i>	That the Car Boot sales be held on 18th May, 1 st , 15th and 29th June, 13th and 27th July, 10th and 24th August subject to a check to see if there are any clashes with sporting activities
<u>24/10/14.01 Resolved</u> <i>(H/24/6.1 Recommendation)</i>	That draft budget for the Human Resources Committee for 2025/2026 be approved at £311,942.00.
<u>24/10/16.01 Resolved</u>	That the application from Newmarket Charitable Foundation to support the Community Awards event on 1 st July 2025 for £1,000 be approved, with funds from 2025/2026 Grants budget.
<u>24/10/16.02 Resolved</u>	That the application from Newmarket Community Reserve to support the Community Orchard Wassail Day January 2025 be approved; a grant of £300 from the current year Grants budget.
<u>24/10/16.03 Resolved</u>	That the application from Newmarket Food & Drink Festival to support the Newmarket Food & Drink Festival 13 th /14 th September Community Orchard 2025 for £1,000 be approved, with funds from 2025/2026 Grants budget.
<u>24/10/18.01 Resolved</u>	That the date of the 2025 Annual Meeting of the Council to be held on Tuesday 27 th May 2025 be confirmed.
<u>24/10/18.02 Resolved</u>	That the date of the Annual Meeting of the Town be held on Monday 12 th May 2025.

Item 8 Mayors Announcements

02/11/24	Sausage Festival judging
09/11/24	Laid wreath for NTC in the Rose Garden at St Edmundsbury Cathedral
10/11/24	Act of Remembrance, Parade and Remembrance Service at Tattersalls
11/11/24	Act of Remembrance for Armistice Day
12/11/24	Crocus planting on the Several with children from Fairstead House School for the Rotary Club
19/11/24	Substance Misuse Support Network at Peter O'Sullivan House

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Newmarket

TOWN COUNCIL

Item 9a(i)

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 4th November 2024 at 6.15pm**

Attendance:

Councillor J Harvey (Vice Chair)
Councillor A Drummond
Councillor P Hulbert

Councillor J McHugh
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 2 Members of the Public.

Minute		Action by
D/24/11/1	<u>Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chair welcomed everyone, opened the meeting, and read out the Fire Notice and announced that proceedings were being recorded by the Minute Assistant.	
D/24/11/2	<u>Apologies</u> Apologies were received from Cllr Berry, Hood, Jarvis and Jones.	
D/24/11/3	<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/24/11/4	<u>To Confirm the Minutes of the Meeting Held on 21st October 2024 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 21 st October 2024 and the following was agreed: <u>D/24/11/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 21st October 2024 be adopted and were signed as a true record by the Chair of the Development & Planning Committee. Matters arising. Page 2 - D/24/10/23.01 – Fitzroy Street - M Fox will be meeting with residents of Fitzroy Street on Friday 08/11/2024. Page 3 – D/24/10/32 – Enforcement - action for Cllrs to add new issues to the list. Page 4 – D/24/10/34 – Fly Tipping – Town Clerk has contacted WSC regarding signage for Green Road. Page 3 - Tesco – Town Clerk confirmed that the sale of late refreshments would not	

include alcohol and alcohol would be on sale from 6:00am – 11:00pm. The following was agreed:

D/24/11/4.02 Resolved

That the hours for the sale of alcohol be in line with the other retailers selling alcohol.

D/24/11/5 Public Open Session

A resident of Norfolk Avenue reported on the lack of tree management by WSC on the trees that line a much-used passageway and that a property had already been damaged by a falling branch. WSC have not done any tree maintenance since 2015 and the residents had commissioned a local tree surgeon to submit 2 applications to carry out maintenance work which were refused because the trees belong to WSC.

Town Clerk will contact WSC and request that tree maintenance be carried out on the trees that they own.

2 members of the public left the meeting and Cllr Nobbs joined the meeting.

D/24/11/6 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 1 – Conservation Area Policy and Policy 30 - Shop Fronts

D/24/11/7 Planning Applications

Week Commencing 14/10/2024 & 21/10/2024.

D/24/11/7/1 DC/24/1518/FUL - Planning application- a. outbuilding with dust extraction system - International House Willie Snaith Road, Newmarket, Suffolk.

D/24/11/7.01 Resolved

That application DC/24/1518/FUL be deferred to seek clarification on the intended use and any possible issues regarding pollution and noise levels.

Cllr Winter joined the meeting as an observer.

D/24/11/7/2 DC/24/1576/TCA - Tress in a conservation area notification- one Horse Chestnut and one Yew (T1,T2 on plan) fell - 16 The Severals, Newmarket, Suffolk.

D/24/11/7.02 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application due to the lack of information regarding the trees to be felled; with no evidence regarding the dead tree being provided and no consideration of pollarding the tree to reduce shade cover. The Committee requested that the application be submitted to the Tree Officer for consideration and a full report. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

D/24/11/7/3 DC/23/0864/FUL - Application to discharge condition 28 (materials) from application DC/23/0864/FUL - Land at former St Felix School, Fordham Road, Newmarket,

D/24/11/7.03 Resolved

The Committee voiced no objection and supported the introduction of appropriate local character materials to be used, particularly the use of flint.

D/24/11/7/4 DC/24/1558/TCA - Trees in a conservation area notification- one Acacia (T1 on plan) crown lift to 4.5 metres above ground level and reduce crown by up to two metres. 1 Balaton Place, Snailwell Road, Newmarket, Suffolk.

D/24/11/7.04 Resolved

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

Cllr Nobbs declared an "other interest" in the following two applications and left the meeting.

D/24/11/7/5 DC/24/1503/ADV - Application for advertisement consent- one non-illuminated fascia sign - 34 Old Station Road, Newmarket, Suffolk.

D/24/11/7.05 Resolved

The Committee voiced no objection. There was a suggestion that the Apartment sign may require an 's' as it is understood that it should be plural.

D/24/11/7/6 DC/24/1518/FUL - Planning application - Change of use from motor garage (Class E) to development of five apartments (Class C3) and one commercial unit at ground floor (Class E) - 8 Park Lane, Newmarket, Suffolk.

D/24/11/7.06 Resolved

The Committee placed a holding objection to arrange a site visit.

Cllr Nobbs returned to the meeting and Cllr Drummond left the meeting.

D/24/11/8 Amended and Deferred Plans

D/24/11/8/1 DC/24/0945/FUL – 107 High Street – re-consultation.

D/24/11/8.01 Resolved

The Committee continued to object until the Environmental Health Officer is satisfied with the noise and odour issues.

D/24/11/8/2 DC/24/0720/OUT – Hatchfield Farm, Fordham Road – re-consultation

D/24/11/8.02 Resolved

The Committee objected regarding the following matters:

- 1) there were grave reservations regarding the proposal for drainage and the potential to exacerbate current flood-risk on the A14.**
- 2) the construction of mezzanine floors suggests that these will be bulky units with heavier industrial use rather than light/ starter/ science park units that NTC desires and the applicants originally indicated.**
- 3) clarification is requested on the welfare of the badgers.**

D/24/11/9 Planning Appeals

D/24/10/27/1 AP/24/0019/STAND Garage at Nowell Lodge, Fordham Road – appeal in progress.

D/24/11/10 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

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

West Suffolk Planning Determinations received during week commencing 14/10/2024 & 21/10/2024.

Applications	Description	Address	WS Decision	NTC Decision
DC/24/1245/HH	Householder planning application- two storey side extension	Surrey Cottage, Rayes Lane, Newmarket, Suffolk	Approved	No objection
DC/24/1387/TCA	Trees in a conservation area notification- one Sycamore (T1 on plan) fell	Stanley House, Bury Road, Newmarket, Suffolk	Approved	Objected
DC/24/1368/TCA	Trees in a conservation area notification- one Lime (T1 on plan) Re-pollard by two metres back to previous pollard points	8 Falmouth Gardens, Newmarket, Suffolk	Approved	No objection
DC/24/1342/CLP	Application for lawful development certificate for proposed use or development- use of converted outbuilding for sleeping accommodation incidental to the enjoyment of the existing residential dwelling	72 Exeter Road, Newmarket, Suffolk	Approved	No objection

D/24/11/12 Delegation Panel Decisions

None noted.

D/24/11/13 Licensing

Starbucks – Pavement Licence Application – 61 High Street, Newmarket, Suffolk.

D/24/11/13.01 Resolved

The Committee voiced no objection.

D/24/11/14 Enforcement

No further information received. Any new issues will be added accordingly. The list of ongoing and outstanding issues included the following:

Planning

Mill Hill - Air B&B

Bury Road - Windows in Conservation Area

Former McColls - Listed Building

Highways (traffic/parking, speeding)

Exning Road - Bollards on grass verges - Awaiting permission from SCC.

High Street/Conservation Area

128 High Street - Licencing and planning non-compliance

Market Square - Shopfront breach

New Vape Shop High St - Shopfront breach

Pavement Licences

D/24/11/15 Fitzroy Street

An update was given and a meeting with WSC Highways has been arranged with residents for Friday 08/11/2024.

D/24/11/16 Speed Limit

The SCC 20mph Speed Limit Policy Criteria was discussed and noted. It was noted that Cambridgeshire County Council are considering 20mph areas in Burwell and had already introduced them in Ely and many other areas. Fitzroy Street could be a candidate for a test case for the SCC 20mph speed limit criteria.

D/24/11/17 Correspondence

None noted.

D/24/11/18 Date of Next Meeting

Monday 18th November 2024 at the Memorial Hall.

Meeting closed at 7:20pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/24/11/4.02 Resolved</u>	That the hours for the sale of alcohol be in line with the other retailers selling alcohol.
<u>D/24/11/7.01 Resolved</u>	That application DC/24/1518/FUL be deferred to seek clarification on the intended use and any possible issues regarding pollution and noise levels.
<u>D/24/11/7.02 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 lack of information regarding the trees to be felled; with no evidence regarding the dead tree being provided and no consideration of pollarding the tree to reduce shade cover. The Committee requested that the application be submitted to the Tree Officer for consideration and a full report. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/24/11/7.03 Resolved</u>	The Committee voiced no objection and supported the introduction of appropriate local character materials to be used, particularly the use of flint.
<u>D/24/11/7.04 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/24/11/7.05 Resolved</u>	The Committee voiced no objection. There was a suggestion that the Apartment sign may require an 's' as it is understood that it should be plural.

<u>D/24/11/7.06 Resolved</u>	The Committee placed a holding objection to arrange a site visit.
<u>D/24/11/8.01 Resolved</u>	The Committee continued to object until the Environmental Health Officer is satisfied with the noise and odour issues.
<u>D/24/11/8.02 Resolved</u>	The Committee objected regarding the following matters: 1) on there were grave reservations regarding the proposal for drainage and the potential to exacerbate current flood-risk on the A14. 2) the construction of mezzanine floors suggests that these will be bulky units with heavier industrial use rather than light/ starter/science park units that NTC desires and the applicants originally indicated. 3) clarification is requested on the welfare of the badgers.
<u>D/24/11/13.01 Resolved</u>	The Committee voiced no objection.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 18th November 2024 at 6.15pm

Attendance:

Councillor R Hood (Chair)
Councillor J Harvey

Councillor J McHugh
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, WS Cllr Lynch and 1 Member of the Public.

Minute	Action by
D/24/11/19 <u>Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chair welcomed everyone, opened the meeting, and read out the Fire Notice and announced that proceedings were being recorded by the Minute Assistant.	
D/24/11/20 <u>Apologies</u> Apologies were received from Cllr Berry, Drummond, Hulbert, Jarvis and Jones.	
D/24/11/21 <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> Cllr Hood declared an interest in planning application DC/24/1605/TCA. There were no requests for dispensation.	
D/24/11/22 <u>To Confirm the Minutes of the Meeting Held on 4th November 2024 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 4th November 2024 and the following was agreed: <u>D/24/11/22.01 Resolved</u> That the minutes of the Development & Planning Committee held on 4th November 2024 be adopted and were signed as a true record by the Chair of the Development & Planning Committee. Matters arising: Page 2 – D/24/11/5 - Norfolk Avenue trees – Town Clerk to arrange a meeting with residents and WSC Tree Officer. Page 3 D/24/11/7.06 - DC/24/1518/FUL – site visit to be confirmed.	
D/24/11/23 <u>Public Open Session</u> A resident spoke to issues regarding 2 brown sites in Town that have not been	

developed; one being Holland House in Rowley Drive and the other being Queensbury Lodge. The Chair was pleased to report that we have received notification from WSC that they have approved initial development plans for Queensbury Lodge.

Town Clerk was asked to seek information regarding the Holland House location.

He also raised the issue of the new shops that have recently opened. In addition, queries regarding a property at St Mary's Square that had planning permission to be used as a community centre. Further enquiries will be made regarding the use of the property and the conditions of the original planning agreement.

A member of the Press reported that the bins for house numbers 14 and 17 St Mary's Square are not being taken in and produced some photos which will be passed on to WSC.

Cllr Winter joined the meeting.

She also reported that 2 houses in Exning Road are being auctioned off by Flagship Housing. The details will be passed to Cllr Yarrow to look into and a letter will be sent to Flagship regarding this action.

A member of the public left the meeting.

The new flats at the back of Aldi (The Silks) have been completed but nobody knows what is happening with them and they remain empty. Cllr Perry to make further enquiries.

D/24/11/24 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered
Policy 14 – Trees.

Cllr Hood declared an "other" interest in the following application and left the meeting. Cllr Harvey took the Chair.

D/24/11/25 Planning Applications

Week Commencing 28/10/2024 & 04/11/2024.

D/24/11/25/1 DC/24/1606/TCA - Trees in a conservation area notification - one Cherry (T1 on plan) lateral crown reduction on eastern side (over lawn) by up to one metre, one Cherry (T2 on plan) lateral crown reduction on eastern side (over lawn) by to one metre, one Yew (T3 on plan) crown lift to 2.5 metres above ground level, two Pine (T4 and T6 on plan) remove deadwood, row of Leylandii (T5 on plan) crown lift over path to four metres above ground level, one Yew (T6 on plan) crown lift over path to three metres above ground level, three Yew (T7 on plan) crown lift to 2.5 metres above ground level, one Sycamore (T8 on plan) lateral crown reduction by three metres to reduce away from buildings, one Sycamore (T9 on plan) lateral crown reduction by three metres, one Horse Chestnut (T10 on plan) lateral crown reduction by two metres - Reydon Lodge, 38 Bury Road, Newmarket, Suffolk.

D/24/11/25.01 Resolved

The Committee supported the application and the responsible tree management.

Cllr Hood returned to the meeting and took the Chair.

D/24/11/25/2 DC/24/1599/TCA - Trees in a conservation area notification- one London plane (T1 on plan) overall crown reduction of 5 metres Terrace House Queensberry Road, Newmarket, Suffolk.

D/24/11/25.02 Resolved

The Committee supported the application and the responsible tree management.

D/24/11/26 Amended and Deferred Plans

D/24/11/26/1 DC/24/0945/FUL – 107 High Street – re-consultation.

D/24/11/26.01 Resolved

The Committee voiced no objection subject to all of the conditions being met and signed off regarding the odour and noise controls as set out in the Private Sector Housing and Environmental Health report.

D/24/11/27 Planning Appeals

D/24/10/27/1 AP/24/0019/STAND Garage at Nowell Lodge, Fordham Road – appeal in progress.

D/24/11/28 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/24/11/29 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 28/10/2024 & 04/11/2024.

Applications	Description	Address	WS Decision	NTC Decision
DC/24/1403/TCA	Trees in a conservation area notification- multiple Lime, Silver Birch and Horse Chestnut (as indicated on plan) crown lift all trees to 3 metres removing secondary and tertiary branches only.	Land adjacent to The Severals, Newmarket, Suffolk	Approved	No objection
DC/24/1406/TCA	Trees in a conservation area- one Magnolia (T1 on plan) reduce by 6 metres to previous points; one Horse Chestnut (on Tag 325 on plan) pollard by 7 metres; three Cherry trees, one Sorbus and one Mountain Ash (Tags 346,321,320,342 and 326 on plan) fell	Murray Lodge, Queensberry Road, Newmarket, Suffolk	Approved	Objected
DC/24/1186/P3CM A	Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) Order 2015- change of use from commercial, business and services (class E) to three dwellings (class C3)	190 High Street, Newmarket, Suffolk	Approved	Objected
DC/24/1029/ADV	Application for advertisement consent- three internally illuminated fascia signs (Amended Plans received 3/9/24)	Newmarket Harley Davidson, Oaks Drive, Newmarket, Suffolk	Approved	No objection
DC/24/0917/FUL	Planning application- a. construction of horse walk b. new hard surfacing c. new timber gates, walls and railings d. external repairs and alterations to the buildings e. creation of a larger opening in the stable block to create a link to horsewalker.	198 Queensbury Lodge, High Street, Newmarket, Suffolk	Approved	No objection

DC/24/0918/LB	Application for listed building consent-repairs and alterations to stable, cottage and lodge within race-horse training yard	198 Queensbury Lodge, High Street, Newmarket, Suffolk	Approved	No objection	
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The Standard wording to object to trees being felled will be changed to begin with “the Committee strongly object to this application “

D/24/11/30 Delegation Panel Decisions

DC/23/1182/FUL – 128 High Street Newmarket – it was noted that following receipt of a Noise Impact Assessment and amended plans, WSC recommended approval of the application. This will be considered by the Delegation Panel on 19/11/2024 and is marked as recommended for approval.

D/24/11/31 Licensing

None noted.

D/24/11/32 Enforcement

No further information received. Any new issues will be added accordingly. The list of ongoing and outstanding issues included the following:

Planning

Mill Hill - Air B&B
Bury Road - Windows in Conservation Area
Former McColls - Listed Building
The Silks vacant flats adjacent to Aldi

Highways (traffic/parking, speeding)

Exning Road - Bollards on grass verges - Awaiting permission from SCC.

High Street/Conservation Area

128 High Street - Licencing and planning non-compliance
Market Square - Shopfront breach
New Vape Shop High St - Shopfront breach
Pavement Licences

Additions

Shops with illuminated signs without permission.

D/24/11/33 Fitzroy Street

An update was given from the meeting with WSC Highways and residents on Friday 08/11/2024. A report on the actions that WSC Highways could consider include:

Short Term

Speed surveys on Fitzroy Street’.
Request a demarked pedestrian foot-way on the entrance to the Grosvenor Yard from Fitzroy Street.
Request additional warning signs for ‘Pedestrians in road’.
Consider a 20mph limit.
Enhanced road markings.

Long Term

Investigate making the entrance/exit a one-way system.

Enquire why this was not implemented as part of the planning conditions for the Grosvenor Road flats.

Consider a pedestrian crossing on Fitzroy Street.

Enquiries will be made regarding the cost of a speed survey in this area.

D/24/11/34 Correspondence

WSC update on Queensbury Lodge that decision notices have been given for the restoration and development work to commence.

D/24/11/35 Date of Next Meeting

Monday 2nd December 2024 at the Memorial Hall.

Meeting closed at 7:15pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/24/11/25.01 Resolved</u>	The Committee supported the application and the responsible tree management.
<u>D/24/11/25.02 Resolved</u>	The Committee supported the application and the responsible tree management.
<u>D/24/11/26.01 Resolved</u>	The Committee voiced no objection subject to all of the conditions being met and signed off regarding the odour and noise controls as set out in the Private Sector Housing and Environmental Health report.

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Minutes of a Meeting of the Community Services Committee
Held on Monday 4th November 2024 at 7:20pm

Attendance:

Councillor P Winter (Chair)
Councillor J Borda
Councillor J Harvey

Councillor P Hulbert
Councillor J McHugh
Councillor R Nobbs
Councillor K Yarrow

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

Minute

C/24/11/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting and announced that the fire safety notice was not required and confirmed that the meeting was being recorded by the Minute Assistant.

C/24/11/2 Apologies for Absence

Apologies were received from Cllr Jarvis.

C/24/11/3 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 Members Dispensation

None noted. There were no requests for dispensations.

C/24/11/4 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 2nd September 2024 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 2nd September 2024 and the following was agreed:

C/24/11/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 2nd September 2024 be adopted and signed as a true record by the Chair of the Community Services Committee.

There were no matters arising.

C/24/11/5 Public Open Session

No members of the public were present. Cllr Perry spoke to item 7, the proposed budget and the item regarding street lighting costs. Town Clerk confirmed that they have been upgraded and the electric bill should be reduced. Cllr Perry also asked how much ground maintenance work will be done by WSC and the Jockey Club. Town Clerk confirmed the responsibilities of SCC, WSC and the Jockey Club and as this is the first year of some additional new contracts with Jockey Club, she will produce a spreadsheet of the work done so far.

C/24/11/6 To Receive the Accounts

The accounts for August 2024 were received and noted.

Cllr Perry left the meeting.

C/24/11/7 Draft Budget Proposal 2025/2026

The draft Community Services Committee budget for 2025/2026 was presented and the following was agreed:

C/24/11/7.01 Recommendation

That the draft budget for the Community Services Committee for 2025/2026 be approved at £326,565.

C/24/11/8 Streetlight Banners

A report on a proposal to install Council publicity banners to the entrances of the town was presented and considered. The following was agreed:

C/24/11/8.01 Recommendation

That an application be submitted to install banner infrastructure on 8 lighting columns. That the banner infrastructure be used to publicise Town Council events and activities and those of our collaborating stakeholders where appropriate and with a contributing cost.

C/24/11/9 Street Furniture

Rowley Mile/Hamilton Road Bench - A request for a replacement bench at the Rowley Mile/Hamilton Road area was considered. The Chair reported that the land does not belong to NTC and the bench will be replaced by the landowner. The following was agreed:

C/24/11/9.01 Recommendation

That NTC is only responsible for the benches on its own land and also on Highway land from Birdcage Walk to the Clock Tower/War Memorial and will maintain its assets accordingly. NTC is not responsible for any benches or street furniture outside these areas.

High Street Bins and Planters - A report on the replacement of the High Street bins and planters was presented and considered. The following was agreed:

C/24/11/9.02 Recommendation

That the 16 bins and 29 planters on the High Street be replaced with Derby Wheelie Bin housing units and Bournville planters for £72,000 (£57,000 from current year budget and ear-marked reserve and £15,000 of confirmed funding from UKSPF via WSC). That NTC works with WSC regarding logistics of removal and installation.

C/24/11/10 Correspondence

None noted.

C/24/11/11 Date of Next Meeting

Book number 8 2024 -2025

Monday 6th January 2025 at the Memorial Hall.

Meeting closed at 8:10pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/24/11/7.01 Recommendation</u>	That the draft budget for the Community Services Committee for 2025/2026 be approved at £326,565
<u>C/24/11/8.01 Recommendation</u>	That an application be submitted to install banner infrastructure on 8 lighting columns. That the banner infrastructure be used to publicise Town Council events and activities and those of our collaborating stakeholders where appropriate and with a contributing cost.
<u>C/24/11/9.01 Recommendation</u>	That NTC is only responsible for the benches on its own land and also on Highway land from Birdcage Walk to the ClockTower/War Memorial and will maintain its assets accordingly. NTC is not responsible for any benches or street furniture outside these areas.
<u>C/24/11/9.02 Recommendation</u>	That the 16 bins and 29 planters on the High Street be replaced with Derby Wheelie Bin housing units and Bournville planters for £72,000 (£57,000 from current year budget and ear-marked reserve and £15,000 of confirmed funding from UKSPF via WSC). That NTC works with WSC regarding logistics of removal and installation.

Book number 9 2024 -2025

Minutes of Community Services Committee held on Monday 4th November 2024

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Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 18th November 2024 at the Memorial Hall 7:18pm

Attendance:

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

Councillor J McHugh
Councillor S Perry
Councillor P Winter

Also Present: C Whitaker – Town Clerk and J Ashton – Minute Assistant and the CEO of Abbey Leisure Board.

Minute

-
- F/24/11/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings were being recorded by the Minute Assistant.
- F/24/11/2 Apologies for Absence**
Apologies were received from Cllrs Hulbert and Yarrow.
- F/24/11/3 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/24/11/4 To Confirm the Minutes of the Meeting Held on 16th September 2024 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 16th September 2024 and the following was agreed:

Page 1 – F/24/09/2 – Cllr Drummond had given his apologies.

F/24/11/4.01 Resolved
That subject to the amendment being made, the minutes of the Finance & Policy Committee meeting held on 16th September 2024 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/24/11/5 Public Open Session**
The CEO of the Abbeycroft Leisure Board wished to speak to item 10 – Small Grants (Abbeycroft Leisure).

The Chair proposed that item 10 - Small Grants (Abbeycroft Leisure) be brought forward and the following was agreed:

F/24/11/5.01 Resolved

That item 10 - Small Grants (Abbeycroft Leisure) be brought forward.

F/24/11/6 Small Grants

The Abbeycroft Leisure CEO gave a summary of the services they provide and the application for a grant for the Explore Outdoor family park cooking activities in half-terms from Abbeycroft Leisure was considered. The following was agreed:

F/24/11/6.01 Recommendation

That the grant application from Abbeycroft Leisure be approved for £1,300.

The Abbeycroft Leisure Representative left the meeting.

F/24/11/7 Submission of Schedules of Payments for Information CB1 – CB5

Members reviewed CB1 – CB5 for months 6 and 7 (2024/2025) and the following was agreed:

F/24/09/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/09/2024 – 30/09/2024 and 01/10/2024 – 31/10/2024 (Cash Book 1 - 5) be received and adopted.

F/24/11/8 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 31/10/2024 (month 7) for the Town Council's Current, Petty Cash, Salaries, Barclaycard and CCLA Cashbooks.

F/24/11/9 To Receive the Income and Expenditure

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

F/24/11/10 Draft Budget 2025/226

A proposal was made for a Working Group to be set up with a remit of updating the website and the following was agreed:

F/24/11/10.01 Recommendation

That a Working Group be set with a remit of updating the website comprising of Town Clerk, Cllrs Harvey, McHugh and Perry.

The draft Finance & Policy Committee budget for 2025/2026 was presented and the following was agreed:

F/24/11/10.02 Recommendation

That the draft budget for the Finance & Policy Committee for 2025/2026 be approved at £145,400.

F/24/11/11 Small Grants

An application for a grant from Hope for Tomorrow was considered and was deferred to seek further information.

An application for a grant from Newmarket Community Arts for the sponsorship of the February 2025 Festival of Light was considered and the following was agreed:

F/24/11/11.01 Recommendation

That the grant application from Newmarket Community Arts for the sponsorship of the February 2025 Festival of Light for £1,000 be approved.

F/24/11/12 Health and Safety

The monthly Health and Safety report was received and noted.

F/24/11/13 Correspondence

None noted.

F/24/11/14 Date of Next Meeting

Monday 20th January 2025 at the Memorial Hall.

Meeting closed at 8:05pm

Signed _____ Date _____

<u>Summary of Recommendations</u>	<u>Recommendation Wording</u>
<u>F/24/11/6.01 Recommendation</u>	That the grant application from Abbeycroft Leisure be approved for £1,300. be approved.
<u>F/24/09/7.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/09/2024 – 30/09/2024 and 01/10/2024 – 31/10/2024 (Cash Book 1 - 5) be received and adopted.
<u>F/24/11/10.01 Recommendation</u>	That a Working Group be set with a remit of updating the website comprising of Town Clerk, Cllrs Harvey, McHugh and Perry.
<u>F/24/11/10.02 Recommendation</u>	That the draft budget for the Finance & Policy Committee for 2025/2026 be approved at £145,400.
<u>F/24/11/11.01 Recommendation</u>	That the grant application from Newmarket Community Arts for the sponsorship of the February 2025 Festival of Light for £1,000 be approved.

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Item 11 NNP.

Proposal for Town Council Officer involvement in the Newmarket Neighbourhood Plan:

- Input into the Planning Committee agenda regarding NNP policies relevant to planning applications, and report writing (if required) for specific planning applications
- Overall knowledge of the current NNP and the emerging NNP, to inform Councillor discussions at Full Council and Committee level
- Attending NNP Working Group meetings (every 2 months in office hours), preparing minutes, finalising and publishing agendas
- Liaising between the NNP Working Group and the Town Council
- Consulting with the NNP Writing Team, as necessary

We suggest this role could be a responsibility of the new Deputy Town Clerk.

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Dear Cathy & Councillors,

As you may know, 2025 will mark the 200th anniversary of the birth of modern railway.

On 21st January 2025, the Newmarket Local History Society is excited to host a talk by Mike Lamport, a well-known Railway Heritage Advisor. Given his expertise and reputation, we anticipate significant community interest in this event, highlighting the local enthusiasm for railway heritage.

On behalf of the NLHS I would like to enquire if the council might consider providing complimentary access to the Memorial Hall for our January history talk, subject to availability (6:30pm - 10:00pm).

As a community-focused event, this talk will offer local residents an opportunity to engage with the rich heritage of our area, and we would love to keep it accessible to all. We believe that hosting it at a council facility would greatly support our mission to foster local interest in history, and your assistance would make a significant difference.

Here are a few points to strengthen our request:

- **Recognition for the Council:** The council will be acknowledged as a sponsor of the event, enhancing its visibility and community support profile.
- **No Additional Staffing Costs:** The Newmarket Local History Society will handle all opening and closing procedures, ensuring there is no need for additional staffing or associated costs.
- **Community Engagement and Accessibility:** Offering the room at no charge will allow the event to remain accessible to a broader audience, fostering community engagement with local history.
- **Heritage and Education Impact:** With a well-known Railway Heritage Advisor as the speaker, this event will promote a deeper understanding of our local and national heritage, aligning with community education goals.
- **Ongoing Community Partnership:** Supporting this event would further strengthen the council's partnership with the Newmarket Local History Society, which has a history of supporting community and council events.

The Society will be actively promoting the event within the community, but we would also kindly request the council's support in sharing it on your social media channels and website. This collaborative effort would help us reach an even broader audience and encourage greater community participation.

Thank you for your consideration. I look forward to hearing from you.

Kind Regards

Christy Argyroudi

NLHS Treasurer

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Dear Customer,

We are pleased to let you know that in collaboration with Payzone, we will be opening a new Post Office service in your area at Londis Newmarket, 1-2 Brickfields Avenue, Newmarket, Suffolk, CB8 7RX commencing on Tuesday 29 November 2024 at 13:00.

The service will be one of our Drop & Collect branches, which is one of our lighter, flexible branch formats developed to take advantage of the opportunities a vibrant, and increasingly competitive, parcels market offers.

The new Drop & Collect at Londis Newmarket, will offer Post Office services from a handheld device, providing convenient access for customers to bill payments and prepaid parcel collections and returns. To maximise accessibility to these services that our customers are increasingly seeking, more complex services like personal and business banking will not be available at this branch.

Details of the opening hours and the products and services available are provided overleaf. If there are any unforeseen circumstances which mean the opening date changes, posters will be displayed in store to let customers know.

A wider range of Post Office services are available from the nearby branches at Newmarket Post Office, 103 High Street, Newmarket, Suffolk, CB8 8JJ and Exning Post Office, 20 Oxford Street, Exning, Newmarket, Suffolk, CB8 7EW. The latest available branch information can be found on our website, www.postoffice.co.uk/branch-finder

Please feel free to share this information via your social media channels and with others who may be interested to hear about the new branch and the services it offers.

We're carrying out this notification in line with our Principles of Community Engagement. An extract relating to this Notification is available at the end of this letter.

We hope that you and the local community will support the Post Office network in your area.

Yours faithfully,

Natalie Liff

Natalie Liff

Propositions Manager

Network Propositions

How to contact us:

comments@postoffice.co.uk

postofficeviews.co.uk

FREEPOST Your Comments

To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.

Opening times		Post Office services available	
		Mails	
		Parcel collect and return – prepaid only	
		Other	
		Bill payments	
Mon - Fri		08:00 – 20:00	
Sat & Sun		09:00 – 20:00	
		Mobile top-up service	
		For information about product availability call 03457 22 33 44	

Principles of Community Engagement on changes to the Post Office network (extract)

A full version of this document is available on our Consultation Hub - postofficeviews.co.uk

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following Principles will be adopted when communicating about changes to your local Post Office branch.

We will **Notify** - where we are informing customers of changes around:

- Opening hours
- Unplanned closure¹/ planned service interruption
- Re-opening of a closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community
- Franchising of a Directly Managed branch in its existing site where there are no changes to access to the Post Office serving point

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, aiming to provide four weeks' notice. Four weeks' notice may not be possible for an unplanned change, and in these instances, we will provide notice as soon as we are able to. For closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

We notify locally elected representatives including but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Parliament, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council, selected charities, local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. They are also encouraged to share all information additionally with local groups and organisations who they believe have an active interest in changes to their local Post Office.

These Principles have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland, the independent statutory consumer advocacy bodies.

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer advocacy body (Citizens Advice, Consumer Scotland, or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The consumer advocacy body will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

Postofficeviews.co.uk

Comments@postoffice.co.uk

FREEPOST Your Comments

Call: 03452 66 01 15

Textphone: 03457 22 33 55

¹Where the closure is unplanned, the service provision in the area will be reviewed based on current usage, modelling and availability of any suitable replacement or alternative service model. A commercial decision will be made if to actively seek to replace the closed service and will not be subject to public consultation.

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Summary of changes to the Street Trading Policy, 2024

Breakdown of changes – table

Section	2019 West Suffolk Council Street Trading and Vending Policy	2024 West Suffolk Council Street Trading Policy
Coverage of Consent Streets	Consent streets included only a small section of West Suffolk: the former Forest Heath area, Bury St Edmunds, and Haverhill. The rest of the former St Edmundsbury area was completely unregulated.	Proposed expansion of consent streets to cover all areas within West Suffolk, ensuring comprehensive regulation throughout the district.
Restricted Streets	Specific streets designated as Restricted Streets where trading was prohibited.	Removal of Restricted Streets designation, allowing more areas to be used for trading under regulated conditions.
Street Vending	Included regulations for both street trading and street vending.	Focuses solely on street trading. Street vending now covered by new Pavement Licensing Legislation introduced during the pandemic.
Appeals Process	No statutory right of appeal. Appeals handled through West Suffolk Council Complaints Procedure.	Recommends contacting council officers before appealing. Appeals reviewed internally before a decision.

Transfer and Surrender of Consent	Consents are personal and cannot be transferred. Holders can surrender consent to the council.	Consents are non-transferable. Surrender of consent ends its validity.
Renewal Process	Consents issued for up to one year. Renewal application must be submitted at least 28 days before expiry.	Consents still issued for up to one year. No reminders sent for renewal. Full reapplication needed if late.
Revocation and Variation of Consents	Council can revoke or vary consents for various reasons, including nuisance, safety, or non-compliance.	Additional grounds for revocation include damaging street structure and unsuitable appearance of trading equipment.
Waste Management	Traders must dispose of waste properly and ensure the site is clean. No specific requirements for litter bins.	Waste management now requires a litter bin for customer use, with specific disposal regulations.
Additional Conditions for Food Traders	Food businesses must be registered. No specific hygiene rating requirement. Fire safety and first aid measures mentioned.	Food traders must have a minimum food hygiene rating of 3. More detailed fire safety and waste disposal conditions.
Mobile Consents	Vehicles must move location every 45 minutes and not return within 4 hours. Noise regulations mentioned.	Vehicles must move location every 30 minutes and not return within 4 hours. Vehicles must be 50 meters away from their previous location and must adhere to noise control regulations.
Required Documentation for Applications	Applications must include fee, form, insurance proof, and other documents. First grant applications require a 28-day consultation.	Renewals automatically processed if conditions are met. Detailed list of required documents, including proof of insurance, photograph of the trading unit, and proof of right to work in the UK.