



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 28th October 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

A G E N D A

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 23rd September 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 7th and 21st October 2024
 - b) To receive the minutes and consider and approve any recommendations from the Leisure Services meeting held on 7th October 2024
 - c) To receive the minutes and consider and approve any recommendations from the Performance ^ Audit meeting held on 14th October 2024
 - d) To receive the minutes and consider and approve any recommendations from the Human Resources meeting held on 21st October 2024
10. **Working Group Reports for FTC** – To receive any reports from the NTC Working Groups
11. **Small Grant Applications** – to consider grant applications for:-
 - a. **Newmarket Charitable Foundation** – Community Awards event 1st July 2025

Distribute to the following for information:

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

- b. **Newmarket Community Nature Reserve** – Community Orchard Wassail Day January 2025
- c. **Newmarket Food and Drink Festival** - 13th/14th September 2025
- 12. Discover Newmarket** – to consider participation and sponsorship of a town themed Easter/Summer event programme 2025 “Horseplay”
- 13. Newmarket Town Guide**- to receive a report and proposal to participate in a Town Guide for 2025/26
- 14. External Audit** – to receive and note the External Auditors Report and Certificate for the financial year 2023/2024 and Clerk’s report on any associated actions
- 15. Meeting Dates**
 - a. To confirm the date of the May 2025 Annual Meeting of the Council **as Tuesday 27th May 2025 at 6.15pm**
 - b. To approve a date for the 2025 Annual Meeting of the Town (suggested date Monday 12th May 2025)
 - c. To receive a draft schedule of Council meetings for the Municipal Year May 2025 to May 2026
- 16. Correspondence** – to receive and discuss any correspondence
- 17. Date of the next Meeting – 25 November 2024**

Signed:  Cathy Whitaker, Town Clerk

Date: 22nd October 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 23rd September 2024 at 6:15 pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)
Councillor M Anderson
Councillor J Berry
Councillor J Borda
Councillor L Crissall
Councillor A Drummond

Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor R Nobbs
Councillor S Perry
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, J Schunmann – Newmarket Charitable Foundation, 1 Member of the Press and 2 Members of the Public.

Minute

24/09/1 Welcome

The Chair 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.

24/09/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Clover, Jarvis, Jones, McHugh, Starkey and Unwin.

24/09/3 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

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

24/09/4 To Receive and Confirm the Minutes of the Town Council Meeting held on 27th August 2024 and any Matters Arising.

The minutes of the meeting held on 27th August 2024 were presented and the following amendment was made:

Page 1 – 24/08/4.01 Resolved “Mayor” was changed to “Deputy Mayor”.

The following was agreed:

24/09/4.01 Resolved

That subject to the amendment being made, the minutes of the meeting held on 27th August 2024 be adopted and signed as a correct record by the Town Mayor.

Matters arising:

Page 1 – Matters Arising - The suggested changes to the horse crossing lights at Rayes Lane are being considered and it is hoped that they will be in operation within a month.

24/09/5 Public Open Session

A member of the public raised an issue with dogs in town with no collar or lead and not being under control and asked if there are any by-laws for the town regarding the control of dogs. Cllr Hood agreed to investigate and will report back.

A member of the public joined the meeting.

A member of the public reported that the number 16, 10:10am Bus Service has been cancelled and the driver had reported the reason for this is that they were now servicing the school runs. Cllr Hulbert agreed to investigate and report back.

The Chair proposed that item 15 be brought forward, and the following was agreed:

24/09/5.01 Resolved

That item 15 Outdoor Gym be brought forward.

24/09/6 Outdoor Gym

Josh gave a short presentation on the work to find a suitable location for the gym. Locations considered were George Lambton playing fields, Rowley Drive site, Memorial Gardens and the Severals.

Each location was scored by consultees including the Police, Newmarket Trainers Group/Jockey Club Estates and existing gym users at the Racing Centre. The Severals scored the highest and Members were asked to consider this location. When the gym has been built and paid for, it will be handed over to NTC as the asset owners. WSC will be responsible for monthly/yearly safety inspections and NTC for maintenance costs.

Thanks were given for the thorough report on the consultation process and confirmation will be sought regarding the 1:00pm covenant on the Severals. The following was agreed:

24/09/6.01 Resolved

That subject to confirmation of the 1:00pm covenant for the Severals not being applicable, that an outdoor gym facility be sited on the Severals grounds; fenced with grid and a self-closing gate. That funding is via a £20K grant from Aviva Insurance, secured originally by Yewtree Insurance, with supplements from the NTC play equipment current budget and EMR if necessary.

A PSPO dog exclusion order will be sought in due course.

Josh left the meeting.

24/09/7 Police Report

A written report was presented and noted. A request for crime data for the previous months in a graph form was requested and this will be raised at the next meeting.

24/09/8 Councillor Reports

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

West Suffolk Council (WSC) – Cllr Yarrow reported that the Green Road park refurbishment work was not finished and should be ready by next spring.

Ward – Cllr Berry reported that any road works and traffic restrictions should be kept to a minimum time, as previously stated by the Clerk. Recent utility work by Anglian Water on Fitzroy Street were completed by Friday afternoon and the lights were still in place until Wednesday. The lights had stopped working for a time and traffic was flowing freely with everyone giving way where appropriate.

It was noted that permission is not required from SCC Highways for emergency utility work, and they are often not aware of temporary road closures.

A phone number is usually displayed on the works barriers and members were asked to take a note and contact Cllrs Hood or Drummond who will make further enquiries regarding the road closure times.

Outside bodies

Cllr Perry – reported that she was unable to attend the latest Cambridge and Peterborough Bus Partnership meeting and the minutes will be circulated. She had attended a BID Board meeting and Newmarket Charitable Foundation will be opening a pop-up shop facility in the former Wiggs Jewellers property. A Newmarket Youth's Got Talent competition will be held on 27th October 2024 at Unique and sponsored by Newmarket BID. The illegal vape shop signage has been reported to WSC. Cllr Hood has also reported the illegal flashing light signs.

24/09/9

Mayors Announcements

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

Sunday 15th September- Attended the Battle of Britain Commemoration and Thanksgiving Service at St. Mary's Church in Bury St. Edmunds.

Friday 20th September- Welcomed The Mayors of Maison-Laffite and Mesnil-Le-Roi and our guests to Newmarket, on the 70th Anniversary of our twinning.

Sunday 22nd September – Presented commemorative gifts to our French visitors at the Jockey Club.

24/09/10 To Receive the Minutes and Consider and Approve any Recommendations from the Development & Planning Committee Meetings held on 2nd & 16th September 2024

The Vice Chair of the Development & Planning Committee presented the minutes and recommendations from the Development & Planning Committee meetings held on 2nd & 16th September 2024. There were no recommendations.

24/09/11 To Receive the Minutes and Consider and Approve any Recommendations from the Community Services Committee Meeting held on 2nd September 2024

The Cllr Harvey presented the minutes of the Community Services Committee meeting held on 2nd September 2024.

24/09/11.01 Resolved (C/24/09/7.01 Recommendation)

That the flintwork renovations to the cemetery building bell tower be approved, including a safety survey and report for the remaining parts of the building

24/09/11.02 Resolved (C/24/09/7.02 Recommendation)

That hoarding be purchased, and the essential repairs be approved as time allows over the following years until the wall structure is fully stable.

24/09/11.03 Resolved (C/24/09/8.01 Recommendation)

That the Jockey Club be engaged to crown lift the trees as required at the Severals,

War Memorial Garden and Memorial Hall Garden for £2,900.

24/09/12 To Receive the Minutes and Consider and Approve any Recommendations from the Finance & Policy Committee Meeting held on 16th September 2024

The Chair of the Finance & Policy Committee presented the minutes of the Finance & Policy Committee meeting held on 16th September 2024.

24/09/12.01 Resolved (F/24/09/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/07/2024 – 31/07/2024 and 01/08/2024 – 31/08/2024 (Cash Book 1 - 5) be received and adopted.

24/09/12.02 Resolved (F/24/09/9.01 Recommendation)

That the grant application from NEXUS CIC for £500 be approved, subject to the receipt of requested documents.

24/09/12.03 Resolved (F/24/09/9.02 Recommendation)

That the application from BID for the sponsorship of the Christmas Lights Switch-On event on 22nd November 2024 for £500 be approved.

24/09/13 Working Group Reports

Market Working Group – the minutes of the meeting held on 5th August 2024 and 9th September were received and noted. Further meetings are due to be held and this item is deferred for discussion until that time.

24/09/14 Funding for Teen Chill

The annual funding for a Teen Chill Worker was reviewed and the following was agreed:

24/09/14.01 Resolved

That the increased funding to Abbeygate Leisure for the current year at the increased amount of £2,390 – with a virement of £662 from account 4114/101 be approved and that notice be given that this will be the last year of top up funding and the new figure of £2,390 will be carried forward to next and further years' budgets.

24/09/15 Railway Station

Further talks have been held for the £10,000 grant money. Suggestions include secure parking for cycles, a defibrillator and an upgrade to the map at the entrance to the station. Funding from other sources will also be sought.

Newmarket Vision group are asking for funding for parking/charging of electric bikes.

Railscape Ltd confirmed that they attend to the weeds on the approach road every 4 weeks. Their next visit is on 27th September and the site will be monitored going forward.

24/09/16 Newmarket Neighbourhood Plan

Newmarket Conservation Area – WSC will be requested to review the Conservation Area to correct any errors and exclusions.

Spend Density Review – this may be commissioned to identify local potential spend capability and how it matches local retail provision further details are awaited.

NNP Public Consultation – a public consultation will be held in the Memorial Hall on 27th and 28th September 2024. Banners have been displayed at the Memorial Hall and Severals and there is a rota for Members to book slots to cover both days.

24/09/17 Newmarket Town Guide

A report with a proposal from Micropress Printers Ltd to produce a Newmarket Town Guide at no cost to NTC was considered. Town Clerk was asked to invite them to the next meeting to provide further information.

24/09/18 Flagship

Information regarding Flagship developments in Newmarket was noted and they have offered to give a presentation on the findings of their consultations with residents. Town Clerk was asked to invite Flagship to the next meeting.

2 Members of the public left the meeting.

24/09/19 Correspondence

WSC Draft Housing, Homelessness Reduction and Rough Sleeping Strategy - was noted.

Rutland Arms – WSC confirmed that there would be no compulsory purchase of the building and they would explore the issues with the building's owners to get a better understanding of the issues and if there are any elements that WSC could help with.

Twinning Visit - The Mayor gave special thanks to NTC staff for their hard work to make the Twinning visit a huge success, including the return of the former Events Manager who turned up to lend a hand. Thanks were also given to the Heath Court Hotel for accommodating them.

24/09/20 Date of the next Meeting

Monday 28th October 2024 in the Memorial Hall at 6:15pm.

Meeting closed at 7:38pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>24/09/6.01 Resolved</u>	That subject to confirmation of the 1:00pm covenant for the Severals not being applicable, that an outdoor gym facility be sited on the Severals grounds; fenced with grid and a self-closing gate. That funding is via a £20K grant from Aviva Insurance, secured originally by Yewtree Insurance, with supplements from the NTC play equipment current budget and EMR if necessary.
<u>24/09/11.01 Resolved (C/24/09/7.01 Recommendation)</u>	That the flintwork renovations to the cemetery building bell tower be approved, including a safety survey and

	report for the remaining parts of the building.
<u>24/09/11.02 Resolved (C/24/09/7.02 Recommendation)</u>	That hoarding be purchased, and the essential repairs be approved as time allows over the following years until the wall structure is fully stable.
<u>24/09/11.03 Resolved (C/24/09/8.01 Recommendation)</u>	That the Jockey Club be engaged to crown lift the trees as required at the Severals, War Memorial Garden and Memorial Hall Garden for £2,900.
<u>24/09/12.01 Resolved (F/24/09/6.01 Recommendation)</u>	That the ratification of the schedules of payments for the period 01/07/2024 – 31/07/2024 and 01/08/2024 – 31/08/2024 (Cash Book 1 - 5) be received and adopted.
<u>24/09/12.02 Resolved (F/24/09/9.01 Recommendation)</u>	That the grant application from NEXUS CIC for £500 be approved, subject to the receipt of requested documents.
<u>24/09/12.03 Resolved (F/24/09/9.02 Recommendation)</u>	That the application from BID for the sponsorship of the Christmas Lights Switch-On event on 22nd November 2024 for £500 be approved.
<u>24/09/14.01 Resolved</u>	That the increased funding to Abbeygate Leisure for the current year at the increased amount of £2,390 – with a virement of £662 from account 4114/101 be approved and that notice be given that this will be the last year of top up funding and the new figure of £2,390 will be carried forward to next and further years' budgets.

Item 8

Town Council-Mayors announcements

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

THIS PAGE IS LEFT BLANK INTENTIONALLY



Newmarket

TOWN COUNCIL

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

Attendance:

Councillor J Harvey (Chair)
Councillor A Drummond

Councillor P Hulbert
Councillor S Perry

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

Minute	Action by
D/24/10/1 <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/24/10/2 <u>Apologies</u> Apologies were received from Cllrs Berry, Hood, Jarvis, Jones, McHugh and Nobbs.	
D/24/10/3 <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. <u>Requests for dispensation from all Councillors present in respect of D/24/10/7/8 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 - Land Adjacent to The Severals, Newmarket, Suffolk.</u>	
D/24/10/4 <u>To Confirm the Minutes of the Meeting Held on 16th September 2024 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 16th September 2024 and the following amendment was made: Page 1 – Cllr Drummond had given his apologies for absence. The following was agreed: <u>D/24/10/4.01 Resolved</u> Subject to the amendment being made, that the minutes of the Development & Planning Committee held on 16th September 2024 be adopted and were signed as a true record by the Chair of the Development & Planning Committee. There were no matters arising.	
D/24/10/5 <u>Public Open Session</u> A member of the public spoke to item AP/0008/STAND – Chels 51A Bury Road and	

pointed out that the Neighbourhood Plans does not appear to have been considered for this application; it should have been considered under Policy 5 – Provision for New and Growing Businesses. This oversight was noted (with apologies) and the Committee will endeavour to ensure that consideration of the Neighbourhood Plan is appropriately considered going forward.

Cllr Perry joined the meeting.

D/24/10/6 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 14 – Trees and Policy 1 – Conservation Area Policy.

D/24/10/7 Planning Applications

Week Commencing 09/09/2024, 16/09/2024 & 23/09/2024.

D/24/10/7/1 DC/24/1387/TCA - Tress in a conservation area notification- one Sycamore (T1 on plan) fell - Stanley House, Bury Road, Newmarket, Suffolk.

D/24/10/7.01 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 for felling the tree (eg: no photo) and wish to refer to the Tree Officer for comment.

D/24/10/7/2 DC/24/1379/TPO - TPO 012 (1956) tree preservation order- one Ash (T1 on plan, within area A3 on order) and one Lime (T2 on plan, within area A3 on order) reduce crown back to boundary fence by up to two metres - 33 Norfolk Avenue, Newmarket, Suffolk.

D/24/10/7.02 Resolved

The Committee objected and requested that WSC liaise with the residents on Norfolk Avenue on how to best manage the maintenance of the trees which belong to WSC in that area.

D/24/10/7/3 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.

D/24/10/7.03 Resolved

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

D/24/10/7/4 DC/24/1342/CLE - Application for lawful development certificate for existing use or development - continued use converted of outbuilding to summer house - 72 Exeter Road, Newmarket, Suffolk.

D/24/10/7.04 Resolved

The Committee voiced no objection but challenged the current use of the summerhouse as there may be a requirement for a change of use application if it is now being used as a commercial operation. The Committee requested that use of the building must be restricted to a summerhouse by the residents as per

the application, and not for use by third parties.

D/24/10/7/5 DC/24/0983/HH - Householder planning application- two storey side extension - 18A Lisburn Road, Newmarket, Suffolk.

D/24/10/7.05 Resolved

The Committee objected and their previous objection will be re-submitted, this being: “The Committee strongly objected on the grounds of overdevelopment, effect on residential amenity, design and appearance, layout and density, unclear plans, lack of car parking, numerous objections made to Cllrs over a prolonged period of time, potential fire risk and lack of refuse plans”. It was noted that the impact on residents for this property has been significant. Allowing this to happen sets a bad precedent for future similar situations.

D/24/10/7/6 DC/24/1400/TPO - TPO 001 (2015) tree preservation order- one Horse chestnut 9T1 on plan, T1 on order) overall crown reduction of two metres and thin the crown by 30 percent; one Horse chestnut (T2 on plan, T2 on order) crown reduction of up to three metres on the south eastern aspect and thin the crown by 30 percent - The Guineas Shopping Centre, The Rookery, Newmarket, Suffolk

D/24/10/7.06 Resolved

The Committee actively encourages responsible tree management and supports this application, subject to the Tree Officer’s approval.

D/24/10/7/7 DC/24/1406/TCA - Trees in a conservation area notification- 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.

D/24/10/7.07 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 trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

All Cllrs declared an “other” interest in the following application.

D/24/10/7/8 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 - Land Adjacent to The Severals, Newmarket, Suffolk.

D/24/10/7.08 Resolved

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

D/24/10/7/9 DC/24/1389/TPO - TPO 003 (1990) tree preservation order- one Lime (T1 on plan, within group G3 on order) fell - 36 Leaders Way, Newmarket, Suffolk.

D/24/10/7.09 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 and subject to the agreement of the neighbour at number 34, the owner of the tree.

D/24/10/7/10 DC/24/1388/HH - Householder planning application- conversion of garage to habitable space and first floor side extension - 11 Drinkwater Close, Newmarket, Suffolk

D/24/10/7.10 Resolved

The Committee voiced no objection.

D/24/10/8 Amended and Deferred Plans

D/24/10/8/1 DC/23/1562/FUL - 2 Sun Lane re-consultation. The following was agree:

D/24/10/8.01 Resolved

The Committee voiced no objections.

Hatchfield Farm DC/24/0622/RM – it was noted that this was approved by the WSC Development Control Committee on 02/10/2024.

D/24/10/9 Planning Appeals

D/24/07/25/1 AP/24/0019/STAND Garage at Nowell Lodge, Fordham Road – appeal in progress.

D/24/07/25/2 AP/0008/STAND – Chels 51A Bury Road – it was noted that the appeal was approved.

D/24/10/10 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/24/10/11 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 09/09/2024, 16/09/2024 & 23/09/2024.

Applications	Description	Address	WS Decision	NTC Decision
DC/24/1098/TCA	Trees in a conservation area notification- various works as per tree report	Boyarin Lodge, 30 Bury Road, Newmarket, Suffolk	Approved	No objection
DC/24/1092/TCA	Trees in a conservation area notification- one Taxus Baccata (Common Yew) (T1 on plan) fell, one Acer Campestre (Common Maple) (T2 on plan) fell, one Conifer (T3 on plan) fell and one Crataegus monogyna 9Hawthorn) hedge to the front of the house, to be removed and replaced with a Griselinia littoralis hedge.	Stoeberry Cottage 32 Bury Road, Newmarket, Suffolk	Approved	Objected

DC/24/1054/TCA	Trees in a conservation area notification- one Eucalyptus (on plan) crown lift branch to three metres above ground level and one Eucalyptus (on plan) crown reduce branch by two metres	3 Rockingham Villas, Church Lane, Newmarket, Suffolk	Approved	No objection	
DC/23/2096/FUL	Planning application- a. conversion of one dwelling into three dwellings b. glazed canopy to front elevations of two dwellings c. rear pitched lean to for two dwellings d. raising of roof height to create second floor habitable rooms for one dwelling	Woodland, The Severals, Newmarket, Suffolk	Approved	No objection	
DC/24/1197/TCA	Trees in a conservation area notification- Row of Conifers (G1 on plan)- reduce height by five metres above ground level.	Flint Cottage Stables, Rayes Lane, Newmarket, Suffolk	Approved	No objection	
DC/24/1097/CLP	Application for lawful development certificate for proposed use or development -outdoor swimming pool, pool building and pergola	Boyarin Lodge, 30 Bury Road, Newmarket, Suffolk	Withdrawn	No objection	
DC/24/1081/HH	Householder planning application-a. pitched roof to ground floor bay window b. infill of porch opening to form new front door c. infill of window to porch opening to form a new front door c. infill window to porch side elevation d. single storey rear extension (following demolition of existing outbuilding) e. replacement windows and replacement render to all elevations f. dropped kerb and new access g. hardstanding to provide driveway parking	St Marina, Snailwell Road, Newmarket, Suffolk	Approved	No objection	
DC/24/0731/TPO	TPO 12 (1956) Tree preservation order- one Elm (circle on plan within A3 on order) fell	Amenity Land to the rear of 9 to 41 Norfolk Avenue, Churchill Avenue, Newmarket, Suffolk	Refused	Objected	
DC/24/0654/LB	Application for listed building consent- a. installation of signage b. re-decoration of doors to front and rear elevations, windows to front elevation, joinery, fanlight and column bases	58-60 High Street, Newmarket, Suffolk	Approved	No objection	
DC/24/0653/ADV	Application for advertisement consent- a. two non-illuminated fascia signs on front elevation b. one externally illuminated hanging sign c. one internally illuminated menu board sign d. one non-illuminated fascia signs on rear elevation	58-60 High Street, Newmarket, Suffolk	Approved	No objection	

D/24/10/12 Delegation Panel Decisions

None noted.

D/24/10/13 Licensing

Heaven – Sex Establishment Licence Renewal – 109 High Street, Newmarket, Suffolk. The application was considered:

A proposal of no objection was rejected by a vote. Cllr Drummond voted against this vote.

The following was agreed:

D/24/10/13.01 Resolved

The Committee maintained their original objection which will be re-submitted.

Yum Thai Kitchen – Application for street trading – Newmarket Bowls Club 22
The Avenue Newmarket – the application was considered, and the following was agreed:

D/24/10/13.02 Resolved

The Committee voiced no objection. subject to no objections from the neighbours.

D/24/10/14 Enforcement

No further information received. 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/24/10/15 Litter

This item was discussed at the last meeting.

D/24/10/16 Correspondence

None noted.

D/24/10/17 Date of Next Meeting

Monday 21st October 2024 at the Memorial Hall.

Meeting closed at 7:13pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/24/10/7.01 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 for felling the tree (eg: no photo) and wish to refer to the Tree Officer for comment.
<u>D/24/10/7.02 Resolved</u>	The Committee objected and requested that WSC liaise with the residents on Norfolk Avenue on how to best manage the maintenance of the trees which belong to WSC in that area.
<u>D/24/10/7.03 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/24/10/7.04 Resolved</u>	The Committee voiced no objection but challenged the current use of the summerhouse as there may be a requirement for a change of use application if it is now being used as a commercial operation. The Committee requested that use of the building must be restricted to a summerhouse by the residents as per the application, and not for use by third parties.
<u>D/24/10/7.05 Resolved</u>	The Committee objected and their previous objection will be re-submitted, this being: "The Committee strongly objected on the grounds of overdevelopment, effect on residential amenity, design and appearance, layout and density, unclear plans, lack of car parking, numerous objections made to Cllrs over a prolonged period of time, potential fire risk and lack of refuse plans". It was noted that the impact on residents for this property has been significant. Allowing this to happen sets a bad precedent for future similar situations.
<u>D/24/10/7.06 Resolved</u>	The Committee actively encourages responsible tree management and supports this application, subject to the Tree Officer's approval.
<u>D/24/10/7.07 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 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/24/10/7.08 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/24/10/7.09 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 and subject to the agreement of the neighbour at number 34, the owner of the tree.
<u>D/24/10/7.10 Resolved</u>	The Committee voiced no objection.

THIS PAGE IS LEFT BLANK INTENTIONALLY



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 21st October 2024 at 6.15pm

Attendance:

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

Councillor J Jarvis
Councillor R Jones
Councillor J McHugh
Councillor R Nobbs

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr Winter as an observer, 1 Member of the Press and 3 Members of the Public.

	Minute	Action by
D/24/10/18	<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/24/10/19	<u>Apologies</u> Apologies were received from Cllrs Berry and Perry.	
D/24/10/20	<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 and Nobbs declared an "other" interest in DC/24/1431/FUL -Sommerville Lodge. Cllr Jones declared an "other" interest in Tesco Express – Premises Licence Application. There were no requests for dispensation.	
D/24/10/21	<u>To Confirm the Minutes of the Meeting Held on 7th October 2024 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 7th October 2024 and the following was agreed: <u>D/24/10/21.01 Resolved</u> That the minutes of the Development & Planning Committee held on 7th October 2024 be adopted and were signed as a true record by the Chair of the Development & Planning Committee. Matters arising: D/24/10/5 – The Chair reported that the WSC Planning Officer had misinterpreted the clause regarding new businesses in the Newmarket Neighbourhood Plan. A Planning Application watch list was requested to keep track of Committee objections.	

D/24/10/22 Public Open Session

A resident of Fitzroy Street spoke to item 15 and the issues regarding heavy traffic in Fitzroy Street and a request for SCC Highways to take action. He had received a response advising that there was no evidence to meet the criteria for the requested 20mph speed limit and no funds for pedestrian crossings, traffic calming, heavy goods restriction orders. They had asked if the proposals were supported by the Community and the Town Council

The Chair proposed that item Fitzroy Street be brought forward, and the following was agreed:

D/24/10/22.01 Resolved

That item Fitzroy Street be brought forward.

Cllr Winter joined the meeting as an observer.

D/24/10/23 Fitzroy Street

The letter from a resident regarding heavy traffic and a recent road traffic accident, requesting that SC Highways take action to mitigate risks was discussed and the following was agreed:

D/24/10/23.01 Resolved

That the SCC Highways Officer, Matthew Fox be requested to investigate the issues and meet with residents.

A member of the public spoke to the Sunnica Application and the loss of arable farming land. The Chair requested that he supplies his concerns in writing to the Town Clerk.

2 members of the public left the meeting.

D/24/10/24 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 14 – Trees and Policy 1 – Conservation Area Policy.

D/24/10/25 Planning Applications

Week Commencing 30/09/2024 & 07/10/2024.

D/24/10/25/1 DC/24/1474/P3CMA - 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 (dwellinghouses) to form two dwellings - 1 Rous Road, Newmarket, Suffolk.

D/24/10/25.01 Resolved

The Committee objected on the basis that of overdevelopment of the site and the lack of designated parking provision. The standard wording for transport and parking objections will be submitted. The Committee would normally welcome the development of small starter flats however, in light of the number of these developments that are constantly being approved in Newmarket, there is now a parking crisis and this application would further exacerbate the situation.

D/24/10/25/2 DC/24/1458/FUL - Planning application- a. external alterations to building including external doors and windows b. amended location of proposed parking space. The Old Courts - 147 All Saints Road, Newmarket, Suffolk.

D/24/10/25.02 Resolved

The Committee objected to the impractical struction fo the parking proposal. Access to parking spaces C is unrealistic and will likely result in on-street parking.

D/24/10/25/3 DC/24/1441/HH - Householder planning application-a. conversion of existing garage into garden room b. single storey rear garage extension following demolition of existing summer house - 10 Duchess Drive, Newmarket, Suffolk.

D/24/10/25.03 Resolved

The Committee voiced no objection.

Cllrs Hood and Nobbs declared an “other” interest in the following application and left the meeting. The Vice Chair took the chair.

A member of the public left the meeting.

D/24/10/25/4 DC/24/1431/FUL - Planning application. Conversion of existing hayloft for staff accommodation - Somerville Lodge, Fordham Road, Newmarket, Suffolk.

D/24/10/25.04 Resolved

The Committee voiced no objection subject to the approval of the Conservation Officer and that there is adequate drainage provision, but commented that there appears to be no extra parking provision.

Cllrs Hood and Nobbs returned to the meeting.

D/24/10/26 Amended and Deferred Plans

None noted.

D/24/10/27 Planning Appeals

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

D/24/10/28 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/24/10/29 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 30/09/2024 & 07/10/2024.

Applications	Description	Address	WS Decision	NTC Decision
DC/24/0622/RM	Reservation Matters Application- submission of details under outline planning permission DC/13/0408/OUT (Granted by the Secretary of State under reference APP/H3510/V/14/2222871) a. appearance, layout, landscaping and scale of development within the residential parcels for the development of up to 400 dwellings b. discharge of conditions	Hatchfield Farm, Fordham Road, Newmarket, Suffolk	Approved	Objected

	3 (lighting strategy) 5 (market housing mix) 14 drainage scheme) 23 (LEMP) 24 (road and footpaths) 33 (EVCPs) of DC/13/0408/OUT				
DCON(G)/13/0408/OUT	Application to discharge condition 1 (design code) of application DC/13/0408/OUT	Hatchfield Farm, Fordham Road, Newmarket, Suffolk	Approved	No comment	
DC/24/1293/TCA	Trees in a conservation area notification-one Bay (on plan) fell	6 Oakfield Place, Old Station Road, Newmarket, Suffolk	Approved	Objected	
DC/24/1293/TCA	Trees in a conservation area notification-two Sycamore (red on plan) fell	52A Bury Road, Newmarket, Suffolk	Approved	Objected	

D/24/10/30 Delegation Panel Decisions

None noted.

Cllr Jones declared and “other” interest in the following application and left the meeting.

D/24/10/31 Licensing

Tesco Express – Premises Licence Application – 84-86 High Street, Newmarket, Suffolk. Town Clerk was asked to seek clarification on the ‘late refreshments’ and hours for the sale of alcohol, which should fit in with the other High Street premises selling alcohol.

Cllr Jones returned to the meeting.

Waggon & Horses – Pavement Licence Application – 34-36 High Street, Newmarket, Suffolk – Due to short deadline for comment, a submission of no objections had been made; subject to adherence to the width restriction rules.

D/24/10/32 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

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/24/10/33 On Street Advertising

Membership of the Working Group was reviewed and will remain the same.

Recent issues with the advertiser for the circus was discussed and Town Clerk reported that a meeting has been arranged with the WSC Officer responsible for

granting applications.

D/24/10/34 Fly Tipping

Fly Tipping in Green Road, Newmarket was discussed, and Town Clerk was asked to raise this with WSC. A letter will be sent to the WSC Leader regarding the issues of fly tipping in Newmarket and signage will be requested for the area.

D/24/10/35 D&P Committee Draft Budget 2025/2026

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

D/24/10/35.01 Resolved

That the D&P Committee draft budget for 2025/2026 be approved at £10,000.

D/24/10/36 Speed Limit

The SCC 20mph Speed Limit Policy Criteria – this item was deferred.

D/24/10/37 Correspondence

The WSC Local Plan additional documentation was noted.

WSC Data on empty units – it was noted that Newmarket has 8% of empty units against the National average of 14%.

D/24/10/38 Date of Next Meeting

Monday 4th November 2024 at the Memorial Hall.

Meeting closed at 7:35pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/24/10/23.01 Resolved</u>	That the SCC Highways Officer, Matthew Fox be requested to investigate the issues and meet with residents.
<u>D/24/10/25.01 Resolved</u>	The Committee objected on the basis that of overdevelopment of the site and the lack of designated parking provision. The standard wording for transport and parking objections will be submitted. The Committee would normally welcome the development of small starter flats however, in light of the number of these developments that are constantly being approved in Newmarket, there is now a parking crisis and this application would further exacerbate the situation.
<u>D/24/10/25.02 Resolved</u>	The Committee objected to the impractical struction fo the parking proposal. Access to parking spaces C is unrealistic and will likely result in on-street parking.

<u>D/24/10/25.03 Resolved</u>	The Committee voiced no objection.
<u>D/24/10/25.04 Resolved</u>	The Committee voiced no objection subject to the approval of the Conservation Officer and that there is adequate drainage provision, but commented that there appears to be no extra parking provision.
<u>D/24/10/35.01 Resolved</u>	That the D&P Committee draft budget for 2025/2026 be approved at £10,000.

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee Held on Monday 7th October 2024 at 7:20 pm

Attendance:

Councillor J Harvey (Chair)
Councillor J Borda

Councillor P Hulbert
Councillor S Perry

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

L/24/10/1 Election of a Chair

Town Clerk advised that with the absence of the Chair and Vice Chair, a Chair would need to be elected for tonight's meeting. Cllr Perry nominated Cllr Harvey and the following was agreed:

L/24/10/1.01 Resolved

That Cllr Harvey be elected to Chair the meeting tonight.

L/24/10/2 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting and read out the fire safety briefing and announced that the meeting was being recorded by the Minute Assistant.

L/24/10/3 Apologies for Absence

Apologies were received from Cllrs Jarvis, Nobbs and Winter.

L/24/10/4 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/24/10/5 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 8th August 2024 and Any Matters Arising

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

L/24/10/5.01 Resolved

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

There were no matters arising.

L/24/10/6 Public Open Session

No members of the public wished to speak.

L/24/10/7 To Receive the Accounts

The accounts for September 2024 were received and noted.

Book number 11 2024 -2025

Minutes of Leisure Services Committee held on Monday 7th October 2024

L/24/10/8 Events Update

MLF Twinning 70th Anniversary Visit to Newmarket 2024 – A debrief report was presented and noted. A return visit is planned for May 2025 and the following was agreed:

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.

Thanks were given to Town Clerk and other staff for organising and running the event.

Christmas 2024 – A report was presented and discussed on the planned activities:

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

30th November – craft fair in the Memorial Hall.

7th December – lantern parade from Bill Tutte down the High Street to the Memorial Gardens or Hall

14th December – Winter Wonderland with activities in the Memorial Garden and Hall.

Monday 23rd December – 11-3pm – Story Time with Santa and Christmas craft activities in the Memorial Hall; HAF

Budget - £10,000 (with EMR contingency funding if necessary)

The future involvement for HAF funded events will be discussed at the next meeting

St George's Day – Saturday 19th April 2025 at the Severals and Pavilion 1:00pm – 4:00pm with food and entertainment on a patriotic/mediaeval theme.

Budget - £5000 (with EMR contingency funding if necessary)

Newmarket Earth Day 2025 – Saturday 26th April 2025 Memorial Gardens and Memorial Hall 11:00am – 3:00pm – stalls, information, activities food and entertainment with an environmental theme.

Budget - £5000 (with EMR contingency funding if necessary)

VE Day 2025 – Thursday 8th May 2025 Severals 9:00am Town Crier and raising of the VE flag 9:00pm hot drinks at the Pavilion veranda with National Beacon lighting at 9:30pm.

Budget - Minimal (£45 flag / £30 Town Crier / hot drinks costs)

Carnival 2025 – Saturday 5th July 2025 Parade along the High Street to the Severals.

Book number 12 2024 -2025

Community Group and organisations to take part in walking parade from Memorial Gardens to the Severals Grounds (road closure required). Entertainments, acts, music, food and activities.

Budget - £15,000

It was suggested that the time of the event is from 1:00pm – 6:00pm and the following was agreed:

L/24/10/8.02 Recommendation

That the Carnival be held on Saturday 5th July 2025 from 1:00 – 6:00pm.

VJ Day 2025 – Thursday 15th August The Severals and Pavilion – details to be confirmed by Royal Pageant-Master.

Budget - Minimal (£30 Town Crier / hot drinks costs, printing costs – est.)

L/24/10/9 Newmarket Venues

The hire fees for Newmarket Venues were presented and the following was agreed:

L/24/10/9.01 Recommendation

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

L/24/10/10 The Severals Grounds

A report on replacement fencing, banner hoarding and new signage was considered, and the following was agreed:

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.

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 have no restriction on time of use by individual members of the public. That a PSPO dog exclusion request be submitted.

L/24/10/11 Car Boot Dates 2025

The proposed dates for Car Boot sales were considered and the following was agreed:

L/24/10/11.01 Recommendation

That the Car Boot sales be held on 18th May, 1st June, 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.

Book number 13 2024 -2025

L/24/10/12 Play Area
The safety inspection report was received and noted.

L/24/10/13 Correspondence
Letter of thanks from the Maisons LaFitte Mayor for the French twinning visit.

L/24/10/14 Date of Next Meeting
Monday 2nd December 2024 at the Memorial Hall.

Meeting closed at 8:05pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/24/10/8.01 Recommendation</u>	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>L/24/10/9.01 Recommendation</u>	That the Hire Fees for Newmarket Venues from 1st April 2025 – 31st March 2026 be approved.
<u>L/24/10/10.01 Recommendation</u>	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>L/24/10/10.02 Recommendation</u>	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 have no restriction on time of use by individual members of the public. That a PSPO dog exclusion request be submitted.
<u>L/24/10/11.01 Recommendation</u>	That the Car Boot sales be held on 18th May, 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.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Performance & Audit Committee **Held on Monday 14th October 2024 at 6:15pm**

Attendance:

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

Councillor J McHugh
Councillor P Winter
Councillor K Yarrow

Also present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

- P/24/10/1 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 Notice was not required and that proceedings were being recorded by the Minute Assistant.
- P/24/10/2 Apologies for Absence**
None received.
- P/24/10/3 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 dispensations.
- P/24/10/4 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 8th July 2024 and Any Matters Arising**
The Chair presented the minutes of the Performance & Audit Committee Meeting held on Monday 8th July 2024 and the following was agreed:

P/24/10/4.01 Resolved
That the minutes of the Performance & Audit Committee meeting held on Monday 8th July 2024 be adopted and would be signed as a true record by the Chair of the Performance & Audit Committee.

There were no matters arising.
- P/24/10/5 Public Open Session**
No members of the public were present.
- Cllr Hood joined the meeting.*
- P/24/10/6 Resolution Audit**
The resolution progress for Q2 financial year 2024/2025 was received, updated, and noted.

The outstanding resolutions for 2022-2023, 2023-2024 and Q1 2024/2025 were received, updated, and noted.

Minutes of Performance & Audit Committee held on Monday 14th October 2024

P/24/10/7 Neighbourhood Plan

Town Clerk reported that they had not yet met to discuss the feedback from the physical consultation but were pleased with the level of response. They were able to include an online version of the consultation, which closed today.

P/24/10/8 Working Group Reports

The list of active Working Groups was received, updated and noted.

P/24/10/9 Correspondence

None noted.

P/24/10/10 Date of Next Meeting

Monday 13th January 2024.

Meeting closed at 7:37pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
No Recommendations	



Newmarket

TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Human Resources Committee

Held on Monday 21st October 2023 at 7:38pm

Attendance:

Councillor K Yarrow (Chair)
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

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

Also present: C Whitaker – Town Clerk.

Minute

H/24/10/1 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.

H/24/10/2 Apologies for Absence

Apologies noted from Cllr Berry.

H/24/10/3 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 dispensations.

H/24/10/4 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 20th May 2024 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 20th May 2024 and the following was agreed:

H/24/10/4.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 20th May 2024 be adopted and be signed as a correct record, with the following amendment, by the Chair of the Human Resources Committee.

Amendment: The date of the Meeting was 20th May 2024; not 22nd May 2024
Attendance List should read – Councillor K Yarrow; not
Councillor J Yarrow

There were no matters arising.

H/24/10/5 Public Open Session

No members of the public were present.

H/24/10/6 Draft Budget 2025/2026

The Human Resources Committee draft budget for 2025/2026 was presented and the following was agreed:

Minutes of the Extraordinary Human Resources Committee held on 21st October 2024

H/24/10/6.01 Recommendation

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

H/24/10/7 Exclusion of the Press & Public With the vote being unanimous, it was:

H/24/10/7.01 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/24/10/8 *Staff Update*****

Confidential staffing matters were discussed with an update on the Clerk's Appraisal and the current situation regarding vacant staff positions within the Council. A Deputy Town Clerk has been recruited to start 18th November 2024.

H/24/10/9 Date of Next Meeting

Monday 2nd June 2025 or earlier if required.

Meeting closed at 7.50pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/24/10/6.01 Recommendation</u>	That draft budget for the Human Resources Committee for 2025/2026 be approved at £311,942.00.



Report to	Full Council
Subject	Small Grant Applications
Purpose	Decision
Classification	Unrestricted
Meeting date	28th October 2025
Item number	11
Written By	Cathy Whitaker CLERK

Summary: Small grants applications attached.

	Recommendations
a.	Newmarket Charitable Foundation: Community Awards event 1 st July 2025. Formerly run by the Rotary Club. £1,000 sponsorship of an award. From 2025/26 budget.
b.	Newmarket Community Nature Reserve: Community Orchard Wassail Day January 2025. £215 funding. From 2024/25 budget.
c.	Newmarket Food and Drink Festival: 13 th / 14 th September 2025. Funding previously supplied by NTC for this event. £1,000 funding. From 2025/26 budget.



Grant Application Form

The Town Council considers grant applications from local organisations every year, each is considered on its merits and against availability of funds. Applications are invited from local organisations which directly benefit residents. For guidance, applicants are advised to read the Grants and Funding Policy document which is available on the Council's website: www.newmarket.gov.uk

1. Your Organisation

Name of Organisation	Newmarket Charitable Foundation (NCF)
Address	██████████ ██████████ ██████████████████
Telephone	E-mail As below
Is this application a consortium/partnership bid?	Yes / No
If yes, name(s) of other organisations involved:	Jockey Club Estates, Newmarket Journal, The Racing Centre, Tesco, Newmarket Charitable Foundation, Goldings, Godolphin, BRS, NHRM, Tattersalls, NCF
Details of main contact person (name, address, phone and email)	Alan Shand ██████████████████ ██████████████████████████████ ██ ██████████████
Name of Chairman (name, address, phone, email)	Josh Schunmann Director NCF director@newmarketcharity.org
Name of Secretary (name, address, phone, email)	
Name of Treasurer (name, address, phone, email)	

2. Please describe the project for which you are applying for funds

Give consideration to the following:

- Number of clients/members/public served (where relevant)
- Description of service/activity provided, project or event to be supported
- Reason for application with details of how the grant will be used
- How the grant will benefit the town and people of Newmarket

2025 Newmarket Community Awards

We are delighted once again, to bring uplifting news of a 'Local Community Awards' evening in recognition and celebration of many good deeds and acts of kindness by our wide spread citizens in Newmarket and surrounding villages, a coming together of our community.

This will be our 5th celebratory event for Newmarket and our many town community partners. Since time immemorial society has always helped their neighbour especially in times of adversity. 2020, 2021, 2022, 2024 and 2025 has shown our beating heart to be stronger than ever, with offers of loving, caring help from truly the most unexpected sources; simply doing right by each other, each according to their talent and ability, so selflessly.

Open to all in Newmarket and surrounding villages to both groups and individuals of all ages and vocations. Award categories may include Heritage, Environmental, Diversity, Neighbour/Carer, Fundraiser, Super Server, Volunteer, and Inspiration. with possibly an over-arching award of most outstanding, 15 awards in total. The awards will recognize our citizens who actually have kept/keep our community going and alive by their deeds naturally and instinctively, without thinking, and without reward. Each nomination received, will receive a letter of acknowledgement. Unplaced nominations will each receive a certificate of recognition, placed runners up will also receive gifts of certificate, glass award and cash or gift voucher whilst winners of each category will be invited to receive gifts of a certificate, glass award, cash or gift voucher, bottle of champagne and flowers at The Jockey Club Rooms.

Support and additional sponsorship will come from : Jockey Club Estates, Newmarket Journal, The Racing Centre, Tesco, Newmarket Charitable Foundation, Goldings, Godolphin, British Racing School, Tattersalls, Rosssdales, NHRM, Goldings, Newmarket Equine Hospital

3. Amount of grant requested

Amount of grant requested	£1,000.00
Details and amount of matched funding from your group	£0,000.00
Details and amount of funding from other sources	£4,000.00
Total cost of project/activity	£5,000.00

4. **Where will this take place?** Please give us the address and postcode of the main site of your project. If your project is taking place over a wider geographic area, please tell us the main areas where the project will take place.

'The Jockey Club'

The Jockey Club Rooms & grounds via the electric gates off 101 High St, Newmarket CB8 8JL.

5. When is the project due to start and end?

Start date	1 st July 2025
End date	1 st July 2025

6. If you have received funding from Newmarket Town Council, in the last three years, please list below the year, purpose and amount of funding received.

Year	Purpose	Amount
2021	31 st July, Rotary Newmarket Local Community Awards	£1,000.00
2022	1 st July, Rotary Newmarket Local Community Awards	£1,000.00
2023	1 st September, Rotary Newmarket Local Community Awards	£1,000.00
2024	5 th July 2024 Newmarket Local Community Awards	£1,000.00

7. How would Newmarket Town Council support be acknowledged?

Event advertising regularly featured in Newmarket Journal, Facebook and Social Media, posters
Town Council representative to be one of our voting/shortlisting panel
Town Council logo to feature on all awarded certificates, plus signed by Mayor
Mayor to be one of our awards presenting committee, comprising Rotary, Newmarket Journal, Godolphin, Lord Lieutenancy Office + one other
Mayor may be invited to give a recognition speech

8. Please confirm the following documents are available for inspection if required

Your accounts	Yes
Budget projections for the activity	Yes
The constitutional document that governs your organisation	Yes
A recent bank statement for the account	Yes

9. Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. Details of grants made by the Town Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body, we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at <http://www.newmarket.gov.uk>

10. Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

By signing this declaration, you are confirming that you have the authority to sign this application and that the details given are true and correct.

Your signature (digital signature acceptable)	
Name	Alan Shand
Date	04/10/2024

Return this application form with all necessary supporting information to:	townclerk@newmarket.gov.uk
	King Edward VII Memorial Hall High Street Newmarket Suffolk CB8 8JP
Telephone	01638 667 227

For internal use only	
Date received	1/10/2024
Date presented to F&P committee	FTC - 28th October 2024
Decision	
Notes	Clerk rec: £1,000 from 25/26 Grants budget.

1. Your Organisation

C:\Users\Townclerk\AppData\Local\Microsoft\Olk\Attachments\00a-161ea82f-d759-411b-ba11-e935f146b595\599a23701f5c5df0d06b6dde2d09a8e23d81c357c17059aefeb31ee696c6382c\P12 Grant application form - Wassail 2025.docx

2. Please describe the project for which you are applying for funds

Give consideration to the following:

- a. Number of clients/members/public served (where relevant)
- b. Description of service/activity provided, project or event to be supported
- c. Reason for application with details of how the grant will be used
- d. How the grant will benefit the town and people of Newmarket

Wassail January 2025

Traditionally held on Twelfth night to celebrate and bless the orchards crop for the coming year. We have a rich orchard heritage in the East of England and an under utilised community orchard in Newmarket.

From National Trust:

‘What happens at a wassail?

Wassailing ceremonies vary from region to region, but there are some consistencies to look out for:

☐ A wassail usually starts with all the revellers gathering for a procession down to the orchard – possibly led by a

Locality budget application form – master 2024/2025 2

wassail King or Queen.

☐ Once gathered around the oldest tree, pieces of toast are placed in its branches to entice robins, believed to be the guardians of the orchard.

☐ Cider is poured around the roots of the tree, while pots and pans are clattered to ward off any evil spirits and wake the trees from their winter slumber.

☐ The crowd will also serenade the tree with chants and traditional songs, often followed by Morris dancing.

☐ No wassail would be complete without tasting the wassail drink, which is usually a local ale or cider blended with honey and spices.’

We would like to raise awareness of our orchard with the hope that more people will use it and care for it.

We would like to hold a free to all event at Studlands Social Club with a prospective date of Saturday 11 th January 2025. We have chosen not to do it on twelfth night as later in the month of January is quieter and there is increased likelihood of people struggling financially. We would like to offer a morale boost and a free meal.

Event free but ticketed through Eventbrite or similar.

Day divided into 2 segments to allow maximum number of people to participate:

11-2pm ticket capacity 100

AND

3-7pm ticket capacity 100

Total 200 people

Our basic format would be the following:

11am – 2pm: Free children’s crafts and buffet lunch. To include making a wassail crown and making chocolate covered apples. Potential for themed storytime depending on volunteer availability.

2-3pm: Walk across to the orchard for blessing and wassail song.

3pm: Beginning to get dark, return to social club.

Locality budget application form – master 2024/2025 3

Ceilidh band with caller starts.

Timings are subject to alteration.

Very similar format to River’s of Light to link in and allow people to practice for the parade approximately 6 weeks later.

Liaising with Louise Eatock of Newmarket Community Arts for support in planning.

Budget breakdown:

Hall hire £25

Ceilidh band: £795

Goods and services (detailed below) totalling £600 to be provided by Newmarket Community Arts

Childrens activities

- Make a wassail crown and/or mask – run and funded by Newmarket Community Arts
- Chocolate apples – Materials (apples, chocolate, sprinkles, paper plates, wooden skewers) £200
- Storytime – no cost
- Sandwiches - £50

Wassail musicians and leader – provided by Newmarket Community Arts

Apple juice for toast – to be donated by Tesco (value £20)

Miscellaneous costs – printing, seed envelopes, paper cups and plates, tea and coffee, squash etc. - £100

Total = £1770

--

3. Amount of grant requested

Amount of grant requested	£215
Details and amount of matched funding from your group	£355
Details and amount of funding from other sources	£1220
Total cost of project/activity	£1790

4. **Where will this take place?** Please give us the address and postcode of the main site of your project. If your project is taking place over a wider geographic area, please tell us the main areas where the project will take place.

Studlands Social Club and Newmarket Guarded Orchard Brickfields Avenue CB8 7RX
--

5. When is the project due to start and end?

Start date	Saturday 11th January 2025
End date	Saturday 11th January 2025

6. **If you have received funding from Newmarket Town Council, in the last three years, please list below the year, purpose and amount of funding received.**

Year	Purpose	Amount
2021	Insurance	£200

7. How would Newmarket Town Council support be acknowledged?

Social media posts and event promotional material
--

8. **Please confirm the following documents are available for inspection if required**

Your accounts	Yes
Budget projections for the activity	Included above
The constitutional document that governs your organisation	Yes
A recent bank statement for the account	Yes

9. Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. Details of grants made by the Town Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body, we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at <http://www.newmarket.gov.uk>

10. Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

By signing this declaration, you are confirming that you have the authority to sign this application and that the details given are true and correct.

Your signature (digital signature acceptable)	
Name	Laura Nunes
Date	07/10/2024

Return this application form with all necessary supporting information to:	townclerk@newmarket.gov.uk
	King Edward VII Memorial Hall High Street Newmarket Suffolk CB8 8JP
Telephone	01638 667 227

For internal use only	
Date received	7/10/2024
Date presented to F&P committee	FTC 28/10/2024
Notes	£215 grant award from 24/25 grants budget



Report to	Full Council
Subject	Proposed themed Town Event 2025 project by Discover Newmarket
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	28th October 2025
Item number	12
Written By	Cathy Whitaker CLERK

Summary: This report outlines a proposal by Discover Newmarket for a shared stakeholder project for Summer 2025 for Newmarket.

1.	Introduction
a.	The shared stakeholders are Discover Newmarket, Newmarket National Horseracing Museum, Newmarket BID, Newmarket Town Council.
2.	Context
a.	Last year's Newmarket in Colour project brought the Stakeholders together to collaborate around the theme and it is hoped that this will continue.
3.	Proposal/Options
a.	Commissioning Dan Schunmann to write a brief and approach a number of suitable artists/designers with a view to us jointly shortlisting and selecting one to create a unique "trail" around the town to support the Museum's Horseracing Games exhibition. The purpose would be to raise the profile of the town centre and encourage footfall through an innovative, engaging, educational and entertaining trail across the six weeks of the school holidays. Predominately aimed at families but with options to suit other target audiences as well as involve businesses in particular cafes and restaurants. It is expected that the format and style of the trail would be presented to us by the successful candidate. Therefore, whilst we know the concept we have yet to determine the details. However, we are looking for something very different which will attract a lot of media coverage. More clarity will be provided once the brief has been written. Thereafter, I propose that we can run the project ourselves. DN would assume the role of the Project Manager/Administrator but all four organisations would have equal say and involvement. Additional activities to support the trail can be carried out by any organisation and should be actively encouraged as long as they support and not detract from the main trail.
4.	Financial/Resource Implications
a.	Each stakeholder is requested to contribute £5,000. This would be from the 2025/2026 Grants budget account.
b.	Newmarket BID has provisionally signed off on the spend for this project.
5.	Next Steps/Recommendations
a.	Consider the Town Council's involvement towards this project with:- - £5,000 stakeholder funding - Themed activities at Town Council events and facilities throughout the summer

THIS PAGE IS LEFT BLANK INTENTIONALLY



Report to	Full Council
Subject	Proposal for a Newmarket Town Guide
Purpose	Decision
Classification	Unrestricted
Meeting date	23rd September 2024
Item number	14
Written By	Cathy Whitaker CLERK

Summary: This report outlines a proposal by Micropress Printers Ltd with Countrywide Publications to produce a Newmarket Town Guide.

1.	Introduction
a.	See examples at the meeting of the guide (Southwold, Aldeburgh, Sudbury, Bungay.
b.	Newmarket does not currently have an up-to-date printed guide.
2.	Context
a.	The guide would be relevant for two years.
b.	There is an approximate 4 month lead time from instruction to production.
c.	Town Council and stakeholders can be involved in the content should they wish.
3.	Proposal/Options
a.	The guide would be an excellent way to showcase Newmarket.
b.	Involve stakeholders – BID, Discover Newmarket, WSC, SCC, Racing Centre, Newmarket Local History Society, Newmarket Journal, Jockey Club, Racecourse, Royal British Legion, Kings Cinema and Theatre, Market, etc.
4.	Financial/Resource Implications
a.	There would be no cost to Newmarket Town Council or any stakeholders of the town. Micropress/Countrywide get the funding via the advertisers and we are not involved in that process at all.
b.	We would be provided with 3,000-5,000 copies and get the PDF file and link for websites. More copies may be purchased if felt necessary.
5.	Next Steps/Recommendations
a.	To accept the proposal by Micropress/Countrywide to produce a Newmarket Town Guide.
b.	To facilitate and co-ordinate stakeholder involvement on content and to contribute Town Council content.



COMMUNITY NEWS

Town Guide Proposal Pack

02

WHO WE ARE





Countrywide Publications

COUNTRYWIDE PUBLICATIONS

Community News is a division of Countrywide Publications, a well-established publishing house based on the Suffolk coast, just outside Southwold.

Having started as one free monthly newspaper more than 50 years ago, our portfolio now includes three monthly newspapers, two pub guides, multiple town guides, as well as a number of other bespoke publishing solutions.

Based onsite with our parent company, Micropress Printers, we are able to handle everything in-house from advertising sales, design, print and distribution.

Looking after a project from conception to completion ensures a smooth process from start to finish.

MICROPRESS PRINTERS LTD

Established in 1979, Micropress Printers is one of the UK's largest independently owned printing companies, specialising in litho printing, digital printing and fulfilment services; all done in-house at a state-of-the-art, nine-acre site near Southwold in Suffolk.

Micropress were winners of the Print Week 'Company of the Year' award 2022, recognising not only its commitment to customer service but also to staff training and investment in the future. They are also proud to be officially certified as a carbon balanced business.

micropress
your partner in print



04

WHY CHOOSE US?

1 PROVEN TRACK RECORD

Having been established over 50 years, we are proud to have worked with town councils and communities for more than half a century.

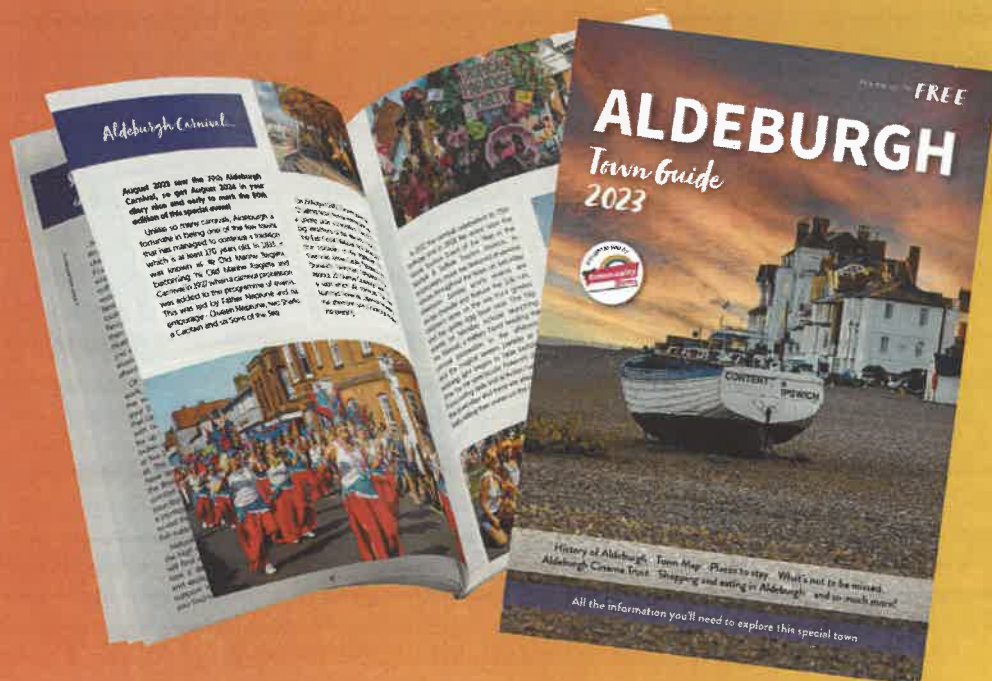
2 THE COMPLETE PACKAGE

In partnership with our parent company, Micropress Printers, we are able to provide all services under one roof.

3 EXPERIENCED TEAM

Our team may be small, but it is mighty! There are five of us who have more than 80 years' combined experience in publishing.

A LOOK AT WHAT WE DO



WHAT CAN WE DO FOR YOU?

A rapidly growing part of our business is the production of town guides.

We work with a number of town councils to produce handy A5 guides covering useful and essential contacts, things to see & do, a town map, history, shopping, walking & exploring, points of interest.

These guides are bi-annual and delivered to the town council to distribute to residents, visitors and businesses over the two-year shelf life.

We are looking to expand the area we cover and by working

with town councils we are able to offer this service nationwide.

This is a great way of combining essential information and communicate with residents, visitors and businesses in your town.



View our full portfolio on our website



View an issue of Aldeburgh Town Guide

A LOOK AT WHAT WE DO



06

WHAT WILL IT COST?

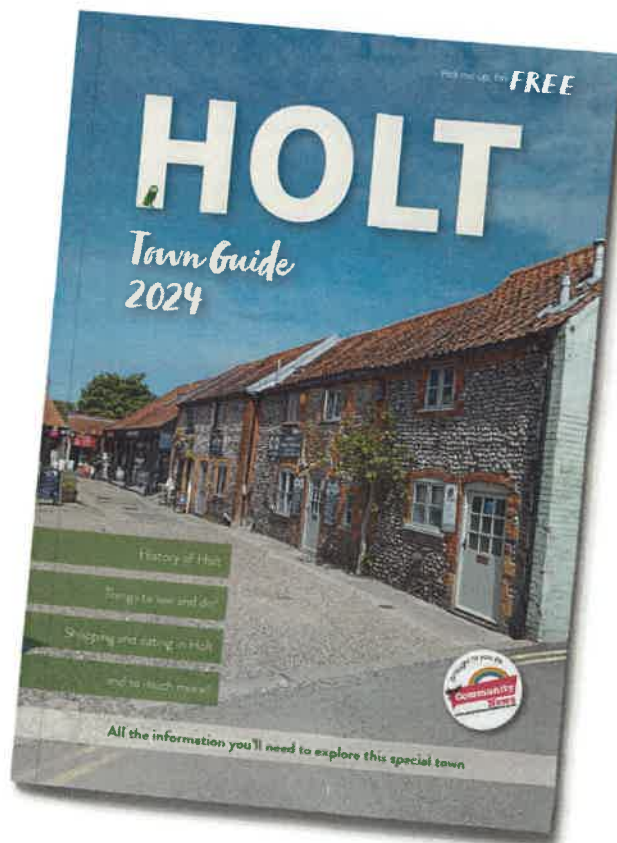
Nothing!

There is no cost to the town council. We contact local businesses with a view to advertising in the guide.

This advertising covers the cost of production and print and gives the businesses within the guide a great way of reaching the community.

Advertising is also important content within the guide as it gives readers further information and contacts.

*This is based on our established format of a 36-page A5 publication and a run of 4000 copies.



HOW INVOLVED WILL YOU BE?

We always like to work with the town council on a guide as you are the experts when it comes to what your town needs.

Many councils have a town manager who looks after marketing and promoting the town.

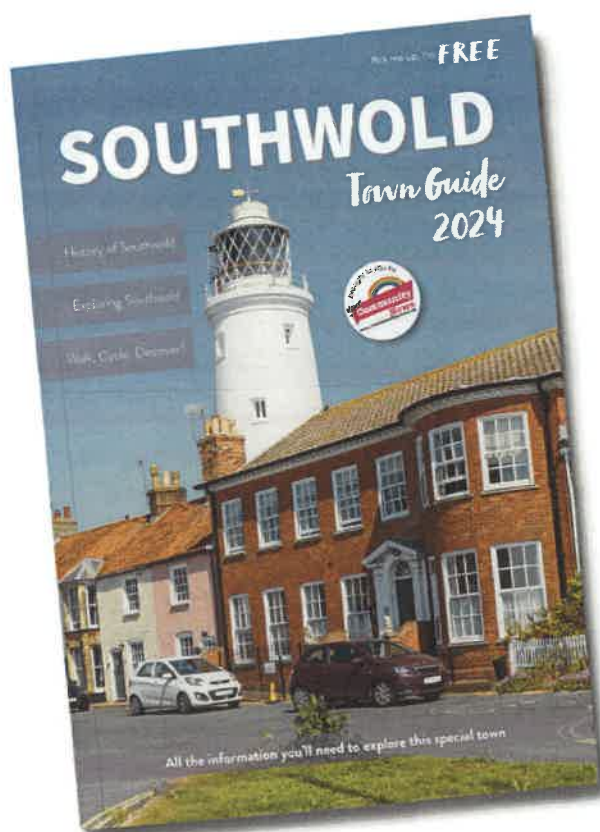
However, we are happy for each council to choose their level of involvement. Some like to send all editorial content while others prefer to send an introduction and leave the rest to us.

We want the guide to work for you, your town and the people who live and visit there.



View an issue of Holt Town Guide





DIGITAL PRESENCE?

Everything we publish has a strong online presence. We can send links and digital copies for town councils to make the guide accessible from their website or social media platforms.

PRINT STILL RELEVANT?

Yes, very much so. In a world where we are bombarded by digital advertising, being able to pick up something tangible is still very popular.

This is even more apparent when talking about something like a bi-annual town guide as people will keep their copy handy to access the contacts, information and map.

ADDITIONAL INFORMATION

As an independent publishing house working with our parent company, we are able to be flexible and adapt any of our titles or projects.

Should you be interested in a larger title, more pages or a greater number of copies we can look at different options.

These would incur a cost.

WHAT TO DO NEXT?

If you are interested in learning more about how we can work together to produce a town guide for you then please don't hesitate to contact David Burns, Publications Manager at Community News for an informal discussion.

david.burns@micropress.co.uk

01502 725837 | 07887 414022



Visit our
Facebook Page



Visit our
Instagram Page



View our full portfolio
on our website



View an issue of
Southwold Town Guide

Section 1 – Annual Governance Statement 2023/24

Item 14

We acknowledge as the members of:

NEWMARKET TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

29/04/2024

and recorded as minute reference:

24/04/16.01

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

PNW:je SURE REQUIRED

Clerk

Ewerke SURE REQUIRED

www.newmarket.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

NEWMARKET TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	465,431	431,807	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	715,210	823,069	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	253,220	146,974	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	209,814	241,580	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	89,864	89,864	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	702,376	583,143	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	431,807	487,263	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	421,836	463,575	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,545,295	4,538,015	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	723,713	664,339	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Signed by Responsible Financial Officer

Date

28/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

29/04/2024

as recorded in minute reference:

24/04/16.02

Signed by Chair of the meeting where the Accounting Statements were approved

Signed by Chair of the meeting

Annual Internal Audit Report 2023/24

NEWMARKET TOWN COUNCIL

WWW.NEWMARKET.GOV.UK

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

27/11/2023 10/04/2024

Name of person who carried out the internal audit

H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit

Date

10/04/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Newmarket Town Council – SF0285**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Section 2, Box 4 incorrectly includes items which are not staff costs as defined in the Joint Panel on Accountability and Governance Practitioners’ Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers’ national insurance contributions, employers’ pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.), items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority, payroll processing costs and contractor/locum clerk costs in respect of individuals who are self-employed, are not staff costs for the purpose of completion of the AGAR in accordance with proper practice. The figures in Section 2, Boxes 4 and 6 should read £236,405 and £588,318 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

13/09/2024

**DRAFT Meeting Schedule
MUNICIPAL YEAR 2025/2026**

TO BE APPROVED ON 27/5/2025

DATE 2025	TIME	COMMITTEE	PREVIOUS	NEXT	PLANNING LISTS
27 May (TUESDAY)	6.15	ANNUAL MEETING OF THE COUNCIL (INC FULL TOWN COUNCIL)	13 May 24	26 May 26 (TUESDAY)	
2-Jun	6.15	DEVELOPMENT & PLANNING	19-May	16-Jun	12 MAY, 19 MAY
	7.15	LEISURE SERVICES	7-Apr	4-Aug	
9-Jun	6.15	HUMAN RESOURCES	21-Oct-24	20-Oct-25	
	6.45	APPEALS COMMITTEE	22-Jan-24	Jun-26	2026 date tbc
16-Jun	6.15	DEVELOPMENT & PLANNING	2-Jun	7-Jul	26 MAY, 2 JUN
23-Jun	6.15	FULL TOWN COUNCIL	26-May	May 26	2026 date tbc
30-Jun		NO PLANNED MEETINGS			
7-Jul	6.15	DEVELOPMENT & PLANNING	16-Jun	21-Jul	10 JUN, 16 JUN, 23 JUN
		COMMUNITY SERVICES	6-May	1-Sep	
14-Jul	6.15	PERFORMANCE & AUDIT	14-Apr	13-Oct	
21-Jul	6.15	DEVELOPMENT & PLANNING	7-Jul	4-Aug	30 JUN, 7 JUL
		FINANCE & POLICY	19-May	15-Sep	
28-Jul		FULL TOWN COUNCIL	23-Jun	26-Aug	
4-Aug	6.15	DEVELOPMENT & PLANNING	21-Jul	18-Aug	14 JUL, 21 JUL
	7.15	LEISURE SERVICES	2-Jun	6-Oct	
11-Aug		NO PLANNED MEETINGS			
18-Aug	6.15	DEVELOPMENT & PLANNING	4-Aug	1-Sep	28 JUL, 4 AUG
26-Aug (TUESDAY)	6.15	FULL TOWN COUNCIL	28-Jul	22-Sep	
1-Sep	6.15	DEVELOPMENT & PLANNING	18-Aug	15-Sep	11 AUG, 18 AUG
	7.15	COMMUNITY SERVICES	7-Jul	3-Nov	
8-Sep		NO PLANNED MEETINGS			
15-Sep	6.15	DEVELOPMENT & PLANNING	1-Sep	6-Oct	25 AUG, 1 SEP
	7.15	FINANCE & POLICY	21-Jul	17-Nov	
22-Sep	6.15	FULL TOWN COUNCIL	26-Aug	27-Oct	
29-Sep		NO PLANNED MEETINGS			

**DRAFT Meeting Schedule
MUNICIPAL YEAR 2025/2026**

TO BE APPROVED ON 27/5/2025

DATE 2025	TIME	COMMITTEE	PREVIOUS	NEXT	PLANNING LISTS
6-Oct	6.15	DEVELOPMENT & PLANNING	15-Sep	20-Oct	8 SEP, 15 SEP, 22 SEP
	7.15	LEISURE SERVICES	4-Aug	1-Dec	
13-Oct	6.15	PERFORMANCE & AUDIT	14-Jul	12-Jan	
20-Oct	6.15	DEVELOPMENT & PLANNING	6-Oct	3-Nov	29 SEP, 6 OCT
	7.15	HUMAN RESOURCES	9-Jun	Jun-26	2026 date tbc
27-Oct	6.15	FULL TOWN COUNCIL	22-Sep	24-Nov	
3-Nov	6.15	DEVELOPMENT & PLANNING	20-Oct	17-Nov	13 OCT, 20 OCT
	7.15	COMMUNITY SERVICES	1-Sep	5-Jan	
10-Nov		NO PLANNED MEETINGS			
17-Nov	6.15	DEVELOPMENT & PLANNING	3-Nov	1-Dec	27 OCT, 3 NOV
	7.15	FINANCE & POLICY	15-Sep	19-Jan	
24-Nov	6.15	FULL TOWN COUNCIL	27-Oct	15-Dec	
1-Dec	6.15	DEVELOPMENT & PLANNING	17-Nov	15-Dec	10 NOV, 17 NOV
	7.15	LEISURE SERVICES	6-Oct	2-Feb	
8-Dec		NO PLANNED MEETINGS			
15-Dec	6.15	DEVELOPMENT & PLANNING	1-Dec	5-Jan	24 NOV, 1 DEC
	7.15	FULL TOWN COUNCIL	24-Nov	26-Jan	
22-Dec		NO PLANNED MEETINGS			
29-Dec		NO PLANNED MEETINGS			
2026					
5-Jan	6.15	DEVELOPMENT & PLANNING	15-Dec	19-Jan	8 DEC, 15 DEC, 22 DEC
	7.15	COMMUNITY SERVICES	3-Nov	2-Mar	
12-Jan	6.15	PERFORMANCE & AUDIT	13-Oct	13-Apr	
19-Jan	6.15	DEVELOPMENT & PLANNING	5-Jan	2-Feb	29 DEC, 5 JAN
	7.15	FINANCE & POLICY	17-Nov	16-Mar	
26-Jan	6.15	FULL TOWN COUNCIL	15-Dec	23-Feb	
2-Feb	6.15	DEVELOPMENT & PLANNING	19-Jan	16-Feb	12 JAN, 19 JAN
	7.15	LEISURE SERVICES	1-Dec	7-Apr	
9-Feb	6.15	NO PLANNED MEETINGS			
DATE	TIME	COMMITTEE	PREVIOUS	NEXT	PLANNING LISTS

**DRAFT Meeting Schedule
MUNICIPAL YEAR 2025/2026**

TO BE APPROVED ON 27/5/2025

2026

16-Feb	6.15	DEVELOPMENT & PLANNING	2-Feb	2-Mar	26 JAN, 2 FEB
23-Feb	6.15	FULL TOWN COUNCIL	26-Jan	23-Mar	
2-Mar	6.15	DEVELOPMENT & PLANNING	2-Feb	16-Mar	9 FEB, 16 FEB
	7.15	COMMUNITY SERVICES	5-Jan	5-May	
9-Mar		NO PLANNED MEETINGS			
16-Mar	6.15	DEVELOPMENT & PLANNING	2-Mar	7-Apr	23 FEB, 2 MAR
	7.15	FINANCE & POLICY	19-Jan	18-May	
23-Mar	6.15	FULL TOWN COUNCIL	23-Feb	27-Apr	
30-Mar		NO PLANNED MEETINGS			
7-Apr (TUESDAY)	6.15	DEVELOPMENT & PLANNING	16-Mar	20-Apr	9 MAR, 16 MAR, 23 MAR
	7.15	LEISURE SERVICES	2-Feb	Jun-26	2026 date tbc
13-Apr	6.15	PERFORMANCE & AUDIT	12-Jan	Jul-26	2026 date tbc
20-Apr	6.15	DEVELOPMENT & PLANNING	7-Apr	5-May	30 MAR, 6 APR
27-Apr	6.15	FULL TOWN COUNCIL	23-Mar	26-May	
5-May (TUESDAY)	6.15	DEVELOPMENT & PLANNING	20-Apr	18-May	13 APR, 20 APR
	7.15	COMMUNITY SERVICES	2-Mar	Jul-26	2026 date tbc
11-May		NO PLANNED MEETINGS			
18-May	6.15	DEVELOPMENT & PLANNING	5-May	Jun-26	27 APR, 6 MAY
	7.15	FINANCE & POLICY	16-Mar	Jul-26	2026 date tbc
26 May26 (TUESDAY)	6.15	ANNUAL MEETING OF THE COUNCIL (INC FULL TOWN COUNCIL)	27/5/25	May-26	2026 date tbc
ANNUAL MEETING OF THE TOWN DATE TBC - April/May 2026					

THIS PAGE IS LEFT BLANK INTENTIONALLY