



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 27th January 2025 at 6.15pm

*or following on from the Development and Planning Committee
meeting, whichever is the later time*

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

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

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

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

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

AGENDA

1. **Welcome** - The Mayor to read the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
2. **Apologies** for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of the previous meeting held 16th December 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. **Presentation** – to receive a presentation from Rachel Stokes of Hope for Tomorrow
8. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
9. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
10. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 16th December 2024, 6th and 20th January 2025
 - b) To receive the minutes and consider and approve any recommendations from the Community Services meeting held on 6th January 2025
 - c) To receive the minutes and consider and approve any recommendations from the Performance and Audit meeting held on 13th January 2025
 - d) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 20th January 2025

Distribute to the following for information:

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

11. **Working Group Reports for FTC** – To receive any reports from the NTC Working Groups
12. **Budget 2024/2025** – to receive the Projected Outcome of the current year budget
13. **Devolution** – To receive information regarding the proposed Suffolk/Norfolk Devolution programme
14. **Social Media**- To receive a report regarding the Council's currently used X (formerly Twitter) account
15. **Traffic Issues** – To discuss Newmarket's ongoing traffic issues, including the A14
16. **Correspondence**
 - a. **WSC – EV chargers in public areas**
17. **Date of the next Meeting – 24th February 2025**

Signed:  Cathy Whitaker, Town Clerk

Date: 22nd January 2025

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 16th December 2024 at 7:15 pm at the Memorial Hall

Attendance:

Councillor J Harvey (Deputy Town Mayor)

Councillor J Borda

Councillor L Crissall

Councillor R Hood

Councillor P Hulbert

Councillor R Jones

Also Present: N Alecock - Deputy Town Clerk, C O'Reilly - Events Manager, J Ashton – Minute Assistant, 1 Member of the Press, the Scout Leader – 2nd Newmarket Troop and 1 Member of the Public.

Minute

24/12/1 Welcome

The Chair read out the Fire safety notice and announced that the meeting was being recorded by the Minute Assistant confirmed that no-one else intended to record the meeting.

24/12/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs: Anderson, Berry, Drummond, Jarvis, McHugh Nobbs, Perry, Starkey, Yarrow and Winter. Cllrs Clover and Unwin were absent.

24/12/3 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.

24/12/4 To Receive and Confirm the Minutes of the Town Council Meeting held on 25th November 2024 and any Matters Arising.

The minutes of the meeting held on 25th November 2024 were presented and the following was agreed:

24/11/4.01 Resolved

That the minutes of the meeting held on 25th November 2024 be adopted and signed as a correct record by the Deputy Town Mayor.

There were no matters arising.

24/12/5 Public Open Session

A Scout and Cubs Leader from 2nd Newmarket Troop reported that, having been hit during Covid losing juniors and leaders, they were now up to 50 children with 10 - 15 volunteers and are still growing. However, the building that they use is old and running out of space to accommodate everyone. They would like to make use of an empty garage behind the building for storage; also to improve access from the building and are looking for funding for materials to achieve this.

Members were pleased to hear that the group was growing and recognised the community contribution. The Leader was urged to submit a grant application giving details with costs and to also seek funding from SCC/WSC Cllrs locality budgets.

A member of the public left the meeting.

24/12/6 Police Report

A written report was presented and noted. The graph with cumulative comparisons to the previous 3 months was welcomed as well as inclusion of the non-crime category which provides a useful indicator on police activity; however clarification over the classifications of the ASB categories was requested. Enquires will be made at the next meeting between the Police, Town Clerk and Mayor regarding any initiatives and plans that are being implemented. Regular, suggested at least quarterly, attendance from the Police at FTC would be useful for any questions to be asked directly.

24/12/7 Councillor Reports

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

West Suffolk Council (WSC) – Cllr Hood informed that there is a lot of work around devolution taking place. She will be attending the Full Town Council tomorrow evening (Tuesday 17 December 2024).

Ward Reports – Cllr Hulbert attended the WSC Disability Group where issues were raised particularly shops/cafes etc not accepting cash or displaying signs notifying of this. He also reported that the Voluntary Network can assist people to attend Doctor/Hospital/Dental visits for people over the age of 55 and people with disabilities for a small charge.

Outside Bodies – MARPA Newsletter - was noted. Cllr Harvey advised that a meeting of the Transport and Parking Working Group will be arranged to discuss particularly the East/West rail link (consultation), BSIP and any developments regarding Residents' Parking.

A member of the press left the meeting and returned a minute later.

24/12/8 Mayors Announcements

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

Friday 13th December – The Rotary Club Carol Service at Tattersalls.

24/12/9 To Receive the Minutes and Consider and Approve any Recommendations from the Development & Planning Committee Meetings held on 2nd December 2024

The minutes and recommendations from the Development & Planning Committee meeting held on 2nd December 2024 were presented by Cllr Hood, Chairman. There were no recommendations.

24/12/10 To Receive the Minutes and Consider and Approve any Recommendations from the Leisure Services Committee Meeting held on 2nd December 2024

The minutes of the Leisure Services Committee meeting held on 2nd December 2024 were presented (by Cllr Harvey on behalf of Cllr Nobbs, Chairman).

24/12/10.01 Resolved (L/24/12/7.01 Recommendation)

That the draft budget for the Leisure Services Committee for 2025/2026 be approved at £213,064.

24/12/10.02 Resolved (L/24/12/8.01 Recommendation)

That the Newmarket Earth Day 2025 event be postponed and be held 25th April

2026 to allow for preparation and planning.

24/12/10.03 Resolved (L/24/12/8.02 Recommendation)

That the Summer Entertainment 2025 be held on Thursdays: July 24th & 31st, August 7th at the Memorial Hall Gardens, 14th & 21st at the Severals Grounds and Pavilion – as per 2024 split Times: 1:00pm to 4:00pm.

24/12/10.04 Resolved (L/24/12/8.03 Recommendation)

That NTC does not participate directly in the HAF (Holiday Activity Fund) 2025 scheme, but that NTC facilities be offered to organisations participating in the scheme at a favourable cost.

24/12/11 Newmarket Town Council Budget 2025/2026

The draft NTC budget For 2025/2026 was presented and considered. The following was agreed:

24/12/11.01 Resolved

That the NTC budget for 2025/2026 be approved at £1,006,971 equating to a 9.09% increase on net expenditure compared to the 2024/25 approved budget.

The precept for the financial year 2025/2026 was considered and the following was agreed:

24/12/11.02 Resolved

That the NTC precept for the financial year 2025/2026 be set at £173.17 for a band D property equating to a 7.24% increase to residents.

24/12/12 Working Group Reports

Local History & Tourism Working Group - A meeting had been held where the membership was considered and the terms of reference defined. Agreed actions include: to collate and curate all documents and items currently held by Newmarket Local History Society (NLHS) and others with a view to secure storage with accessibility somewhere yet to be established; to resurrect the Town Trail incorporating Legends of the Turf and ideally include it in the Town Guide being prepared. Look into setting up a Trust/Charity to attract grants, etc and to promote local history including through schools.

There were no other Working Group reports (apart from the intention to convene the Transport & Parking Working Group).

A member of the press left the meeting.

24/12/13 Correspondence

Enabling remote attendance and proxy voting at local authority meetings consultation – a draft response will be compiled by Cllr Harvey and circulated for comment prior to submission online by the deadline of Thursday 19 December 2024. Individuals can also submit their own views as Councillors or members of the public.

Police and Crime Plan Consultation – the consultation will be circulated for comments to be collated to form a response. Individuals can also submit their own views.

24/12/14 Date of the next Meeting

Monday 27th January 2025 in the Memorial Hall at 6:15pm.

Meeting closed at 8:05pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>24/12/10.01 Resolved</u> <i>(L/24/12/7.01 Recommendation)</i>	That the draft budget for the Leisure Services Committee for 2025/2026 be approved at £213,064.
<u>24/12/10.02 Resolved</u> <i>(L/24/12/8.01 Recommendation)</i>	That the Newmarket Earth Day 2025 event be postponed and be held 25 th April 2026 to allow for preparation and planning.
<u>24/12/10.03 Resolved</u> <i>(L/24/12/8.02 Recommendation)</i>	That the Summer Entertainment 2025 be held on Thursdays: July 24 th & 31 st , August 7 th at the Memorial Hall Gardens, 14 th & 21 st at the Severals Grounds and Pavilion – as per 2024 split Times: 1:00pm to 4:00pm.
<u>24/12/10.04 Resolved</u> <i>(L/24/12/8.03 Recommendation)</i>	That NTC does not participate directly in the HAF (Holiday Activity Fund) 2025 scheme, but that NTC facilities be offered to organisations participating in the scheme at a favourable cost.
<u>24/12/11.01 Resolved</u>	That the NTC budget for 2025/2026 be approved at £1,006,971 equating to a 9.09% increase.
<u>24/12/11.02 Resolved</u>	That the NTC precept for the financial year 2025/2026 be set at £173.17 for a band D property equating to a 7.24% increase to residents.

Item 9

Mayors Announcements

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

Monday 13th January- Attended the launch of 'The Community Pantry' at the Racing Centre.

Sunday 19th January- Attended 'The Re-designation and Making of The Minister Church of Ipswich, St Mary Le Tower'

Wednesday 22nd January- I attended a meeting of 1st Dullingham and Stetchworth Beaver and Scouts group

Saturday 25th January- Attended a 'Sepsis Awareness meeting at The Memorial Hall'

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 16th December 2024 at 6.15pm

Attendance:

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

Councillor P Hulbert
Councillor R Jones

Also Present: N Alecock - Deputy Town Clerk, C O'Reilly – Events Manager, J Ashton – Minute Assistant, Cllr Crissall as an observer, 1 Member of the Press (from 6:17) and 1 Member of the Public.

Minute	Action by
D/24/12/20 <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 Safety Notice and announced that the meeting was being recorded by the Minute Assistant and confirmed that no-one else intended to record the meeting.	
D/24/12/21 <u>Apologies</u> Apologies were received from Cllrs, Berry, Jarvis, McHugh, Nobbs and Perry. <i>A member of the press joined the meeting from 6:17.</i>	
D/24/12/22 <u>Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation</u> None noted. There were no requests for dispensation.	
D/24/12/23 <u>To Confirm the Minutes of the Meeting Held on 2nd December 2024 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 2nd December 2024 and the following was agreed: <u>D/24/12/23.01 Resolved</u> That the minutes of the Development & Planning Committee held on 2nd December 2024 be adopted and were signed as a true record by the Chair of the Development & Planning Committee. Matters arising: Page 3 – DC/24/0983/HH 18A Lisburn Rd - It was confirmed that a letter had been sent to WSC to establish how they intend to deal with this application for an extension that has already been built without planning permission and should likely be demolished and a response is awaited. So this will be added to the next agenda.	

D/24/12/24 Public Open Session

No members of the public wished to speak.

D/24/12/25 Planning Applications

Week Commencing 25/11/2024 & 02/12/2024.

D/24/12/26/1 DC/24/1745/HH - Householder planning application- single storey extension to the rear of dwelling - 17 Abernant Drive, Newmarket, Suffolk.

D/24/12/26.01 Resolved

The Committee voiced no objection.

1 Member of the Public left the meeting.

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

D/24/12/26/2 DC/24/1683/LB - Application for listed building consent- a. replacement shop front b. internal frosting to the first and second floor windows on front elevation c. installation of plant d. one Panel e. one box fascia sign f. one projecting sign g. two vinyl signs - 84 High Street, Newmarket, Suffolk.

D/24/12/26.02 Resolved

The Committee objected on the grounds that it does not comply with the WSC Shopfront Policy or NNP. In particular a. As the style of the shopfront in a Conservation Area breaches the WSC Shopfront Policy and NNPs 1, 2, 5 and 30. The Committee welcomed the business in principle and would welcome a heritage sign suitable for Newmarket High Street in a Conservation Area and does not object to b. the frosting of the windows and c. installation of plant, but does object to d. Panel, e. box fascia sign, f. projecting sign and g. two vinyl signs.

Cllr Jones returned to the meeting. Cllr Hood declared an “other” interest in the following application and left the meeting. Cllr Harvey took the Chair.

D/24/12/26/3 DC/24/1772/TCA - Trees in Conservation Area Notification- one Thuja (circled orange on plan) fell - Boyarin Lodge, 30 Bury Road, Newmarket, Suffolk.

D/24/12/26.03 Resolved

The Committee object to the felling of healthy trees, however on this occasion, does not object subject to the tree being replaced with another suitable species and that it be felled outside of the bird nesting season.

Cllr Hood returned to the meeting and took the Chair.

D/24/12/26/4 DC/24/1653/FUL (not on the original agenda but requiring NTC response) –
Planning application - Change of use from shop (class E) to tattoo studio (sui generis)
- 16 High Street Newmarket

D/24/12/26.04 Resolved

The Committee voiced no objection to the change of use and look forward to

receiving the Licence application for the Committee to scrutinise.

D/24/12/26 Amended and Deferred Plans

D/24/12/27/1 DC/24/1218/FUL – 8 Park Lane – a response objecting on various grounds was composed and submitted by the Delegation Group and will be circulated to Members.

D/24/12/27 Planning Appeals

D/24/12/28/1 AP/24/0019/STAND Garage at Nowell Lodge, Fordham Road – appeal in progress.

D/24/12/28 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/24/12/29 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 25/11/2024 & 02/12/2024.

Applications	Description	Address	WS Decision	NTC Comment
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.	Approved	No objection
DC/21/0461/P3OPA	Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015- Change of use from Office (Class B1 (A)) to Dwellinghouse(s) (Class C3) to create 3 flats Landing Suite	Rutland Chambers, 19 High Street, Newmarket, Suffolk	Withdrawn	No objection
DC/24/1576/TCA	Trees in a conservation area notification- one Horse Chestnut and one Yew (T1,T2 on plan) fell	16 The Severals, Newmarket, Suffolk	Approved	Objected
DC/24/1558/TCA	Trees in a conservation area notification - one Acacia (T1 on plan) crown lift to 4.5 metres above ground level and reduce crown by up to two metres	1 Balaton Place Snailwell Road Newmarket Suffolk	Approved	No objection
DC/24/0945/FUL	Planning application- change of use from betting shop and office (sui generis) to restaurant (class E commercial, business and service)	107 High Street, Newmarket, Suffolk	Approved	No objection
DC/24/1474/P3CMA	Prior approval application under Part3 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	Approved	Objected

DC/24/1474/P3CMA - 1 Rous Road, Newmarket, Suffolk – the approval was noted, and the following was agreed:

D/24/12/30.01 Resolved

That a letter/email be sent to West Suffolk Council to ask why the application was approved despite the extensive NTC objection.

D/24/12/30 Delegation Panel Decisions

None noted.

D/24/12/31 Licensing

Club Premises Certificate – NSDA Sports Club – Sports Pavilion Elizabeth Avenue Newmarket.

Cllr. Crissall left the meeting.

D/24/12/32.01 Resolved

The Committee objected on the grounds of the issues raised in the Rugby Club letter dated 13th December 2024. The name of the applicant needs to be clarified as to whether it is NSDA or NSDA Sports Club, the letter from the Newmarket Rugby Club states that the representations in the licence are not factually correct and they have not added a lady's playing section. There are concerns regarding the current club premises licence held by the applicant that only allows alcohol to be sold to club members when club activities are taking place. The Committee requests that the issues raised by Rugby Club are addressed and the situation clarified so that this application can be properly considered.

Cllr. Crissall joined the meeting.

D/24/12/32 Enforcement

A proposal was made to form a Task & Finish Working Group and the following was agreed:

D/24/12/33.01 Resolved

That a Task & Finish Working Group be set up comprising of the Town Clerk and Cllrs Hood, Harvey, Drummond, and invite at least Cllr Perry, with a remit of monitoring enforcement issues and to take appropriate action.

D/24/12/33 Five Bells

A response from WSC stated that they have no concerns regarding the use of the building which was approved for worship and community use. Councillors are not totally convinced so the Decision Notice will be circulated to Members and an item will be added to the next agenda.

1 member of the public joined the meeting.

D/24/12/34 WSC Shopfront Policy

The WSC Shopfront Policy was noted and Councillors expressed frustration that there appears to be very limited enforcement regarding this policy. Cllr Hood will raise this at the District Full Town Council meeting tomorrow evening.

D/24/12/35 Correspondence

None noted.

D/24/12/36 Date of Next Meeting

Monday 6th January 2025 at the Memorial Hall.

Meeting closed at 7:12pm.

Signed Cllr Harvey Date 6.1.25

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/24/12/26.01 Resolved</u>	The Committee voiced no objection.
<u>D/24/12/26.02 Resolved</u>	The Committee objected on the grounds that it does not comply with the WSC Shopfront Policy or NNP. In particular a. As the style of the shopfront in a Conservation Area breaches the WSC Shopfront Policy and NNPs 1, 2, 5 and 30. The Committee welcomed the business in principle and would welcome a heritage sign suitable for Newmarket High Street in a Conservation Area and does not object to b. the frosting of the windows and c. installation of plant, but does object to d. Panel, e. box fascia sign, f. projecting sign and g. two vinyl signs.
<u>D/24/12/26.03 Resolved</u>	The Committee object to the felling of healthy trees, however on this occasion, does not object subject to the tree being replaced with another suitable species and that it be felled outside of the bird nesting season.
<u>D/24/12/26.04 Resolved</u>	The Committee voiced no objection to the change of use and look forward to receiving the Licence application for the Committee to scrutinise.
<u>D/24/12/30.01 Resolved</u>	That a letter be sent to ask why the application was approved despite the extensive NTC objection.
<u>D/24/12/32.01 Resolved</u>	The Committee objected on the grounds of the issues raised in the Rugby Club letter dated 13th December 2024. The name of the applicant needs to be clarified as to whether it is NSDA or NSDA Sports Club, the letter from the Newmarket Rugby Club states that the representations in the licence are not factually correct and they have not added a lady's playing section. There are concerns regarding the current club premises licence held by the applicant that only allows alcohol to be sold to club members when club activities are taking place. The Committee requests that the issues raised by Rugby Club are addressed and the situation clarified so that this application can be properly considered.
<u>D/24/12/33.01 Resolved</u>	That a Task & Finish Working Group be set up comprising of the Town Clerk and Cllrs Hood, Harvey, Drummond, and invite at least Cllr Perry, with a remit of monitoring enforcement issues and to take appropriate action.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 6th January 2025 at 6.15pm

Attendance:

Councillor J Harvey (Chair)
Councillor J Berry
Councillor A Drummond

Councillor P Hulbert
Councillor R Nobbs
Councillor S Perry

Also Present: C Whitaker – Town Clerk, N Alecock - Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Winter as an observer (from 6:28pm), 1 Member of the Press and 2 Members of the Public.

	Minute	Action by
D/25/01/1	<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 Safety Notice and announced that the meeting was being recorded by the Minute Assistant and confirmed that no-one else intended to record the meeting.	
D/25/01/2	<u>Apologies</u> Apologies were received from Cllrs Hood, Jarvis, Jones, and McHugh.	
D/25/01/3	<u>Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation</u> None noted. There were no requests for dispensation.	
D/25/01/4	<u>To Confirm the Minutes of the Meeting Held on 16th December 2024 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 16th December 2024 and the following was agreed: <u>D/25/01/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 16th December 2024 be adopted and were signed as a true record by the Chair of the Development & Planning Committee. Matters arising: Page 4 – D/24/12/33.01 Resolved – The Enforcement Working Group is currently being set up and will meet soon.	
D/25/01/5	<u>Public Open Session</u> A member of the press will speak to item 15.	

Two members of the public would like to speak to item 16 and the Chair proposed that item 16 be brought forward and the following was agreed:

D/24/01/5.01 Resolved

That item 16 Jack Jarvis Close be brought forward.

D/25/01/6 Jack Jarvis Close

A letter from a resident regarding a parking issue was discussed and the following was agreed:

D/25/01/6.01 Resolved

That SCC Highways be asked to see what measures can be implemented to address the parking issue with details of any associated costs and funding sources.

2 members of the public left the meeting.

D/25/01/7 Planning Applications

D/25/01/7/1 DC/24/1814/HH – Householder planning application – single storey extension to both side elevations – 5 Princess Way, Newmarket.

D/25/01/7.01 Resolved

The Committee voiced no objection.

Cllr Winter joined the meeting at 6:28 as an observer.

D/25/01/7/2 DC/24/1774/FUL – Planning application – a. change of use for first floor from shop store (use class E) to residential dwelling (use class C3) b. first floor rear extension – 13A Wellington Street, Newmarket.

D/25/01/7.02 Resolved

The Committee objected due to overdevelopment of the site and a lack of parking provision, supporting the issues raised in the objection by the resident at 4 New Cut and adding the NTC standard wording for parking issues. Additionally the plans are unclear.

So clarification will be sought on the allocated parking provision and whether the property is currently occupied.

D/25/01/7/3 DC/24/1840/TCA – Trees in a conservation area notification – one Pine (T1 on plan) fell and one Horse Chestnut (T2 on plan) fell – 5 The Several, Newmarket.

D/25/01/7.03 Resolved

The Committee voiced to support if the trees are replanted with root protection as specified in the application.

D/25/01/7/4 DC/24/1833/HH – Householder planning application – construction of pool and detached pool house at rear of garden – Boyarin Lodge, 30 Bury Road, Newmarket.

D/25/01/7.04 Resolved

The Committee voiced support of this as it was considered to be a quality

development.

D/25/01/7/5 DC/24/1782/HH – a. two storey side extension b. infill door to rear elevation c. replacement pitched roof to garage – 10 Falmouth Gardens, Newmarket.

D/25/01/7.05 Resolved

The Committee voiced no objection subject to no adverse impact on neighbouring properties.

D/25/01/7/6 DC/24/1693/FUL – Planning application – a. replacement shopfront b. internal frosting to first and second floor windows on front elevation – 84 High Street, Newmarket.

D/25/01/7.06 Resolved

The Committee objected to the proposed replacement shopfront. The style of the shopfront in a Conservation Area breaches the WSC Shopfront Policy and NNPs 1, 2, 5 and 30 and we would welcome a heritage sign suitable for Newmarket High Street in a Conservation Area. The Committee does not object to b. internal frosting of the windows.

D/25/01/7/7 DC/24/1694/FUL – Planning application – installation of plant – 84 High Street, Newmarket.

D/25/01/7.07 Resolved

The Committee voiced no objection subject to the approval of the WSC Environmental Officer regarding noise levels and the approval of the Conservation Officer regarding the visual impact.

A member of the public joined the meeting at 6:45pm

D/25/01/7/8 DC/24/1695/ADV – Application for advertisement consent – a. one non-illuminated panel b. one non-illuminated box fascia with vinyl lettering c. one non-illuminated projecting sign with acrylic lettering d. one internally applied full height vinyl sign applied on glazing e. one internally applied double sided vinyl sign – 84 High Street, Newmarket.

D/25/01/7.08 Resolved

The Committee strongly objected to the vinyls and signs. The style of the shopfront in a Conservation Area breaches the WSC Shopfront Policy and NNPs 1, 2, 5 and 30 and would welcome a heritage appearance suitable for Newmarket High Street in a Conservation Area.

D/25/01/8 Amended and Deferred Plans

D/25/01/8/1 DC/24/1518/FUL – 8 Park Lane – an objection response was composed and submitted by the Delegation Group and is pending consideration by WSC. This application will be added to the enforcement issue list.

D/25/01/9 Planning Appeals

D/25/01/9/1 AP/24/0019/STAND Garage at Nowell Lodge, Fordham Road – appeal in progress. It was agreed to ask the West Suffolk Councillors to establish the position

on this.

D/25/01/10 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/25/01/11 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing
09/12/2024, 16/12/204 & 23/12/2024.

Applications	Description	Address	WS Decision	NTC Decision
DC/24/1606/TCA	Trees in a conservation area notification- one Cherry 9T1 on plan) lateral crown reduction on eastern side (over lawn) by up to one metre, one Cherry (T2 on plan) lateral crown reduction to eastern side (over lawn) by one metre, one Yew (T3 on plan) crown lift to 2.5 metres above ground level, two Pine (T4 and T6 on plan) remove deadwood, row of Leylandii (T5 on plan) crown lift over path to four metres above ground level, one Yew (T6 on plan) crown lift over path to three metres above ground level, three Yew (T7 on plan) crown lift to 2.5 metres above ground level, one Sycamore (T8 on plan) lateral crown reduction by three metres to reduce away from buildings, one Sycamore (T9 on plan) lateral crown reduction by three metres, one Horse Chestnut (T10 on plan) lateral crown reduction by two metres	Reydon Lodge, 38 Bury Road, Newmarket, Suffolk	Approved	No objection
DC/24/1599/TCA	Trees in a conservation area notification- one London plane (T1 on plan) overall crown reduction of 5 metres	Terrace House, Queensbury Road, Newmarket, Suffolk	Approved	No objection
DC/24/0695/FUL	Planning application- external wall insulation system to	number 3, 7 and 10 3, 7 and 10 Holdsworth Terrace, Newmarket, Suffolk	Approved	No objection
DC/24/0698/FUL	Planning application- installation of external wall insulation	20,22, and 26 Stamford Street, Newmarket, Suffolk	Approved	No objection
DC/23/1984/HH	Householder planning application- a. front porch b. single storey rear link extension c. infill of garage to form window	108 Churchill Avenue, Newmarket, Suffolk	Approved	No objection
DC/24/1400/TPO	TPO 001 (2015) tree preservation order- one Horse Chestnut (T1 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	Approved	No objection
DC/24/1389/TPO	TPO 003 (1990) trees preservation order- one Lime (T1 on plan, within group G3 on order) fell	36 Leader Way, Newmarket, Suffolk	Approved	Objected

D/25/01/12 Delegation Panel Decisions

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.

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.

It was noted that the Delegation Panel were minded to grant permission to both applications.

D/25/01/13 Licensing

Club Premises Certificate – NSDA Sports Club – Sports Pavilion Elizabeth Avenue Newmarket. An update was given and WSC are arranging a hearing with the applicant. It was agreed that the Committee does not need to submit any representation as this will duplicate that already submitted.

D/25/01/14 Enforcement

As mentioned in Matters arising: Page 4 – D/24/12/33.01 Resolved – The Enforcement Working Group is currently being set up and will meet soon.

A working group has been set up and a list of enforcement issues. will be formulated

D/25/01/15 Consultation

Kingsway Solar Farm – the solar farm consultation was received and noted. The following was agreed:

D/25/01/15.01 Resolved

That Delegated Powers be given to Cllrs Harvey and Drummond to draft a response to the consultation. That Town Clerk sends a follow up letter to Sir Kier Starmer copying in our local MP.

The Town Clerk left the meeting.

D/25/01/16 Street Naming Consultation

Former St Felix Site – the street naming consultation was received and noted.

A member of the press put forward the suggestions below for the naming of streets:

Street 1 – Sir Henry Cecil Drive
Street 2 – Frankel Avenue
Street 3 – St Felix Drive
Street 4 – Sir John Astley Road
Street 5 – Shergar Close

together with background information in support. The following was agreed:

D/25/01/16.01 Resolved

That the proposed street names for the former St Felix site be approved and submitted to the developer for consideration.

The Town Clerk returned to the meeting.

D/25/01/17 Five Bells

An update was given on the original planning consent which approved the property to be used for worship and/or community services. WSC do not consider the current use a breach of the planning consent as there is no condition requiring the provision of community services.

This property will be added to the enforcement issue list.

D/25/01/18 Lisburn Road

It was noted that this is now with the WSC Enforcement Team and they will be looking into setting timelines for the applicant.

This property will be added to the enforcement issue list.

D/25/01/19 Correspondence

An email was received from a resident regarding the lanes and road signage at the Tesco/Hatchfield roundabout which has caused much confusion and consternation. This issue has already been raised with SCC Highways and enquiries will be made for an update on progress. An item will be added to the next agenda.

Cllr Drummond left the meeting 7:11pm

D/25/01/20 Date of Next Meeting

Monday 20th January 2025 at the Memorial Hall.

Meeting closed at 7:12pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/25/01/6.01 Resolved</u>	That SCC Highways be asked to see what measures can be implemented to address the parking issue with details of any associated costs and funding sources.
<u>D/25/01/7.01 Resolved</u>	The Committee voiced no objection.
<u>D/25/01/7.02 Resolved</u>	The Committee objected due to overdevelopment of the site and a lack of parking provision, supporting the issues raised in the objection by the resident at 4 New Cut and adding the NTC standard wording for parking issues. Additionally the plans are unclear.
<u>D/25/01/7.03 Resolved</u>	The Committee voiced to support if the trees are replanted with root protection as specified in the application.
<u>D/25/01/7.04 Resolved</u>	The Committee voiced support of this as it was considered to be a quality development.
<u>D/25/01/7.05 Resolved</u>	The Committee voiced no objection subject to no adverse

	impact on neighbouring properties.
<u>D/25/01/7.06 Resolved</u>	The Committee objected to the proposed replacement shopfront. The style of the shopfront in a Conservation Area breaches the WSC Shopfront Policy and NNPs 1, 2, 5 and 30 and we would welcome a heritage sign suitable for Newmarket High Street in a Conservation Area. The Committee does not object to b. internal frosting of the windows.
<u>D/25/01/7.07 Resolved</u>	The Committee voiced no objection subject to the approval of the WSC Environmental Officer regarding noise levels and the approval of the Conservation Officer regarding the visual impact.
<u>D/25/01/7.08 Resolved</u>	The Committee strongly objected to the vinyls and signs. The style of the shopfront in a Conservation Area breaches the WSC Shopfront Policy and NNPs 1, 2, 5 and 30 and would welcome a heritage appearance suitable for Newmarket High Street in a Conservation Area.
<u>D/25/01/15.01 Resolved</u>	That Delegated Powers be given to Cllrs Harvey and Drummond to draft a response to the consultation. That the Town Clerk sends a follow up letter to Sir Kier Starmer copying in our local MP.
<u>D/25/01/16.01 Resolved</u>	That the proposed street names for the former St Felix site be approved and submitted to the developer for consideration.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 20th January 2025 at 6.15pm

Attendance:

Councillor R Hood (Chair)

Councillor J Berry (from 6:18)

Councillor J Harvey (Vice Chair)

Councillor J McHugh

Councillor R Nobbs

Councillor S Perry

Also Present: C Whitaker – Town Clerk, N Alecock - Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Winter (from 6:42pm) as an observer, 1 Member of the Press and 1 Member of the Public.

Minute	Action by
D/25/01/22 <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 Safety Notice and announced that the meeting was being recorded by the Minute Assistant and confirmed that no-one else intended to record the meeting.	
D/25/01/23 <u>Apologies</u> Apologies were received from Cllrs Drummond, Hulbert, Jarvis and Jones.	
D/25/01/24 <u>Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation</u> Cllr Hood declared an "other" interest in item 6a - Application DC/24/1858/TCA and Cllr Nobbs declared an "other" interest in item 6e - Application DC/24/1518/FUL. There were no requests for dispensation.	
D/25/01/25 <u>To Confirm the Minutes of the Meeting Held on 6th January 2025 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 6th January 2025 and the following was agreed: <u>D/25/01/25.01 Resolved</u> That the minutes of the Development & Planning Committee held on 6th January 2025 be adopted and were signed as a true record by the Chair of the Development & Planning Committee.	
<i>Cllr Berry joined the meeting at 6:18pm.</i> There were no matters arising.	
D/25/01/26 <u>Public Open Session</u> No members of the public wished to speak.	
D/25/01/27 <u>Planning Applications</u>	

Week Commencing 30/12/2024 & 06/01/2025.

Cllr Hood declared an “other “interest in the following application and left the meeting. The Vice Chair took the Chair.

D/25/01/27/1 DC/24/1858/TCA – Trees in a Conservation Area Notification – Group of mixed Maple, Horse Chestnut, Elm and Sycamore trees (G1 on plan) lift canopies to give 6 metre ground clearance, six Sycamore (G2 on plan) remove Ivy and crown reduce largest Sycamores by up to 4 metres in height and approximately 2 metre from sides where required to neaten appearance of trees. Cherry Trees (Clump 1, 2 & 3 on plan) reduce height by 3 metres and reduce sides by approximately 3 metres to neaten appearance, Cherry (T1 on plan) reduce all round by approximately 3 metres, Prunus (T2, T3 on plan) multiple fruiting bodies present – fell – Freemason Lodge, 35 Bury Road, Newmarket.

D/25/01/27.01 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to the felling of the fruit trees subject to the Tree Officer’s approval. 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. The committee supported the remaining application as responsible tree management.

Cllr Hood returned to the meeting and took the Chair.

D/25/01/27/2 DC/24/1834/ADV – Application for advertisement consent – a. one replacement internally illuminated fascia sign b. one internally illuminated post mounted projecting sign - Manchetts, Victoria Way, Newmarket.

D/25/01/27.02 Resolved

The Committee voiced no objection.

D/25/01/27/3 DC/24/1801/FUL – Planning application – a. joining of units to extend existing MOT test and repair centre (class B2) b. associated external alterations – Studlands Park Industrial Estate, Unit 4 Studlands Park Avenue, Newmarket.

D/25/01/27.03 Resolved

The Committee voiced no objection.

D/25/01/27/4 DC/25/0001/HH – Householder planning application – first floor extension over existing garage – 4 Hallwyck Gardens, Newmarket.

D/25/01/27.04 Resolved

The Committee voiced no objection.

Cllr Nobbs declared an “other “interest in the following application and left the meeting

D/25/01/27/5 DC/24/1518/FUL – Reconsultation – Planning application – construction of building to accommodate five apartments and one commercial unit (Class E) at ground floor following demolition of existing motor garage – 8 Park Lane, Newmarket.

D/25/01/27.05 Resolved

The Committee maintained their previous strong objection and in addition,

objected to the ridge height in the amended plans of the proposed development as they are significantly higher than the adjacent property making the passage darker and more intimidating at night and breaches NNP Policy NKT2. Delegated authority was given to add other comments to the objection from the Neighbourhood Plan Working Group scheduled to meet on Tuesday 21 January 2025.

Cllr Nobbs retuned to the meeting.

D/25/01/27/6 DC/25/0031/TPO – TPO 13 (1998) tree preservation order – four limes (within area G1 on plan) pollard to ten meters above ground level – The Gallops, Old Station Road, Newmarket.

D/25/01/27.06 Resolved

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

D/25/01/28 Amended and Deferred Plans

None noted.

D/25/01/29 Planning Appeals

D/25/01/29/1 AP/24/0019/STAND Garage at Nowell Lodge, Fordham Road – appeal in progress.

D/25/01/30 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/25/01/31 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 30/12/2024 & 06/01/2025.

Applications	Description	Address	WS Decision	NTC Decision
DC/24/1772/TCA	Trees in Conservation Area Notification- one Thuja (circled orange on plan) fell	Boyarin Lodge, 30 Bury Road, Newmarket, Suffolk	Approved	No objection
DC/24/1653/FUL	Planning application- Change of use from shop (class E) to tattoo studio (sui generis)	16 High Street, Newmarket, Suffolk	Approved	No objection
DC/24/1524/FUL	Planning application- internal alterations to existing three flats to create an additional flat	5A, 5B, 5C and Flat 1 Wellington Street, Newmarket, Suffolk	Approved	No objection
DC/24/1525/LB	Application for listed building consent- internal alterations to existing three flats to create an additional flat	5A, 5B, 5C and Flat 1 Wellington Street, Newmarket, Suffolk	Approved	No objection
DC/24/1467/HH	Householder planning application- a. entrance canopy b. single storey side rear extension (following demolition of existing utility) c. render to all elevations	28 Rowley Drive, Newmarket, Suffolk	Approved	No objection
DC/24/1379/TPO	TPO 012 (1956) tree preservation order- one Ash (T1 on plan, within area A3 on order) and one Lime 9T2 on plan, within area A3 on order) reduce crown back to boundary fence by up to two metres	33 Norfolk Avenue, Newmarket, Suffolk	Approved	Objected
DC/23/1182/FUL	Planning application-a. Installation of compressor units to rear external wall	128 High Street, Newmarket, Suffolk	Approved	Objected

A proposal was made that DC/23/1182/FUL - 128 High Street should be inspected to see if there are any changes and the following was agreed:

D/25/01/31.01 Resolved

That the Chair and Vice Chair visit the property to see if any changes have been made and if not, then to insist that West Suffolk ensure that the approved plans for proper installation of compressor units to rear external wall are swiftly implemented.

D/25/01/32 Delegation Panel Decisions

None noted.

D/25/01/33 Licensing

None noted.

D/25/01/34 Enforcement

The Working Group met on 16 January 2025 and assigned outstanding enforcement actions and significant pending planning applications within agreed categories so that these can be monitored/followed up. These will be reported at the next meeting.

D/25/01/35 Tesco/Hatchfield Roundabout Signage

SCC Highways have escalated the issue of confusing/potentially dangerous lane allocations and signage to the Transport Strategy Team following multiple contacts from residents, members of the public and Councillors. There is a stage four road safety audit being carried out on this location and when completed, they will update all those who have reported concerns with the findings and the next steps.

Cllr Winter joined the meeting at 6:42pm as an observer.

A member of the public left the meeting at 6:52pm

D/25/01/36 Transport & Parking Working Group Update

East West Railway Consultation – a response will be drafted by Cllrs Harvey and Perry and be circulated to the Committee for comment prior to submission.

BSIP Schemes – a positive meeting had been held on 17th January 2025 with Simon Barnett (SCC), Integrated Transport Manager, to discuss the proposals in the Town Council's bids to the BSIP Funding. A survey will be carried out to gather evidence to support them. Bus stops, real-time information, signage and mapping information were also discussed.

Any other matters – none noted.

D/25/01/37 Correspondence

None noted.

D/25/01/38 Date of Next Meeting

Monday 3rd February 2025 at the Memorial Hall.

Meeting closed at 7:04pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/25/01/27.01 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to the felling of the fruit trees subject to the Tree Officer's approval. 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. The committee supported the remaining application as responsible tree management.
<u>D/25/01/27.02 Resolved</u>	The Committee voiced no objection.
<u>D/25/01/27.03 Resolved</u>	The Committee voiced no objection.
<u>D/25/01/27.04 Resolved</u>	The Committee voiced no objection.
<u>D/25/01/27.05 Resolved</u>	The Committee maintained their previous strong objection and in addition, objected to the ridge height in the amended plans of the proposed development as they are significantly higher than the adjacent property making the passage darker and more intimidating at night and breaches NNP Policy NKT2. Delegated authority was given to add other comments to the objection from the Neighbourhood Plan Working Group scheduled to meet on Tuesday 21 January 2025.
<u>D/25/01/27.06 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/25/01/31.01 Resolved</u>	That the Chair and Vice Chair visit the property to see if any changes have been made and if not, then to insist that West Suffolk ensure that the approved plans for proper installation of compressor units to rear external wall are swiftly implemented.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee **Held on Monday 6th January 2025 at 7:15pm**

Attendance:

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

Councillor P Hulbert
Councillor R Nobbs
Councillor K Yarrow (from 7:16pm)

Also Present: C Whitaker – Town Clerk, N Alecock and J Ashton – Minute Assistant.
Minute

C/25/01/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

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

C/25/01/2 Apologies for Absence

Apologies were received from Cllr Jarvis and McHugh.

Cllr Yarrow joined the meeting at 7:16pm.

C/25/01/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted. There were no requests for dispensations.

C/25/01/4 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 4th November 2024 and Any Matters Arising

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

C/25/01/4.01 Resolved

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

There were no matters arising.

C/25/01/5 Public Open Session

No members of the public were present.

C/25/01/6 To Receive the Accounts

The accounts for December 2024 were received and noted.

C/25/01/7 Cemetery

The proposed Cemetery Table of Fees for Newmarket Cemetery for 2025/2026 were presented and considered. The following was agreed:

Book number 10 2024 -2025

C/25/01/7.01 Recommendation

That the Cemetery Table of Fees for Newmarket Cemetery for 2025/2026 be approved.

Town Clerk to seek clarification on any fixed fees.

The revised Cemetery Regulations for Newmarket Cemetery for 2025/2026 are still awaited and this item was deferred.

C/25/01/8 Correspondence

None noted.

C/25/01/9 Date of Next Meeting

Monday 3rd March 2025 at the Memorial Hall.

Meeting closed at 7:19pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/25/01/7.01 Recommendation</u>	That the Cemetery Table of Fees for Newmarket Cemetery for 2025/2026 be approved.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Performance & Audit Committee **Held on Monday 13th January 2025 at 6:15pm**

Attendance:

Councillor J Harvey (Chair)

Councillor A Drummond

Councillor R Hood

Also present: C Whitaker – Town Clerk, 2 members of the public.

Minute

- P/25/01/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The Chair opened the meeting and read the Fire Notice and announced that no one was recording the meeting.
- P/25/01/2 Apologies for Absence**
Apologies were received from Cllrs McHugh, Winter and Yarrow.
- P/25/01/3 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/25/01/4 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 14th October 2024 and Any Matters Arising**
The Chair presented the minutes of the Performance & Audit Committee Meeting held on Monday 14th October 2024 and the following was agreed:

P/25/01/4.01 Resolved
That the minutes of the Performance & Audit Committee meeting held on Monday 14th October 2024 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.

There were no matters arising.
- P/25/01/5 Public Open Session**
No representations were made from the members of the public.
- P/25/01/6 Resolution Audit**
The resolution progress for Q3 financial year 2024/2025 was received, updated, and noted.

The outstanding resolutions for 2022-2023, 2023-2024 and Q1 – Q2 2024/2025 were received, updated, and noted.

Minutes of Performance & Audit Committee held on Monday 13th January 2025

P/25/01/7 Neighbourhood Plan

There was no report made from the Neighbourhood Planning Working Group.

P/25/01/8 Working Group Reports

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

P/25/01/9 Correspondence

None noted.

P/25/01/10 Date of Next Meeting

Monday 14th April 2024.

Meeting closed at 8.10pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
No Recommendations	



Item 10d

Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 20th January 2025 at the Memorial Hall 7:15pm

Attendance:

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

Councillor S Perry
Councillor P Winter
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk and J Ashton – Minute Assistant.

Minute

- F/25/01/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
The Chairman opened the meeting, stated that the Fire Safety Notice was not required, and confirmed that proceedings were being recorded by the Minute Assistant.
- F/25/01/2 Apologies for Absence**
Apologies were received from Cllrs Drummond and Hulbert.
- F/25/01/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation**
None noted. There were no requests for Member's Dispensation.
- F/25/01/4 To Confirm the Minutes of the Meeting Held on 18th November 2024 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 18th November 2024 and the following was agreed:

F/25/01/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 18th November 2024 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Matters arising:

Page 2 – F/24/11/7.01 - the Website Working Group will be meeting on 29th January 2025.
- F/25/01/5 Public Open Session**
No members of the public were present.
- F/25/01/6 Submission of Schedules of Payments for Information CB1 – CB5**
Members reviewed CB1 – CB5 for months 8 and 9 (2024/2025) and the following was agreed:

F/25/01/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/11/2024 – 30/11/2024 and 01/12/2024 – 31/12/2024 (Cash Book 1 - 5) be received and adopted.

F/25/01/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/12/2024 (month 9) for the Town Council's Current, Petty Cash, Salaries, Barclaycard and CCLA Cashbooks.

F/25/01/8 To Receive the Income and Expenditure

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

F/25/01/9 Small Grants

None noted.

F/25/01/10 Health and Safety

The monthly Health and Safety report was received and noted. The issues with the public toilets were discussed and will be referred the Community Services Committee agenda.

F/25/01/11 Correspondence

None noted.

F/25/01/12 Date of Next Meeting

Monday 17th March 2025 at the Memorial Hall.

Meeting closed at 7:30pm

Signed _____ Date _____

Summary of Recommendations	Recommendation Wording
<u>F/25/01/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/11/2024 – 30/11/2024 and 01/12/2024 – 31/12/2024 (Cash Book 1 - 5) be received and adopted.

TOTAL BUDGET - PROJECTED OUTCOME ANALYSIS FOR CURRENT YEAR 2024/2025

AS AT 31/12/2024 - END OF QUARTER 3

<i>Committee</i>	<i>Budget 2024/2025</i>	<i>Projected Actual for 31/03/2025 before EMR transfers applied</i>	<i>Projected Under / Over Spend for 31/03/2025 after EMR transfers applied</i>
Finance & Policy	£ 142,388	£ 110,413	£ 59,995
Community Services	£ 290,373	£ 238,446	£ 37,657
Leisure Services	£ 196,144	£ 204,829	£ 15,988
Human Resources	£ 288,125	£ 157,811	£ 76,560
Development & Planning	£ 6,000	£ 2,020	£ 3,980
TOTALS:	£ 923,030	£ 713,519	£ 194,180

projected total budget underspend



		2024/2025	2024/2025	2024/2025	2024/2025		
		Budget	Year To Date at 31/12/2024	Projected at 31/3/2025	Projected Over/Under Spend 31/3/2025	Projected Over/Under spend After EMR transfers applied 31/3/2025	NOTES
101	Administration						
4008	Staff Training	£ 3,000	£ 1,625	£ 2,000	£ 1,000	£ -	
4009	Staff Travel	£ 250	£ 29	£ 100	£ 150	£ 150	
4018	Software/Computer Consumables	£ 2,500	£ 571	£ 1,000	£ 1,500	£ 1,500	
4019	New IT System/Hardware	£ 10,000	£ -	£ -	£ 10,000	£ 10,000	to be transferred to EMR EOYr
4021	Telephone	£ 2,500	£ 805	£ 1,500	£ 1,000	£ 1,000	
4022	Postage	£ 750	£ 276	£ 500	£ 250	£ 250	
4023	Stationery	£ 1,750	£ 1,099	£ 1,600	£ 150	£ 150	
4025	Subscriptions&Licences	£ 8,550	£ 11,326	£ 14,000	-£ 5,450	-£ 5,450	
4026	Insurance	£ 10,000	£ 9,418	£ 9,500	£ 500	£ 500	
4028	Office Maintenance	£ 13,250	£ 10,307	£ 13,250	£ -	£ -	
4030	Recruitment Advertising	£ 1,000	£ 2,704	£ 2,800	-£ 1,800	-£ 1,800	
4051	Bank Charges/Interest	£ 300	£ 214	£ 300	£ -	£ -	
4056	Legal Expenses	£ 12,000	£ -	£ 4,000	£ 8,000	£ 8,000	
4057	Audit & Accountancy Fees	£ 3,850	£ 3,497	£ 3,500	£ 350	£ 350	
4058	Professional Fees	£ 2,000	£ -	£ 1,000	£ 1,000	£ 1,000	
4059	web site	£ 1,000	£ 670	£ 1,000	£ -	£ -	
4060	Councillors Training	£ 600	£ -	£ -	£ 600	£ 600	
4061	Councillors Expenses	£ 200	£ 10	£ 50	£ 150	£ 150	
4062	Civic Regalia	£ 500	£ -	£ -	£ 500	£ 500	
4064	Town Mayor's Allowance	£ 1,000	£ 590	£ 1,000	£ -	£ -	
4074	Grant - Bill Tutte Scholarship	£ 1,000	£ 1,000	£ 1,000	£ -	£ -	
4073	Shopfront Imp Grant payments	£ -	£ 12,159	£ 21,020	-£ 21,020	£ -	EMR £21,020 tfr from 329
4075	Grant to CAB	£ 5,000	£ 5,000	£ 5,000	£ -	£ -	
4076	Grants	£ 5,000	£ 11,900	£ 13,000	-£ 8,000	£ -	£8,000 EMR tfr from 321

4220	Discover Newmarket Stakeholder Fee	£ 5,000	£ 5,000	£ 5,000	£ -	£ -	
4221	CCTV WSC SLA Monitoring	£ 4,560	£ 2,625	£ 5,252	-£ 692	-£ 692	
4077	Marketing & Publicity	£ 5,000	£ 992	£ 3,000	£ 2,000	£ 2,000	
4079	Remembrance Event Expenses	£ 2,500	£ 1,921	£ 2,000	£ 500	£ 500	
4090	Biodegradable Dog Poo Bags	£ 600	£ 899	£ 1,200	-£ 600	-£ 600	
4093	SumUp Commission	£ 50	£ 1	£ 15	£ 35	£ 35	
4097	Election costs	£ 2,500	£ -	£ -	£ 2,500	£ 2,500	
4180	Civic Functions	£ 2,500	£ -	£ -	£ 2,500	£ 2,500	
4113	Capital Reserve	£ 10,000	£ -	£ -	£ 10,000	£ 10,000	
4114	Other Projects / Reserves	£ 15,000	£ -	£ -	£ 15,000	£ 15,000	
4118	Youth Strategy	£ 6,728	£ 2,390	£ 6,728	£ -	£ -	
	Expenditure	£ 140,438	£ 87,028	£ 120,315	£ 20,123	£ 48,143	
1003	Lamppost banner Income	£ 1,000	£ -	£ -	£ 1,000	£ 1,000	
1103	Rent receivable	£ 100	£ -	£ -	£ 100	£ 100	
1006	SumUp Commission offset	£ 50	£ 5	£ 15	£ 35	£ 35	
1190	Interest Received	£ -	£ 12,774	£ 15,000	-£ 15,000	-£ 15,000	CCLA reinvestments
	Income	£ 1,150	£ 12,779	£ 15,015	-£ 13,865	-£ 13,865	
103	Health & Safety						
4020	Misc. Staff Costs	£ 500	£ -	£ 500	£ -	£ -	
4028	Office Maintenance	£ 100	£ 109	£ 200	-£ 100	-£ 100	
4058	Professional Fees	£ 2,500	£ 4,413	£ 4,413	-£ 1,913	-£ 1,913	
	Expenditure	£ 3,100	£ 4,522	£ 5,113	-£ 2,013	-£ 2,013	
	Total Expenditure	£ 143,538	£ 91,550	£ 125,428	£ 18,110	£ 46,130	
	Total Income	£ 1,150	£ 12,779	£ 15,015	-£ 13,865	-£ 13,865	
	Net Expenditure	£ 142,388	£ 78,771	£ 110,413	£ 31,975	£ 59,995	projected ctte underspend

Proposed recommendations:-
£10,000 to EMR324 IT upgrade project
£5,000 to EMR (new) Legal fees
£20,000 to EMR (new) Market
£10,000 to EMR321 Grants
£13,000 to EMR (new) Lift

		2024/2025	2024/2025	2024/2025	2024/2025		
		Budget	Year To Date at 31/12/2024	Projected to 31/3/2025	Projected Over/Under Spend 31/3/2025	Projected Over/Under spend After EMR transfers applied 31/3/2025	NOTES
200	<u>Outside Services</u>						
4029	General Equipment	£ 1,000	£ 846	£ 1,500	-£ 500	-£ 500	
4039	Vehicle Costs	£ 7,700	£ 5,146	£ 7,700	£ -	£ -	
4095	Assets Purchased	£ -	£ 546	£ 546	-£ 546	-£ 546	
4326	Outside Services SLA	£ 115,000	£ 56,902	£ 115,000	£ -	£ -	
	Expenditure	£ 123,700	£ 63,440	£ 124,746	-£ 1,046	-£ 1,046	
1005	Misc Income	£ -	£ 6,698	£ 6,698	-£ 6,698	-£ 6,698	
	Income	£ -	£ 6,698	£ 6,698	-£ 6,698	-£ 6,698	
201	<u>General Town Planting</u>						
4037	R&M-Grounds	£ 6,000	£ -	£ 2,000	£ 4,000	£ 4,000	
4100	Seasonal Planting	£ 3,968	£ 3,738	£ 3,738	£ 230	£ 230	
4101	Hanging Baskets	£ 3,878	£ 3,381	£ 3,381	£ 497	£ 497	
4102	Sponsored Roundabouts	£ 5,000	£ -	£ 5,000	£ -	£ -	
	Expenditure	£ 18,846	£ 7,119	£ 14,119	£ 4,727	£ 4,727	
1007	Hanging Baskets Sponsorship Income	£ 4,830	£ 4,830	£ 4,830	£ -	£ -	
1009	Roundabout Sponsorship	£ 5,000	£ -	£ 5,000	£ -	£ -	MacDonald's roundabout
	Income	£ 9,830	£ 4,830	£ 9,830	£ -	£ -	
202	<u>Cemetery</u>						
4011	Rates	£ 4,456	£ 4,441	£ 4,441	£ 15	£ 15	
4012	Water Rates	£ 1,000	£ 243	£ 500	£ 500	£ 500	
4014	Electricity	£ 1,600	£ 1,632	£ 2,000	-£ 400	-£ 400	
4035	Equipment	£ 100	£ -	£ -	£ 100	£ 100	
4036	R&M - Buildings	£ 8,000	£ 1,000	£ 8,000	£ -	£ -	Chapel flint works
4037	R&M - Grounds	£ 22,000	£ 12,562	£ 18,000	£ 4,000	£ 4,000	Flint walls
4047	Grave Digging	£ 11,500	£ 5,068	£ 11,500	£ -	£ -	
4325	Cemetery SLA	£ 12,666	£ 6,245	£ 12,666	£ -	£ -	
	Expenditure	£ 61,322	£ 31,191	£ 57,107	£ 4,215	£ 4,215	
1000	Burial Fees	£ 29,000	£ 15,406	£ 29,000	£ -	£ -	
1020	Interment Income (Ashes)	£ 4,000	£ 1,416	£ 4,000	£ -	£ -	
1021	Monumental Income	£ 4,000	£ 2,894	£ 4,000	£ -	£ -	
1022	Grave Space Purchase Income	£ 15,000	£ 5,937	£ 15,000	£ -	£ -	
1005	Misc income	£ -	£ 420	£ 420	-£ 420	-£ 420	
	Income	£ 52,000	£ 26,073	£ 52,420	-£ 420	-£ 420	

203	<u>Disused Churchyards</u>						
4037	R&M - Grounds	£ 4,000	£ 1,964	£ 4,000	£ -	£ -	All Saints Wall hoarding
	Expenditure	£ 4,000	£ 1,964	£ 4,000	£ -	£ -	
204	<u>Memorial - Tutte, War & Cooper</u>						
1014	Electricity	£ 200	£ 248	£ 400	-£ 200	-£ 200	
4036	R&M - Buildings	£ 1,000	£ -	£ -	£ 1,000	£ 1,000	
4037	R&M - Grounds	£ 1,000	£ 1,797	£ 2,000	-£ 1,000	-£ 1,000	
	Expenditure	£ 2,200	£ 2,045	£ 2,400	-£ 200	-£ 200	
205	<u>Clocks</u>						
4014	Electricity	£ 250	£ 374	£ 500	-£ 250	-£ 250	
4036	R&M - Buildings	£ 1,000	£ -	£ -	£ 1,000	£ 1,000	
4177	Clock Tower Expenses	£ 1,590	£ 1,080	£ 1,590	£ -	£ -	
	Expenditure	£ 2,840	£ 1,454	£ 2,090	£ 750	£ 750	
206	<u>Bus Shelters</u>						
4036	R&M - Buildings	£ 2,000	£ 565	£ 1,500	£ 500	£ 500	
	Expenditure	£ 2,000	£ 565	£ 1,500	£ 500	£ 500	
207	<u>General Town Maintenance</u>						
4037	R&M - Grounds	£ 10,500	£ 8,483	£ 11,730	-£ 1,230	£ -	£1,230 tfr from EMR327 Leg of Turf
4092	Infrastructure	£ 2,500	£ -	£ 2,500	£ -	£ -	
4108	Town Centre Regeneration	£ -	£ -	£ -	£ -	£ -	
4140	Dog Waste Collection/Disposal	£ 995	£ 765	£ 765	£ 230	£ 230	
	Expenditure	£ 13,995	£ 9,248	£ 14,995	-£ 1,000	£ 230	
208	<u>Public Conveniences</u>						
4012	Water	£ -	£ 37	£ 500	-£ 500	-£ 500	
4014	Electricity	£ 500	£ 941	£ 1,400	-£ 900	-£ 900	
4016	Cleaning	£ 3,000	£ 2,442	£ 3,200	-£ 200	-£ 200	
4036	R&M - Buildings	£ 1,500	£ 818	£ 1,500	£ -	£ -	
4046	Public Toilet Opening and closing	£ 4,000	£ 2,713	£ 4,600	-£ 600	-£ 600	
	Expenditure	£ 9,000	£ 6,951	£ 10,700	-£ 1,700	-£ 1,700	
1181	Grants Received WSC	£ 3,300	£ 3,300	£ 3,300	£ -	£ -	

		Income	£ 3,300	£ 3,300	£ 3,300	£ -	£ -	
211	<u>The Queens Statue</u>							
4012	Water Rates	£ 200	£ -	£ -	£ -	£ -		
4014	Electricity	£ 300	£ -	£ -	£ -	£ -		
4037	R&M - Grounds	£ 3,000	£ 275	£ 2,000	£ 1,000	£ 1,000		
	Expenditure	£ 3,500	£ 275	£ 2,000	£ 1,000	£ 1,000		
					£ -			
213	<u>Public Realm</u>							
4116	Town Maintenance	£ 25,000	£ -	£ 3,000	£ 22,000	£ 22,000		
4117	Town Improvement	£ 33,000	£ 1,400	£ 33,000	£ -	£ -		High Street planters
	Expenditure	£ 58,000	£ 1,400	£ 36,000	£ 22,000	£ 22,000		
1005	Misc Income	£ -	£ 15,000	£ 15,000	-£ 15,000	£ -		UKSPF grant for bins/planters Tfr to EMR
	Income	£ -	£ 15,000	£ 15,000	-£ 15,000	£ -		
215	<u>Allotments</u>							
4037	R&M - Grounds	£ 1,500	£ 850	£ 1,500	£ -	£ -		
	Expenditure	£ 1,500	£ 850	£ 1,500	£ -	£ -		
1010	Allotment Fees	£ 900	£ -	£ 900	£ -	£ -		
	Income	£ 900	£ -	£ 900	£ -	£ -		
220	<u>Studlands</u>							
4045	Street Lighting - Energy fees & Maint Cont	£ 30,500	£ -	£ 30,500	£ -	£ -		awaiting to see upgrade costs
4052	Street Lighting - Repair	£ 5,000	£ -	£ 5,000	£ -	£ -		
	Expenditure	£ 35,500	£ -	£ 35,500	£ -	£ -		
308	<u>Christmas</u>							
4310	Christmas Lights	£ 17,500	£ 15,932	£ 15,932	£ 1,568	£ 1,568		
4811	CP - Christmas Lights Infrast	£ 2,500	£ 4,005	£ 4,005	-£ 1,505	-£ 1,505		
	Expenditure	£ 20,000	£ 19,937	£ 19,937	£ 63	£ 63		
	Total Expenditure	£ 356,403	£ 146,439	£ 326,594	£ 29,309	£ 30,539		
	Total Income	£ 66,030	£ 55,901	£ 88,148	-£ 22,118	-£ 7,118		
	Net Expenditure	£ 290,373	£ 90,538	£ 238,446	£ 51,927	£ 37,657		projected ctte underspend
							£10,000 to Public Conveniences EMR	
							£12,000 to Cemetery EMR	
							£15,000 to Town Improvement EMR	



		2024/2025	2024/2025	2024/2025	2024/2025		
		Budget	Year to Date at 31/12/2024	Projected to 31/3/2025	Projected Over/Under Spend 31/3/2025	Projected Over/Under spend After EMR transfers applied 31/3/2025	NOTES
	120 Memorial Hall						
4011	Rates	£ 6,600	£ 6,916	£ 6,916	-£ 316	-£ 316	
4012	Water Rates	£ 4,500	£ 2,846	£ 3,500	£ 1,000	£ 1,000	
4014	Electricity	£ 6,000	£ 5,740	£ 6,500	-£ 500	-£ 500	
4015	Gas	£ 6,000	£ 3,843	£ 4,500	£ 1,500	£ 2,000	
4016	Cleaning	£ 2,000	£ 3,480	£ 4,000	-£ 2,000	-£ 2,000	
4017	Fire Precautions	£ 535	£ 306	£ 535	£ -	£ -	
4036	R&M - Buildings	£ 15,000	£ 13,979	£ 15,000	£ -	£ -	
4038	Furniture/Fixtures/Fittings	£ 2,500	£ 3,751	£ 4,000	-£ 1,500	-£ 1,500	
4040	Trade Refuse Collections	£ 2,210	£ 2,174	£ 2,174	£ 36	£ 36	
4044	Public Toilet Cleansing	£ 200	£ 183	£ 200	£ -	£ -	
4078	Refreshment Costs Hall Hire	£ 2,000	£ 1,132	£ 2,000	£ -	£ -	
4080	PWLB Loan Charges (CAP + IN	£ 89,864	£ 89,864	£ 89,864	£ -	£ -	
4095	Assets purchased	£ -	£ 1,306	£ 1,306	-£ 1,306	-£ 406	
	Expenditure	£ 137,409	£ 135,520	£ 140,495	-£ 3,086	-£ 1,686	
1001	Hall Hire Standard Rate	£ 20,000	£ 28,917	£ 30,000	-£ 10,000	-£ 10,000	
1016	Refreshments Income	£ 1,000	£ 656	£ 1,000	£ -	£ -	
	Income	£ 21,000	£ 29,573	£ 31,000	-£ 10,000	-£ 10,000	
	301 Arts						
4440	Costs - Childrens' Events	£ 12,000	£ 18,515	£ 20,000	-£ 8,000	-£ 1,800	tfr from EMR336 £6,200
4443	Costs - Tea Dance	£ 2,000	£ 1,199	£ 1,500	£ 500	£ 500	
	Expenditure	£ 14,000	£ 19,714	£ 21,500	-£ 7,500	-£ 1,300	
1005	Misc Income	£ -	£ 450	£ 450	-£ 450	-£ 450	
1043	Income - Tea Dance	£ 1,000	£ 1,085	£ 1,500	-£ 500	-£ 500	
1181/1174	SCC/WSC grants rec'd	£ -	£ 3,026	£ 3,026	-£ 3,026	-£ 3,026	
	Income	£ 1,000	£ 4,561	£ 4,526	-£ 3,526	-£ 3,526	
	302 Winter Event						
4453	Cost of Winter Event	£ 10,000	£ 13,629	£ 13,500	-£ 3,500	£ -	£3,500 tfr from Winter Event EMR
	Expenditure	£ 10,000	£ 13,629	£ 13,500	-£ 3,500	£ -	



1059	Income - Winter Event	£ -	£ 129	£ 129	-£ 129	-£ 8	
1100	Grants Received	£ -	£ -	£ -	£ -	£ -	
	Income	£ -	£ 129	£ 129	-£ 129	-£ 8	
303	<u>Entertainment</u>						
4179	Entertainment	£ 5,000	£ 3,188	£ 5,000	£ -	£ -	
	Expenditure	£ 5,000	£ 3,188	£ 5,000	£ -	£ -	
304	<u>Tourism</u>						
4311	Christmas Trees	£ 1,000	£ 280	£ 500	£ 500	£ 500	
	Expenditure	£ 1,000	£ 280	£ 500	£ 500	£ 500	
305	<u>Carnival</u>						
4312	Newmarket Carnival	£ 5,000	£ 8,638	£ 10,000	-£ 5,000	£ -	£5,000 tfr from Carival EMR
	Expenditure	£ 5,000	£ 8,638	£ 10,000	-£ 5,000	£ -	
1026	Carnival income	£ -	£ 488	£ 488	-£ 488	-£ 488	
1100	Grants received	£ -	£ -	£ -	£ -	£ -	
	Income	£ -	£ 488	£ 488	-£ 488	-£ 488	
306	<u>Memorial Gardens</u>						
4012	Water Rates	£ 2,500	£ 1,474	£ 1,500	£ 1,000	£ 750	
4016	Cleaning	£ 2,500	£ 2,039	£ 3,000	-£ 500	-£ 500	



4037	R&M - Grounds	£ 5,000	£ 2,367	£ 5,000	£ -	£ -	
4041	R&M - play-equipment	£ 5,000	£ 26	£ 5,000	£ -	£ -	
4046	Opening/Closing Costs	£ 5,500	£ 5,116	£ 6,000	-£ 500	-£ 500	
4112	Water Feature	£ 5,000	£ 2,365	£ 4,000	£ 1,000	£ 1,000	
	Expenditure	£ 25,500	£ 13,387	£ 24,500	£ 1,000	£ 750	
307	Twinning						
4181	LEXLINK twinning expenses	£ 2,000	£ 1,403	£ 1,403	£ 597	£ 597	
?	MLF twinning expenses	£ 2,000	£ 12,635	£ 12,635	-£ 10,635	-£ 2,191	£8,444 tfr from EMR 337
	Expenditure	£ 4,000	£ 14,038	£ 14,038	-£ 10,038	-£ 1,594	
310	The Severals Sports Facilities						
4011	Rates	£ 1,225	£ 611	£ 611	£ 614	£ 614	
4012	Water Rates	£ 1,500	£ 302	£ 750	£ 750	£ 750	
4014	Electricity	£ 2,500	£ 1,081	£ 1,800	£ 700	£ 700	
4015	Gas	£ 3,045	£ 762	£ 1,500	£ 1,545	£ 1,545	
4016	Cleaning	£ 500	£ 94	£ 500	£ -	£ -	
4017	Fire Precautions	£ 156	£ 213	£ 213	-£ 57	-£ 57	
4036	R&M - Buildings	£ 5,000	£ 1,415	£ 2,500	£ 2,500	£ 3,000	
4037	R&M - Grounds	£ 8,000	£ -	£ 8,000	£ -	£ -	
4038	Furniture/Fixtures/Fittings	£ 1,000	£ 130	£ 250	£ 750	£ 750	
4040	Trade Refuse Collections	£ 734	£ 746	£ 746	-£ 12	-£ 12	
4044	Public Toilet Cleansing	£ 75	£ 69	£ 69	£ 6	£ 6	
	Expenditure	£ 23,735	£ 5,423	£ 16,939	£ 6,796	£ 7,296	
1002	Sports Hire Income	£ 7,500	£ 4,419	£ 5,500	£ 2,000	£ 2,000	
1016	Refreshments Income	£ -	£ -	£ -	£ -	£ -	
	Income	£ 7,500	£ 4,419	£ 5,500	£ 2,000	£ 2,000	
	Total Expenditure	£ 225,644	£ 213,817	£ 246,472	-£ 20,828	£ 3,966	
	Total Income	£ 29,500	£ 39,170	£ 41,643	-£ 12,143	-£ 12,022	
	Net Expenditure	£ 196,144	£ 174,647	£ 204,829	-£ 8,685	£ 15,988	Projected underspend
							£8,000 to Severals Fencing EMR £8,000 to Memorial Hall EMR

		2024/2025	2024/2025	2024/2025	2024/2025		
		Budget	Year To Date at 31/12/2024	Projected to 31/3/2025	Projected Over/Under Spend 31/3/2025	Projected Over/Under spend After EMR transfers applied 31/3/2025	NOTES
102	Staff costs						
4010	Staff Workwear	£ 600.00	£ 254.00	£ 300.00	£ 300.00	£ 300.00	
4020	Misc Staff Costs	£ 2,000.00	£ 1,489.00	£ 1,800.00	£ 200.00	£ 200.00	
4058	Professional Fees	£ -	£ 225.00	£ 225.00	£ 225.00	£ 225.00	
4501	Salaries	£ 231,834.00	£ 128,138.00	£ 180,000.00	£ 51,834.00		
4503	National Insurance (Emp'er Contrib)	£ 31,131.00	£ 11,617.00	£ 17,726.00	£ 13,405.00	£ 75,835.00	
4504	Pension (Emp'er Contrib)	£ 22,560.00	£ 7,191.00	£ 11,964.00	£ 10,596.00		
4506	Temp agency costs	£ -	£ 8,897.00	£ 8,897.00	-£ 8,897.00	£ -	£8,897 tfr from EMR Recruitment
	Total Expenditure	£ 288,125.00	£ 157,811.00	£ 220,912.00	£ 67,663.00	£ 76,560.00	
	Net Expenditure	£ 288,125.00	£ 157,811.00	£ 220,912.00	£ 67,663.00	£ 76,560.00	budget underspend
							£11,000 to HR/Recruitment EMR Balance to be discussed

		2024/2025	2024/2025	2024/2025	2024/2025		
		Budget	Year To Date at 31/12/2024	Projected to 31/3/2025	Projected Over/Under Spend 31/3/2025	Projected Over/Under spend After EMR transfers applied 31/3/2025	NOTES
209	Neighbourhood Plan						
4089	Costs-Neighbourhood Plan	£ 5,000.00	£ 2,020.00	£ 2,020.00	£ 2,980.00	£ 2,980.00	
4094	Costs-Highway costs (surveys, etc)	£ 1,000.00	£ -	£ -	£ 1,000.00	£ 1,000.00	
	Total Expenditure	£ 6,000.00	£ 2,020.00	£ 2,020.00	£ 3,980.00	£ 3,980.00	
	Net Expenditure	£ 6,000.00	£ 2,020.00	£ 2,020.00	£ 3,980.00	£ 3,980.00	budget underspend
							£3.900 to Highway costs EMR (new)

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Briefing on the English Devolution White Paper for Town and Parish Councils in Suffolk

Introduction

This briefing summarises two key areas of central government policy in relation to local government in Suffolk: devolution and local government reorganisation.

If the government's policy is fulfilled, it would mean the biggest change to local government arrangements in Suffolk for over 50 years.

Devolution would see the creation of a Mayoral Strategic Authority, likely covering Norfolk and Suffolk, with mayor elected in May 2026 and holding devolved funding and powers over strategic policy areas like transport infrastructure, health improvement and blue light services.

Local government reorganisation (LGR) would see the abolition of the county, districts and borough councils and replacement with a single (or multiple) unitary councils. Town and parish council structures would not change as part of LGR in Suffolk.

This briefing answers a number of commonly asked questions and updates town and parish council colleagues on the latest position.

What are the latest government policy developments on devolution and local government reorganisation (LGR)?

On 16 December 2024, the Government published the [English Devolution White Paper](#) (the White Paper) that set out its policy direction for devolution and local government reorganisation.

It sets a preference "to see all of England benefit from devolution" (the White Paper p24). This would be devolution of powers and funding to mayors of strategic authorities over an assumed "combined population of 1.5million or above" (the White Paper p31). Areas that would be devolved include new powers to mayors over health improvement, net zero, nature recovery, skills, infrastructure, transport and economic development. These are described in a new devolution framework (the White Paper pp86-90) that government intends to include in forthcoming legislation.

The White Paper also states that government "will expect all two-tier areas and smaller or failing unitaries to develop proposals for reorganisation." (the White Paper p100). It also highlights "for most areas this will mean creating councils with a population of 500,000 or more, but there may be exceptions to ensure new structures make sense for an area, including for devolution, and decisions will be on a case-by-case basis."

Along with the publication of the White Paper, the minister for local government sent letters to council leaders inviting commitment and interest to being included in the Devolution Priority Programme (DPP) that government is establishing. The DPP offers a fast-track timeline to securing devolution and LGR.

In addition to requests to be included in the DPP, the minister's letter signalled his "intention is to formally invite unitary proposals in January 2025 from all councils in two-tier areas". This letter will outline more detail on the criteria for business cases to cover and expected timeframes.

What is the Devolution Priority Programme (DPP)?

It provides a fast-track timeline to securing devolution and LGR, with the intention of elections for mayors (and establishing Mayoral Strategic Authorities) in May 2026. LGR business cases are to be submitted to the minister by Autumn 2025.

What is meant by local government reorganisation (LGR)?

Where county and district/borough councils provide local government functions between them, unitary councils remove that arrangement and create a single-council that provides all local government functions in an area. Sometimes this is a single council across a county area (e.g., North Yorkshire), sometimes this is more than one council within a county area (e.g., Cheshire). There is no change to existing parish and town councils' boundaries or structures.

The White Paper sets out government's reasoning for pursuing unitary councils:

"Fewer politicians, with the right powers, will streamline local government to focus on delivering for residents. We will deliver this process as quickly as possible, including through legislation where it becomes necessary to ensure progress. Clear leadership locally will be met with an active partner nationally." (the White Paper p100)

It also outlines expectations for how new unitary councils should relate to and incorporate community arrangements:

"We know people value the role of governance at the community scale and that can be a concern when local government is reorganised. We will therefore want to see stronger community arrangements when reorganisation happens in the way councils engage at a neighbourhood or area level." (the White Paper p100)

What might this mean for the county council elections scheduled for May 2025?

The minister's letter to leaders states that he "is minded to lay secondary legislation to postpone local council elections from May 2025 to May 2026" to help local areas meet the timeframe and deliver the changes needed to deliver devolution and LGR."

As requested by the minister, the leader's letter contained in appendix C of the Cabinet papers, requested a delay to the May 2025 county council elections. Delaying the elections is a ministerial decision requiring Parliamentary process. We expect to hear his decision by the end of January/early February 2025.

How might town and parish councils be affected?

The structural changes arising from LGR will change county and district/borough councils. They will not impact town and parish councils. Town and parish councils will be important stakeholders, particularly as a voice for local communities. The White Paper acknowledges their role in local governance and representation, stating government's intentions that:

"We will also work with the town and parish council sector to improve engagement between them and Local Authorities." (the White Paper p94)
and

"We will also rewire the relationship between town and parish councils and principal Local Authorities, strengthening expectations on engagement and community voice." (the White Paper p100)

What has Suffolk County Council decided so far?

Following the publication of the White Paper and the ministerial letters on 16 December, the county council held an extraordinary Council meeting followed by an extraordinary Cabinet meeting on 9 January 2025.

The Council decision was to:

“Endorse that the leader responds to the minister expressing Suffolk County Council’s interest in joining the Devolution Priority Programme, noting that acceptance onto this programme: i) makes a clear commitment to delivering both reorganisation and devolution to the most ambitious timeframe and ii) may postpone the 2025 County Council elections.”

The subsequent Cabinet decision was to:

“Agree that the leader responds to the minister expressing Suffolk County Council’s interest in joining the Devolution Priority Programme by 10 January as requested in the minister’s letter of 16 December (appendix A); noting that acceptance onto this programme: i) makes a clear commitment to delivering both reorganisation and devolution to the most ambitious timeframe and ii) may postpone the 2025 County Council elections.”

As requested by the minister’s letter, the county council’s leader’s response (appendix C to the 9 January 2025 Cabinet papers) stated:

“I can now confirm:

- Suffolk County Council’s commitment to delivering both reorganisation and devolution to the most ambitious timeframe (with inaugural mayoral elections in May 2026) and
- Request that we be included in the Devolution Priority Programme:

The papers (including the ministerial letters) can be viewed here: [Meeting Documents - Committee Minutes](#) (Council) and [Meeting Documents - Committee Minutes](#) (Cabinet)

The meetings can be viewed here: <https://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/county-council/webcasting> (Council)
<https://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/cabinet> (Cabinet)

What happens next?

We are currently waiting for the minister to confirm which areas he has decided to include on the DPP and, as a non-unitary area, all councils in Suffolk will receive a letter from the minister inviting them to develop proposals for LGR.

If Suffolk is included on the DPP, there will be government-led consultation on devolution (including establishing a new Mayoral Strategic Authority) early in 2025 (by March). Also, the minister is likely to run a consultation at the end of 2025 on LGR proposals (following submission of the LGR business cases in Autumn 2025). Prior to that, it is likely that there will be locally led engagement to ensure that residents and partners are kept informed.

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Outlook

Thank you for your email

From Nick Timothy MP <nick.timothy.mp@parliament.uk>

Date Mon 2025-01-20 10:18

To Townclerk <Townclerk@newmarket.gov.uk>

Dear Cathy

Thank you for your email. I appreciate hearing the perspective of Newmarket Town Council on this important issue.

There have been a number of recent incidents on the A14 – and resultant gridlock affecting Newmarket and surrounding villages, including a collision involving three vehicles on 14 January which caused many hours of disruption. And it was only in the spring of last year that residents and those commuting into and visiting Newmarket were hugely inconvenienced due to lane closures following serious flooding.

The potential amelioration measure to which you refer, in the form of putting average speed cameras on the A14, is interesting. This is an idea that, after receiving your email, my team raised with a representative of National Highways when we joined residents in Kentford on Friday to discuss traffic concerns. I will be pursuing it with a follow-up letter to National Highways.

In the longer-term, there will need to be an alternative diversion route so that large numbers of vehicles, including many HGVs, are no longer diverted into Newmarket town centre when the A14 is out of action – something which happens too frequently.

Once again, I am grateful to Newmarket Town Council for raising this important matter.

Best wishes

Nick Timothy

From: Townclerk

Sent: Tuesday, January 14, 2025 3:26:10 PM

To: TIMOTHY, Nick (MP)

Subject: A14 at Newmarket, Suffolk

Hello Nick,

I am the Town Clerk at Newmarket Town Council and I am contacting you in the hope that you may be able to assist us here in the town.

Once again this morning Newmarket grinds to a halt because of an accident on the A14 on the stretch which bypasses Newmarket; all traffic is sent through the town making it unable to function, people missing appointments, unable to get to work or school on time, etc.

This road must be one of the most dangerous due to the number of weekly accidents and the impact this has on our town is huge.

Further along the A14, on the Cambridge section, there has been a system of average speed cameras in place for some years and it is documented that this has not only reduced congestion, but also reduced the number of accidents.

Here at Newmarket we believe that our stretch of the A14 would benefit greatly from such a scheme and that the introduction of average speed cameras would reduce accidents and therefore help keep our town's residents and businesses on the go throughout the day and night.

We would like to ask that you take this matter up on the behalf of Newmarket constituents and businesses please and look into how we could progress such a scheme.

Many thanks for your time.

Regards,

Cathy Whitaker

Clerk to Newmarket Town Council

I am working flexibly so may send emails outside of normal office hours.

There is no expectation that you will respond outside of your normal working hours.

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King Edward VII Memorial Hall

High Street

Newmarket

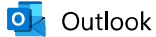
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www.newmarket.gov.uk

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Outlook

Fw: Message on behalf of Cllr Gerald Kelly, Portfolio Holder for Governance, Regulatory and Environment

From Townclerk <Townclerk@newmarket.gov.uk>

Date Mon 2025-01-06 10:50

To Townclerk <Townclerk@newmarket.gov.uk>

From: Sharpe, Rachael <Rachael.Sharpe@westsuffolk.gov.uk>

Sent: Thursday, January 2, 2025 15:54

Subject: Message on behalf of Cllr Gerald Kelly, Portfolio Holder for Governance, Regulatory and Environment

Message on behalf of Cllr Gerald Kelly, Portfolio Holder for Governance, Regulatory and Environment

Dear Town/Parish Councils,

I am pleased to share with you information about the opportunity to join the partnership between West Suffolk Council and Suffolk County Council's project to install fully funded electric vehicle (EV) chargers in public and community sites that have 24/7 accessible parking.

The project continues the council's work in sustainable growth by helping to facilitate the transition to electric vehicles and improve air quality. The chargers will also benefit residents without off-street parking, as well as other drivers.

New chargers will encourage visitors to the public/community sites and provide an additional income to the sites by receiving £100 per bay per year, as well as £1 per 100kWh dispensed to drivers.

Sites can be put forward for initial feasibility and eligibility checks by completing the expression of interest form attached and sending to Suffolk County Council (contact details in EOI form).

The main requirement is that the parking is open 24/7.

For more information, any enquiries or to return the completed EOI, please contact Katy Hampshire (Katy.Hampshire@suffolk.gov.uk, 01473 296595).

Previous press release for more information: [Fully funded EV charging points from Plug in Suffolk](#)

With best wishes for the New Year,
Cllr Gerald Kelly
Portfolio Holder for Governance, Regulatory and Environment
