



Newmarket

TOWN COUNCIL

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

NOTICE IS HEREBY GIVEN OF A MEETING OF THE NEWMARKET TOWN COUNCIL
to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
Monday 24th November 2025 at 6.15pm
Councillors are hereby summoned to attend
for the purpose of transacting the business that follows

A G E N D A

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

- 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 meetings held 27th October 2025 – Full Council Meeting and Extraordinary Council Meeting**
 - 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. Breach of Code of Conduct by a Town Councillor** – To censure Councillor Andy Drummond following a decision by the West Suffolk Council Monitoring Officer
- 7. Police Report** – to receive and note a report (verbal or written) from the PCT (Police Community Team)
- 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 3rd and 17th November 2025
 - b) To receive the minutes and consider and approve any recommendations from the Community Services meeting held on 3rd November 2025
 - c) To receive the minutes and consider and approve any recommendations from the Finance & Policy meeting held on 17th November 2025
- 11. Committee Membership** – to note the committee membership of Cllrs Kavanagh and Revitt
- 12. Correspondence**
- 13. Date of the next Meeting – 15th December 2025**

Signed:  Cathy Whitaker, Town Clerk

Date: 18th November 2025

Distribute to the following for information:

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

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Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council

held on Monday 27th October 2025 at 6:15 pm at the Memorial Hall

Attendance:

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

Councillor P Hulbert
Councillor J Jarvis
Councillor S Kavanagh
Councillor J McHugh
Councillor R Nobbs
Councillor K Yarrow

Also Present: C Whitaker Town Clerk, N Alecock - Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Whittle – WSC, 1 Member of the Press and 4 Members of the Public.

Minute

25/10/1 Welcome

The Chair read out the Fire safety notice and announced that the meeting was being recorded by the Minute Assistant and asked if anyone else intended to record the meeting.

25/10/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Anderson, Berry, Clover and Starkey.

25/10/3 Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

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

25/10/4 To Receive and Confirm the Minutes of the Town Council Meeting held on 9th October 2025 and any Matters Arising.

The minutes of the meeting held on 9th October 2025 were presented and Cllr Winter made a proposal, seconded by Cllr Crissall. A vote was taken which was unanimous and the following was agreed:

25/10/4.01 Resolved

That the minutes of the meeting held on 9th October 2025 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

Cllr Kavanagh and 1 member of the public joined the meeting at 6:17pm

25/10/5 Co-option of a Council Member

There were 2 candidates who were invited to introduce themselves and give details of their experience and interests:

Peter Loxham

Caroline Revitt - presentation was given at the last meeting

An anonymous ballot was held and the Town Clerk announced that the candidate with the most votes was Caroline Revitt. (8/4). Town Clerk will inform Caroline and welcome her as a Member of Newmarket Town Council.

Mr Loxham left the meeting at 6:29pm

25/10/6 Public Open Session

No members of the public wished to speak.

25/10/7 Police Report

The monthly report was presented and noted. A request was made to expand on the detail and to show where crimes were occurring. It was noted that there was no information on the closure of the vape shops on this month's report.

25/10/8 Councillor Reports

SCC – Cllr Drummond reported that the monthly report had been issued. A meeting had been held on 15th October in Moulton with Cllr Chris Chambers, SCC Councillor responsible for Traffic, regarding speeding and traffic issues in Newmarket and the surrounding area. He advised that instead of Section 106 monies we need to have CIL (Community Infrastructure Levy, which is topped up yearly with funds for infrastructure projects.

Cllr Hood advised that a quote for yellow lines in Rowley Drive is being considered.

West Suffolk Council (WSC) – Cllr Jarvis reported that Cambridge have now installed reverse vending machines and he had attended a meeting regarding the renovation of green spaces in Studlands estate. The new bus service had been welcomed and further information on the timetable will be sought.

Cllr Whittle – reported that he had challenged a statement from the WSC Leader regarding the thriving markets in the District which does not apply to Newmarket. He will be an advocate for the market to return to the High Street and he has data to support that trading is better on the High Street. He is also following up on the RPZ scheme and the re-instigation of a recycling centre in Newmarket.

Ward Reports – Cllr Yarrow reported that a leaflet had been sent to residents to encourage them to attend consultation meetings regarding the Rowley Drive Masterplan. Cllrs Harvey, Hood and Yarrow had met with WSC planning officers to press home the issues raised in the NTC response to the consultation but the Council needs to lobby Flagship to get an acceptable scheme for Newmarket.

Cllr Hulbert reported that he had met with MARPA to discuss Anglia Rail now being owned by the Government and had put forward ideas to improve the service to increase the number of trains. The Bury St Edmunds station requires a ticket office.

Outside Bodies – None noted

25/10/9 Outside Bodies Representation by NTC

A representative of NTC for Newmarket BID was requested and Cllr Harvey volunteered to take on the role. Cllr Jarvis made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

25/10/9.01 Resolved

That Cllr Harvey be appointed as the NTC representative for the Newmarket BID.

A representative of NTC for the Town and Parish Alliance was requested and Cllr Hood

volunteered to take on the role. Cllr Winter made a proposal, seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:

25/10/9.02 Resolved

That Cllr Hood be appointed as the NTC representative for the Town and Parish Alliance.

A report from the Sunnica group was received.

A member of the public left the meeting at 6:55pm

25/10/10 Mayors Announcements

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

28th September- Attended the reception for the Lexington-Link group.

30th September- Presented the prizes for the under 12 Forest Heath Cross Country at The Links - Newmarket.

18th October- Attended the Civic Services for Cllr Elisabeth Malvisi at The Holy Trinity Church at Long Melford.

20th October- Attended the Citizens Advice West Suffolk AGM at the Parish Centre, Catholic Church, Newmarket.

26th October- Attended The Justice Service at Ely Cathedral.

25/10/11 To Receive the Minutes and Consider and Approve any Recommendations from the Development & Planning Committee Meetings held on 6th and 20th October 2025

The minutes and recommendations from the Development & Planning Committee meeting held on 6th October 2025 were presented. Cllr Harvey made a proposal, seconded by Cllr Drummond. A vote was taken which was unanimous and the minutes were adopted. There were no recommendations.

The minutes and recommendations from the Development & Planning Committee meeting held on 20th October 2025 were presented. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the minutes were adopted.

25/10/11.01 Resolved (D/25/10/33.01 Recommendation)

That the Development and Planning Committee budget for 2026/2027 be approved at £11,000.

25/10/12 To Receive the Minutes and Consider and Approve any Recommendations from the Leisure Services Committee Meeting held on 6th October 2025

The minutes of the Leisure Services Committee meeting held on 6th October 2025 were presented. Cllr Harvey made a proposal, seconded by Cllr Borda. A vote was taken which was unanimous and the minutes were adopted:

25/10/12.01 Resolved (L/25/10/4.01 Resolved)

That the minutes of the Leisure Services Committee meeting held on 4th August 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

25/10/12.02 Resolved (L/25/10/9.01 Recommendation)

That the revised hire fees for NTC venues from April 2026 to March 2027 be approved.

25/10/12.03 Resolved (L/25/10/10.01 Recommendation)

That the dates for the car boot sales on the Severals for summer 2026 be approved as May 17th, 31st June 14th, 28th July, 12th, 26th, August 9th, 16th, 23rd.

25/10/12.04 Resolved (L/25/10/11.01 Recommendation)

That a budget of a maximum of £1,000 be allocated from the Youth Strategy Budget for the Youth Hub Christmas party.

25/10/12.05 Resolved (L/25/10/12.01 Recommendation)

That a replacement NTC noticeboard be installed in the Memorial Gardens at a cost of £1,270.

25/10/13 To Receive the Minutes and Consider and Approve any Recommendations from the Performance & Audit Committee Meeting held on 13th October 2025

The minutes of the Performance & Audit Committee meeting held on 13th October 2025 were presented. Cllr Harvey made a proposal, seconded by Cllr Drummond. A vote was taken which was unanimous and the minutes were adopted:

25/10/13.01 Resolved (P/25/10/4.01 Resolved)

That the minutes of the Performance & Audit Committee meeting held on Monday 14th July 2025 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.

25/10/14 To Receive the Minutes and Consider and Approve any Recommendations from the Human Resources Committee Meeting held on 20th October 2025

The minutes of the Human Resources Committee meeting held on 20th October 2025 were presented. Cllr Yarrow made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the minutes were adopted:

25/10/14.01 Resolved (H/25/10/4.01 Resolved)

That the minutes of the Human Resources Committee meeting held on Monday 9th June 2025 be adopted and be signed as a correct record by the Chair of the Human Resources Committee.

25/10/14.02 Resolved (H/25/10/6.01 Recommendation)

That Human Resources Committee budget for 2026/2027 be approved at £311,942.00.

25/10/15 Newmarket Neighbourhood Plan

The costs for future administrative project work were considered and Cllr Winter made a proposal, seconded by Cllr Crissall. A vote was taken which was unanimous and the following was agreed:

25/09/15.01 Resolved

That the costs for future project work administration support at £20 per hour be approved.

25/10/16 Market

This item was deferred to the next meeting. Cllr Harvey will ask what the BID's views

are on the market location. Cllr Hood had also challenged a statement from the WSC Leader regarding the thriving markets in the District which does not apply to Newmarket. The Mayor added that the Working Group will be meeting to champion locating the market on the High Street. Cllr Yarrow added that the issue of the market on the High Street is due to it being used as a diversion route when there are issues with the A14.

25/10/17 Illegal Sale of Contraband Goods

Cllr Hood reported that action had been taken to close three shops that were selling contraband goods and Police had stopped them from trading from vans. The shops will be closed for three months if no further evidence of illegal sales is reported. Residents need to report any further activity to the Police.

25/10/18 High Street Bus Shelters

The costs for the removal of a bus shelter were considered and Cllr Winter made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

25/09/18.01 Resolved

That the costs for the removal of a bus shelter in the High Street by Bauer Media at £3,915 be approved.

Town Clerk reported that SCC has a programme of replacement bus shelters via the BSIP+ funding and have visited the site and confirmed that they can supply, replace and maintain the two bus shelters on the High Street. Cllr Winter made a proposal, seconded by Cllr Hood. A vote was taken which was unanimous and the following was agreed:

25/09/18.02 Resolved

That SCC be approved to supply, install and take ownership of two new shelters on the High Street.

25/10/19 Hall Heating System

Replacement of the heating system was discussed, and Cllr Nobbs made a proposal seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:

25/09/19.01 Resolved

That the quote from Future for £31,55.20 to install a replacement heating system in the Memorial Hall be approved.

25/10/20 Correspondence

WSC – Community Governance Review Parish and Town Briefing Note – was noted. An item will be added to next agenda.

25/10/21 Date of the next Meeting

Monday 24th November 2025 in the Memorial Hall at 6:15pm.

Meeting closed at 7:24pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>25/10/4.01 Resolved</u>	That the minutes of the meeting held on 9 th October 2025 be adopted and signed as a correct record by the Town Mayor.
<u>25/10/9.01 Resolved</u>	That Cllr Harvey be appointed as the NTC representative for the Newmarket BID.
<u>25/10/9.02 Resolved</u>	That Cllr Hood be appointed as the NTC representative for the Town and Parish Alliance.
<u>25/10/11.01 Resolved</u> <i>(D/25/10/33.01 Recommendation)</i>	That the Development and Planning Committee budget for 2026/2027 be approved at £11,000.
<u>25/10/12.01 Resolved</u> <i>(L/25/10/4.01 Resolved)</i>	That the minutes of the Leisure Services Committee meeting held on 4 th August 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.
<u>25/10/12.02 Resolved</u> <i>(L/25/10/9.01 Recommendation)</i>	That the revised hire fees for NTC venues from April 2026 to March 2027 be approved.
<u>25/10/12.03 Resolved</u> <i>(L/25/10/10.01 Recommendation)</i>	That the dates for the car boot sales on the Severals for summer 2026 be approved as May 17 th , 31 st June 14 th , 28 th July, 12 th , 26 th , August 9 th , 16 th , 23 rd .
<u>25/10/12.04 Resolved</u> <i>(L/25/10/11.01 Recommendation)</i>	That a budget of a maximum of £1,000 be allocated from the Youth Strategy Budget for the Youth Hub Christmas party.
<u>25/10/12.05 Resolved</u> <i>(L/25/10/12.01 Recommendation)</i>	That a replacement NTC noticeboard be installed in the Memorial Gardens at a cost of £1,270.
<u>25/10/13.01 Resolved</u> <i>(P/25/10/4.01 Resolved)</i>	That the minutes of the Performance & Audit Committee meeting held on Monday 14 th July 2025 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.
<u>25/10/14.01 Resolved</u> <i>(H/25/10/4.01 Resolved)</i>	That the minutes of the Human Resources Committee meeting held on Monday 9 th June 2025 be adopted and be signed as a correct record by the Chair of the Human Resources Committee.
<u>25/10/14.02 Resolved</u> <i>(H/25/10/6.01 Recommendation)</i>	That Human Resources Committee budget for 2026/2027 be approved at £311,942.00.
<u>25/09/15.01 Resolved</u>	That the costs for future project work administration support at £20 per hour be approved.
<u>25/09/18.01 Resolved</u>	That the costs for the removal of a bus shelter in the High Street by Bauer Media at £3,915 be approved.
<u>25/09/18.02 Resolved</u>	That SCC be approved to supply, install and take ownership of two new shelters on the High Street.
<u>25/09/19.01 Resolved</u>	That the quote from Future for £31,55.20 to install a replacement heating system in the Memorial Hall be approved.



Newmarket

TOWN COUNCIL

Minutes of the Extraordinary Meeting of Newmarket Town Council Single Issue held on Monday 27th October 2025 at 7.20pmpm at the Memorial Hall

Attendance:

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

Councillor P Hulbert
Councillor J Jarvis
Councillor S Kavanagh
Councillor J McHugh
Councillor R Nobbs
Councillor K Yarrow

Also Present: C Whitaker Town Clerk, N Alecock - Deputy Town Clerk, J Ashton – Minute Assistant, 1 Member of the Press and 2 Members of the Public.

Minute

25/10/22 Welcome

The Chair opened the meeting and confirmed that proceedings were being recorded.

25/10/23 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Anderson, Berry, Clover and Starkey.

25/10/24 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 member dispensation requests.

25/10/25 To approve a proposal to confer the Freedom of the Town on the Grenadier Guards Regiment

The proposal was considered and Cllr Winter made a proposal, seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:

25/10/26.01 Resolved

That the proposal to confer the Freedom of the Town on the Suffolk Grenadier Guards Regiment and to arrange and facilitate a marching event in September 2026 be approved.

25/10/26 Date of the next Meeting

Monday 24th November 2025 at 6.15pm in the Memorial Hall

Meeting closed at 7:26pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>25/10/26.01 Resolved</u>	That the proposal to confer the Freedom of the Town on the

	Suffolk Grenadier Guards Regiment and to arrange and facilitate a marching event in September 2026 be approved.
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**WEST SUFFOLK COUNCIL'S STANDARDS
PROCEDURES FOR HANDLING COMPLAINTS**

DECISION NOTICE

Member:	Councillor Andy Drummond
Council:	Newmarket Town Council
Complainant:	
Monitoring Officer:	Teresa Halliday
Independent Person:	Ms Susan Putters
Complaint (as received):	First Complaint letter details: I write to make a formal complaint under the Members' Code of Conduct concerning the behaviour of Councillor Andy Drummond, in his capacity as a Town / (County) Councillor for Newmarket & Red Lodge Division. I believe his response to me, a constituent, has breached several provisions of the Code, and I ask you to consider investigating. Background & Facts On Sunday 14 September, I wrote to Councillor Drummond and other ward councillors raising concerns about England flags being attached to public lamp posts, which I believe is causing a feeling of intimidation and a misuse of public infrastructure. On Tuesday 16 September, Councillor Drummond responded with an email that included statements such as: "if this upsets you, you are part of the problem", "it's your problem, not mine", "this is England — these are our flags ..." etc. I believe his reply does more than express disagreement: it dismisses my concerns, uses insulting / demeaning language, and fails to address the issue I raised in a respectful or substantive way. Code of Conduct Provisions I Considered Breached:

	Based on Newmarket's Members' Code of Conduct (C1 – adopted 28 May 2019) I believe the following clauses may have been breached: You must treat others with respect. His language is disrespectful; it includes personal comments and dismissiveness. You must not — Bullying any person; Intimidate or attempt to intimidate any person; Do anything which may cause the Council to breach its duties under the Equality Act 2010. The tone of his email could reasonably be seen as bullying or intimidating, especially in the way it dismisses concerns and uses charged language. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or council into disrepute. A public reply from an elected representative using insulting or dismissive language may lower public confidence in the council's fairness and capacity to engage with constituents. You must not use or attempt to use your position as a member improperly ... Although this is less direct, his instruction to leave public property flags in place and dismiss concerns — without apparent consideration — may reflect misuse of his role to dismiss legitimate constituent concerns rather than treating them impartially. Outcome Sought: An acknowledgement that Councillor Drummond's response was inappropriate in tone and content. An apology from Councillor Drummond for the personal and dismissive nature of his response. Assurance that the council will consider the matter I raised (public flags on public lampposts) in a fair, transparent manner, and clarify the policy or steps the council will take. Possibly training or reminder of behavioural standards for councillors in their communications with constituents. I would be grateful if you could let me know whether you consider this complaint admissible, and what the process will be, including an estimated timeline. I sent this directly as an email, but to ensure a proper follow up, I am submitting via this form. Following on from the complaint I made, I received a further
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email from Councillor Drummond, here is my second email to you:

Following my initial communication, Councillor Drummond has sent me a second email (below) in which he repeats dismissive and derogatory remarks such as "if it upsets people that's their problem, not mine" and "This is England. Stand up for your country." I consider this further evidence of:

Failure to treat others with respect, Dismissal of legitimate concerns without courtesy, Conduct likely to bring his office into disrepute.

In addition, I note that Councillor Drummond was found in 2024 by West Suffolk Council's Standards Committee to be in serious breach of multiple rules including bullying, discrimination and harassment (see Suffolk News coverage here:

<https://www.suffolknews.co.uk/haverhill/news/twocouncillors-found-in-serious-breach-of-multiplerules-9374917/>).

This background, combined with his continuing behaviour toward me, demonstrates a pattern of disregard for the Code of Conduct and reinforces why this complaint requires investigation. Please confirm receipt of this additional material and advise how it will be taken into account as part of my Confidentiality ongoing complaint.

Second Complaint letter details:

Further to my earlier complaint regarding Councillor Andy Drummond's conduct, I wish to bring an additional matter to your attention.

In his first reply to me (dated 16 September), Councillor Drummond chose to copy in [name provided], Editor of the Newmarket Journal. At no point did I copy in members of the press myself.

My original email was sent only to elected councillors, in good faith, as a private and legitimate constituent concern. I consider this a serious breach of trust. By involving the press without my knowledge or consent, Councillor Drummond:

1. Failed to respect the confidentiality of constituent correspondence,
2. Created a situation that could reasonably be seen as intimidating or retaliatory, and
3. Acted in a manner likely to bring his office into disrepute.

	This behaviour compounds the concerns already raised in my original complaint. Constituents should feel safe in contacting their councillors without fear that their personal communications will be shared inappropriately or used to undermine them. I therefore ask that this additional incident be formally considered as part of my ongoing complaint. I am happy to provide copies of the relevant email chain for your review [copies provided].
Relevant Parts of the Code alleged to have been breached:	1.1. I treat other councillors and members of the public with respect. 2.1. I do not bully any person 2.3. I promote equalities and do not discriminate unlawfully against any person. 4.1. I do not disclose information: a. given to me in confidence by anyone b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless i. I have received the consent of a person authorised to give it; ii. I am required by law to do so; iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or iv. the disclosure is: 1. reasonable and in the public interest; and 2. made in good faith and in compliance with the reasonable requirements of the local authority; and 3. I have consulted the Monitoring Officer prior to its release. 5.1. I do not bring my role or local authority into disrepute. 6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.
Capacity:	The correspondence referred to within the complaint was sent to Councillor Drummond in his official capacity so I am satisfied the Code of Conduct was engaged at the time.
Consideration:	On the 06 October 2025 I wrote to Councillor Drummond to inform him of the complaint and request his response. The letter was sent by email. Councillor Drummond replied by return: 'Thank you Teresa

I have nothing to say about this and will happily accept my punishment - but on this occasion please don't expect an apology.'

I have inferred from Councillor Drummond's response that he accepts that he has breached the Code of Conduct.

In considering this matter I have looked at the Guidance on Local Government Association Model Councillor Code of Conduct:

Respect: Examples of ways in which you can show respect are by being polite and courteous, listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks and being kind. In a local government context this can mean using appropriate language in meetings and written communications, allowing others time to speak without interruption during debates, focusing any criticism or challenge on ideas and policies rather than personalities or personal attributes and recognising the contribution of others to projects.

Disrespectful behaviour is subjective and difficult to define. However, it is important to remember that any behaviour that a reasonable person would think would influence the willingness of members of the public to speak up or interact with an elected member because they expect the encounter will be unpleasant or highly uncomfortable fits the definition of disrespectful behaviour.

Examples of disrespect in a local government context might include use of inappropriate language in written communications such as swearing, ignoring someone who is attempting to contribute to a discussion, attempts to shame or humiliate others in public, nit-picking and fault-finding, the use of inappropriate sarcasm in communications and the sharing of malicious gossip or rumours.

I consider that Councillor Drummond's response to the complainant's original email meets the threshold for being disrespectful in that it dismissed her concerns and accused her of being 'part of the problem'.

Bullying and discrimination:

Like disrespectful behaviour, bullying can be difficult to define. When allegations of bullying are considered consideration is given to both the perspective of the alleged victim, and whether the councillor intended their actions to be bullying. Consideration is also given to whether the individual was reasonably entitled to believe they were being bullied.

Conduct is unlikely to be considered as bullying when it is an isolated incident of a minor nature, where it is targeted at issues, rather than at an individual's conduct or behaviour, or when the behaviour by both the complainant and councillor contributed equally to the breakdown in relations. However, the cumulative impact of repeated 'minor' incidents should not be underestimated.

I do not consider there was any intention on Councillor Drummond to bully the complainant and am satisfied this is an isolated incident of a minor nature. I therefore do not consider that Councillor Drummond has breached this part of the code.

Disclosure of confidential information:

As part of their role, councillors will receive personal information. They should seek to ensure they are familiar with how the Data Protection Act applies to their role in handling such information through training, and if they are not sure, to seek advice from an appropriate officer in the council.

Although councillors are not required to register as a data controller, they will receive personal information from residents in their area. They should only use it for the purpose for which it has been given and must ensure this information is held securely and only share with others that are entitled to it.

Personal information is defined within UK GDPR as meaning 'any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person'.

Councillor Drummond shared the complainant's email which identified them by name and included their personal email account with a third party, namely the editor of the Newmarket Journal, without the consent of the complainant. This is in breach of the Data Protection Principles and in breach of this part of the Code of Conduct.

Disrepute:

Councillors are trusted to make decisions on behalf of their community and their actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. Article 10 of the European Convention on Human Rights protects the right to freedom of expression, and political speech as a councillor is given enhanced protection but this right is not unrestricted.

	In general terms, disrepute can be defined as a lack of good reputation or respectability. In the context of the Code of Conduct, a councillor's behaviour in office will bring their role into disrepute if the conduct could reasonably be regarded as either: • reducing the public's confidence in them being able to fulfil their role; or • adversely affecting the reputation of the authority's councillors, in being able to fulfil their role. Conduct by a councillor which could reasonably be regarded as reducing public confidence in their local authority being able to fulfil its functions and duties will bring the authority into disrepute. For example, circulating highly inappropriate, vexatious or malicious e-mails to constituents, making demonstrably dishonest posts about the authority on social media or using abusive and threatening behaviour might well bring the role of councillor into disrepute. Making grossly unfair or patently untrue or unreasonable criticism of the authority in a public arena might well be regarded as bringing the local authority into disrepute. I consider that Councillor Drummond's response to the complainant was disrespectful but I do not consider that this, alone, has brought his office into disrepute. I further, do not consider that his conduct has been such that it has brought the Council into disrepute.
Independent Person's View:	I've now reviewed the materials you attached. I see that Cllr Drummond acted within his capacity as a Councillor when responding to the complainant. It is also clear there was a lack of respect in the language used in the response to her complaint and having copied the journalist in, is certainly a breach of confidentiality as well. Thus I do not see any point in further investigation as the breach has been established and agreed to by Cllr Drummond. A formal resolution is the way forward.
Decision:	By way of formal resolution, I have determined that Councillor Drummond has breached parts 1.1 and 4.1 of the Code of Conduct for Councillors adopted by Newmarket Town Council.
Sanctions:	In noting Councillor Drummond's refusal to apologise to the complainant, I recommend the Newmarket Town Council censures Councillor Drummond for the breaches at their next ordinary meeting of the Town Council.

This decision is final and there is no right of appeal

DATE: 27 October 2025

**Signed: Teresa Halliday
Monitoring Officer**

Mayors announcement

Saturday 1st November- Attended the Sausage Festival to judge the best 'Sausage Dog.'

Saturday 1st November- Attended the Model Railway at the Memorial Hall.

Tuesday 4th November- Planted Crocus bulbs with The Rotary Club and Children from St. Louis School near the gym on the Severals.

Saturday 8th November- A wreath was laid on behalf of Newmarket Town Council at The Rose Garden Remembrance Service at St. Edmundsbury Cathedral.

Sunday 9th November- Laid a wreath at the War Memorial and attended The Remembrance Service at Tattersalls.

Tuesday 11th November- Laid a wreath and attended The Armistice Day Service at The War Memorial.

Friday 14th November- Attended the 'Open Door' AGM at The Catholic Church Hall.

Friday 21st November- Attended the Christmas Light Switch On and helped on 'The Tree of Hope Stall.'

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 3rd November 2025 at 6.15pm**

Attendance:

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

Councillor P Hulbert
 Councillor J McHugh
 Councillor R Nobbs

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

	Minute	Action by
D/25/11/1	<u>Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chair welcomed everyone, opened the meeting, and read out the Fire Safety Notice and confirmed that the meeting was being recorded by the Minute Assistant.	
D/25/11/2	<u>Apologies</u> Apologies were received from Cllr Drummond, Jarvis and Yarrow.	
D/25/11/3	<u>Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation</u> The Committee declared an "other" interest in application DC/25/1638/TCA. A collective request for dispensation was made and granted for application DC/25/1638/TCA.	
D/25/11/4	<u>To Confirm the Minutes of the Meeting Held on 20th October 2025 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 20 th October 2025 and the following amendment was made: D/25/10/23 – the following sentence was changed to read "The Chair reported that the Town Clerk had received the petition, however the Council had previously resolved to go ahead with the bollards". Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed: <u>D/25/11/4.01 Resolved</u> That subject to the amendment being made, the minutes of the Development & Planning Committee held on 20th October 2025 be adopted and were signed as a true record by the Chair of the Development & Planning Committee. Matters arising:	

Page 3 – D/25/10/31 - Kings Slots signage - Cllrs Hood and Harvey had met with WSC and discussions are ongoing with the owner.

128 High Street – Cllr Yarrow reported that the compliance deadline is 05 November.

D/25/11/5 Public Open Session

No members of the public wished to speak.

D/25/11/6 Planning Applications

Weeks Commencing 13/10/2025 & 20/10/2025.

D/25/11/6/1 DC/25/1573/HH – Householder planning application – a. two storey side extension (following demolition of existing garage) b. addition of flue to rear roof elevation c. replace window with door on rear elevation – 9 Drinkwater Close, Newmarket. Cllr Nobbs made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/25/11/6.01 Resolved

The Committee voiced no objection.

D/25/11/6/2 DC/25/1628/TCA – Trees in a conservation area notification – one Beech (T1 on plan) fell – Snailwell Road, Newmarket. Cllr Hood made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

D/25/11/6.02 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee strongly objected to this application as there was no evidence that the trees are not healthy. The objection will be maintained until a tree report is received.

D/25/11/6/3 DC/25/1627/TPO – TPO 13 (1991) tree preservation order – two beech (marked T2 and T3 on plan and within A4 on order) fell – Woodland End, Snailwell Road, Newmarket. Cllr Hood made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

D/25/11/6.03 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee strongly objected to this application as there was no evidence that the trees are not healthy. The objection will be maintained until a tree report is received.

D/25/11/6/4 DC/25/1630/TCA – Trees in a conservation area notification – one beech (marked T1 in plan) one elm (marked T2 on plan) fell – Hedge Line, Snailwell Road, Newmarket. Cllr Hood made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

D/25/11/6.04 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee strongly objected to this application as there was no evidence that the trees are not healthy. The objection will be

maintained until a tree report is received.

Cllrs Hood, Nobbs, Harvey and Hulbert declared an “other” interest in the following application.

Cllr Berry joined the meeting at 6:26pm. Cllr Winter also joined the meeting as an observer.

D/25/11/6/5 DC/25/1634/TCA – Trees in a conservation area notification – one robinia (marked T1 on plan) reduce in height to leave at 4.5 metres above ground level, two sycamore (marked T2 and T3 on plan) overall crown reduction by two metres – Bedford Lodge Hotel, 11 Bury Road, Newmarket. Cllr McHugh made a proposal, seconded by Cllr Berry. A vote was taken which was unanimous and the following was agreed:

D/25/11/6.05 Resolved

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

D/25/11/6/6 DC/25/1636/TPO – TPO 026 (1958) tree preservation order – one beech (marked on plan and within A1 on order) fell – 18 Stirling Gardens, Newmarket. Cllr Berry made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/25/11/6.06 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and suggested that pollarding be looked at as an option 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.

A Collective dispensation was requested for the following application.

D/25/11/6/7 DC/25/1638/TCA – Trees in a conservation area notification – one London Plane (T1 on plan) reduce crown all round by 3 metres to previous pollard point to contain size of tree – Planting Beds Adj Clocktower Roundabout, High Street, Newmarket. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/25/11/6.07 Resolved

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

D/25/11/6/8 DC/25/1495/HH – Householder Planning Application – provision of dropped kerb to gain access to garden for a driveway/ off road parking – 31 Exning Road, Newmarket. Cllr Berry made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/25/11/6.08 Resolved

The Committee voiced no objection.

D/25/11/7 Amended and Deferred Plans

None noted.

D/25/11/8 Planning Appeals

D/25/11/8/1 AP/25/0037/STAND – Permission in Principle – one dwelling – Pernataen, Snailwell Road, Newmarket (DC/25/0552/PIP) – was noted.

D/25/11/9 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/25/11/10 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing 13/10/2025 & 20/10/2025.

Applications	Description	Address	WS Decision	NTC Decision
DC/25/1424/TCA	Trees in a conservation area notification – one tulip (marked T1 on plan) overall crown reduction by three metres.	9 Balaton Place Snailwell Road Newmarket Suffolk	Approved	No objection
DC/25/1380/TCA	Trees in a conservation area notification – two silver birch, 15 amelanchier/crab apple (marked on plan as group 3) fell.	Land At Meridian Gardens Newmarket Suffolk	Withdrawn	Objected
DC/25/1281/FUL	Planning application - two windows to front elevation	Studlands Park Industrial Estate, Travis Perkins Studlands Park Avenue Newmarket Suffolk	Approved	No objection
DC/25/0944/LB	Application for listed building consent - replacement of internal fire doors	Rupert Cottage 123 High Street Newmarket Suffolk	Approved	No objection
DC/25/0061/FUL	Planning application - a. Subdivision of one flat to create two flats b. single storey rear extension c. new door opening and alterations to shop front.	20-21 St Marys Square Newmarket Suffolk	Approved	No objection
DC/25/0062/LB	Application for listed building consent - a. Internal alterations, repair works and subdivision of one flat to create two flats b. single storey rear extension c. new external door opening and alterations to shop front	20-21 St Marys Square Newmarket Suffolk	Approved	No objection

D/25/11/11 Delegation Panel Decisions

D/25/11/11/1 DC/25/1297/ADV - Application for advertisement consent - one nonilluminated fascia sign - 107 High Street, Newmarket. It was noted that the Officer was minded to grant permission, subject to the size of the sign being reduced to fit the fascia.

D/25/11/12 Licensing

None noted. An article in the Journal regarding licensing rules will be circulated to the Committee.

D/25/11/13 Enforcement

There was no further update.

D/25/11/14 Working Group Reports

Neighbourhood Plan –a quote for the support and review of the draft plan was considered. Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/25/11/14.01 Resolved

That the quote from People4Places Ltd at £1,755 for the support and review of the draft plan be accepted.

Neighbourhood Plan –a quote for an Urban Designer to review the St Mary's Square policy, was considered. Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/25/11/14.02 Resolved

That the quote from People4Places Ltd at £3,067 for an Urban Designer to review the St Mary's Square policy be accepted.

D/25/11/15 Correspondence

A notice of further developments to the Newmarket Community Hospital by LLP Ltd with an invitation to attend an exhibition on Thursday 6th November 2025 between 4pm and 8pm in the main entrance foyer of the Newmarket Community Hospital was noted.

D/25/11/16 Date of Next Meeting

Monday 17th November 2025 at the Memorial Hall.

Meeting closed 6:41pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/25/11/4.01 Resolved</u>	That subject to the amendment being made, the minutes of the Development & Planning Committee held on 20th October 2025 be adopted and were signed as a true record by the Chair of the Development & Planning Committee.
<u>D/25/11/6.01 Resolved</u>	The Committee voiced no objection.
<u>D/25/11/6.02 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee strongly objected to this application as there was no evidence that the trees are not healthy. The objection will be maintained until a tree report is received.
<u>D/25/11/6.03 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The

	Committee strongly objected to this application as there was no evidence that the trees are not healthy. The objection will be maintained until a tree report is received.
<u>D/25/11/6.04 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee strongly objected to this application as there was no evidence that the trees are not healthy. The objection will be maintained until a tree report is received.
<u>D/25/11/6.05 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/25/11/6.06 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and suggested that pollarding be looked at as an option and requested that the application be submitted to the Tree Officer for consideration and a full report. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.
<u>D/25/11/6.07 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/25/11/6.08 Resolved</u>	The Committee voiced no objection.
<u>D/25/11/14.01 Resolved</u>	That the quote from People4Places Ltd at £1,755 for the support and review of the draft plan be accepted.
<u>D/25/11/14.02 Resolved</u>	That the quote from People4Places Ltd at £3,067 for an Urban Designer to review the St Mary's Square policy be accepted.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 17th November 2025 at 6.15pm

Attendance:

Councillor R Hood (Chair)
Councillor J Harvey
Councillor P Hulbert
Councillor J Jarvis

Councillor J McHugh
Councillor R Nobbs
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk, J Ashton – Minute Assistant and Cllrs Revitt and Winter as observers.

	Minute	Action by
D/25/11/17	<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 confirmed that the meeting was being recorded by the Minute Assistant.	
D/25/11/18	<u>Apologies</u> Apologies were received from Cllrs Berry and Drummond.	
D/25/11/19	<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 and Cllr Nobbs declared a pecuniary interest in item 6c - application DC/25/1702/FUL. Cllr Nobbs requested a dispensation to take questions regarding application DC/25/1702/FUL which was granted.	
D/25/11/20	<u>To Confirm the Minutes of the Meeting Held on 3rd November 2025 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 3rd November 2025 and Cllr Hulbert made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed: <u>D/25/11/20.01 Resolved</u> That the minutes of the Development & Planning Committee held on 3rd November 2025 be adopted and were signed as a true record by the Chair of the Development & Planning Committee. There were no matters arising.	
D/25/11/21	<u>Public Open Session</u> No members of the public were present.	
D/25/11/22	<u>Planning Applications</u>	
D/25/11/22/1	DC/25/1719/TCA – Trees in a conservation area notification – one horse chestnut	

(marked on plan) fell – 31 Old Station Road, Newmarket. Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/25/11/22.01 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested a tree report.

D/25/11/22/2 DC/25/1725/TPO – TPO 015(2019) tree preservation order – one tree of Heaven (marked T017 on plan and T1 on order) fell – Fairstead House School, Fordham Road, Newmarket. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/25/11/22.02 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the Tree Officer confirm that the tree is unsafe and cannot be managed rather than felled. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee relies on the School's undertaking to replace the tree with a similar tree.

Cllr Hood declared an "other" interest and Cllr Nobbs declared a pecuniary interest in the following application and Cllr Hood left the meeting. Cllr Nobbs took questions from Members then left the meeting. Cllr Harvey took the Chair.

D/25/11/22/3 DC/25/1702/FUL – Planning application – a. construction of two storey building to accommodate gym /spa facilities in conjunction with Heath Court Hotel (Class E(d) (following demolition of forge building), b. demolition of a section of existing wall to create pedestrian entrance – Heath Court Hotel, Moulton Road, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Yarrow. A vote was taken which was unanimous and the following was agreed:

D/25/11/22.03 Resolved

The Committee voiced no objection.

Cllrs Hood and Nobbs returned to the meeting. Cllr Hood took the Chair.

D/25/11/23 Amended and Deferred Plans

None noted.

D/25/11/24 Planning Appeals

D/25/11/8/1 AP/25/0037/STAND – Permission in Principle – one dwelling – Pernataen, Snailwell Road, Newmarket (DC/25/0552/PIP) – was noted as being in progress.

D/25/11/25 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/25/11/26 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing

27/10/2025 & 03/11/2025.

Applications	Description	Address	WS Decision	NTC Decision
DC/25/1483/TCA	Trees in a conservation area notification – seven Hornbeams (G1 on plan) overall crown reduction of up to one and a half metres.	9 Balaton Place Snailwell Road Newmarket Suffolk	Approved	No objection
DC/25/1297/ADV	Application for advertisement consent – one non-illuminated fascia sign.	107 High Street Newmarket Suffolk	Approved	Objected
DC/25/0842/LB	Application for listed building consent - a. part demolition of two existing stable buildings to support their conversion to residential use, including internal and external alterations and single storey extensions to both buildings (Buildings A and B), b. internal and external alterations to two curtilage listed buildings (Buildings E1 and E2) to support conversion to residential use, c. demolition of two curtilage listed outbuildings.	Brickfields Stud Cemetery Hill Newmarket Suffolk	Approved	Objected
DC/25/0163/FUL	Planning application - a. change of use from storage building to two flats (class C3); b..section of flat roof between gable roofs; c. removal of outbuilding roof on east elevation; d. additional and modified window and door openings.	Land At 34 And 36 Old Station Road Newmarket Suffolk	Approved	No objection

D/25/11/27 Delegation Panel Decisions

D/25/11/11/1 DC/25/0842/LB - Application for listed building consent - a. part demolition of two existing stable buildings to support their conversion to residential use, including internal and external alterations and single storey extensions to both buildings (Buildings A and B), b. internal and external alterations to two curtilage listed buildings (Buildings E1 and E2) to support conversion to residential use, c. demolition of two curtilage listed outbuildings - Brickfields Stud, Cemetery Hill, Newmarket. It was noted that the Officer was minded to grant permission.

D/25/11/28 Licensing

None noted.

D/25/11/29 Enforcement

128 High St – West Suffolk Council is investigating the apparent non-compliance with a Breach of Condition Notice. This will continue to be monitored.

Kings Slots – WSC are progressing the issue with the owner.

Cllr Winter joined the meeting at 6:43pm as an observer.

D/25/11/30 Working Group Reports

There were no reports.

D/25/11/31 Signage

The proposed signage for Sourdough Hub 47 High Street was considered. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/25/11/31.01 Resolved

The Committee voiced no objection and welcomed the heritage frontage on a historic High Street.

Town Clerk to provide feedback.

D/25/11/32 Correspondence

None noted.

D/25/11/33 Date of Next Meeting

Monday 1st December 2025 at the Memorial Hall.

Meeting closed 6:45pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/25/11/20.01 Resolved</u>	That the minutes of the Development & Planning Committee held on 3rd November 2025 be adopted and were signed as a true record by the Chair of the Development & Planning Committee.
<u>D/25/11/22.01 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 a tree report.
<u>D/25/11/22.02 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the Tree Officer confirm that the tree is unsafe and cannot be managed rather than felled. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee relies on the School's undertaking to replace the tree with a similar tree.
<u>D/25/11/22.03 Resolved</u>	The Committee voiced no objection.
<u>D/25/11/31.01 Resolved</u>	The Committee voiced no objection and welcomed the heritage frontage on a historic High Street.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee **Held on Monday 3rd November 2025 at 7:15pm**

Attendance:

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

Councillor P Hulbert
 Councillor J McHugh (Vice Chair)
 Councillor R Nobbs

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr Whittle – WSC, Cllr Kavanagh as an observer, 1 Member of the Press and 4 Members of the Public.

Minute

C/25/11/1 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 notice and confirmed that the meeting was being recorded by the Minute Assistant.

C/25/11/2 Apologies for Absence

Apologies were received from Cllr Jarvis and Yarrow.

C/25/11/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

Cllr Borda declared an "other" interest in item 8. There were no requests for dispensations.

C/25/11/4 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 1st September 2025 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 1st September 2025 and Cllr Winter made a proposal, seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

C/25/11/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 1st September 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.

There were no matters arising.

C/25/11/5 Public Open Session

A member of the public spoke to item 8 and objected to the proposal to put planters outside of the Jockey Club as this would prevent access for the SOS bus which is a vital support to the nighttime economy. A member of the public also spoke to item 8 and objected to the proposal to put planters in the same area as this is used for emergency vehicles to attend incidents in the Town.

C/25/11/6 To Receive the Accounts

The accounts for October 2025 were received and noted.

C/25/11/7 Budget 2026/2027

The Community Services budget for 2026/2027 was considered and Cllr Winter made a proposal, seconded by Cllr Nobbs. A vote was taken, and the following was agreed:

C/25/11/7.01 Recommendation

That the Community Services budget for 2026/2027 at £352,360 be approved.

Cllr Borda declared an "other" interest in the following item.

C/25/11/8 Street Furniture

Owing to the objections received from the SOS team and emergency responders, Town Clerk amended the proposal to install extra planters in High Street. Cllr Winter made a proposal, seconded by Cllr Nobbs. A vote was taken, and the following was agreed:

C/25/11/8.01 Recommendation

That 4 planters be purchased from Broxap and be installed outside the Turkomon Restaurant at £990 each - £3,960. That installation costs are to be arranged with the Jockey Club.

C/25/11/8.02 Recommendation

That the installation of planters outside of the Jockey Club be deferred to investigate other options for the area further.

C/25/11/9 Correspondence

None noted.

C/25/11/10 Date of Next Meeting

Monday 5th January 2026 at the Memorial Hall.

Meeting closed at 7:29pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/25/11/4.01 Resolved</u>	That the minutes of the Community Services Committee meeting held on 1st September 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.
<u>C/25/11/7.01 Recommendation</u>	That the Community Services budget for 2026/2027 at £352,360 be approved.
<u>C/25/11/8.01 Recommendation</u>	That 4 planters be purchased from Broxap and be

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	installed outside the Turkomon Restaurant at £990 each - £3,960. That installation costs are to be arranged with the Jockey Club.
<u>C/25/11/8.02 Recommendation</u>	That the installation of planters outside of the Jockey Club be deferred to investigate other options for the area further.

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Item 10c

Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 17th November 2025 at the Memorial Hall 7:15pm

Attendance:

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

Councillor P Winter
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk, J Ashton – Minute Assistant and Cllr Revitt as an observer.

Minute

F/25/11/1 Chair to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded

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

F/25/11/2 Apologies for Absence

Apologies were received from Cllrs Drummond and Hood.

F/25/11/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

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

F/25/11/4 To Confirm the Minutes of the Meeting Held on 15th September 2025 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 15th September 2025 and Cllr Harvey made a proposal, seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

F/25/11/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 15th September 2025 be adopted and signed as a true record by the Chair of the Finance & Planning Committee.

There were no matters arising.

F/25/11/5 Public Open Session

No members of the public were present.

F/25/11/6 Submission of Schedules of Payments for Information CB1 – CB5

Members reviewed CB1 – CB5 for months 6 and 7 (2025/26). Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

F/25/11/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/09/2025 –

30/09/2025 and 01/10/2025 – 31/10/2025 (Cash Book 1 - 5) be received and adopted.

F/25/11/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chair of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/10/2025 (month 7) for the Town Council's Current, Petty Cash, Salaries, Barclaycard and CCLA Cashbooks.

F/25/11/8 To Receive the Income and Expenditure

The Income and Expenditure reports for October 2025 were received and noted.

F/25/11/9 Budget

The Finance & Policy budget for 2026/2027 was considered and Cllr Harvey made a proposal, seconded by Cllr Yarrow. A vote was taken, and the following was agreed:

F/25/11/9.01 Recommendation

That the Finance & Policy budget for 2026/2027 at £153,200 be approved.

A discussion was held regarding publishing the costs for repairs due to malicious damage and Town Clerk will prepare a report. The addition of individual Town Cllr locality budgets was welcomed.

F/25/11/10 Health and Safety

The monthly Health and Safety report was received and noted. The work on the Public Conveniences has started but a new roof is required and quotes are being sought.

F/25/11/11 Correspondence

None noted.

F/25/11/12 Date of Next Meeting

Monday 19th January 2026 at the Memorial Hall.

Meeting closed at 7:42pm

Signed _____ Date _____

Summary of Recommendations	Recommendation Wording
<u>F/25/11/4.01 Resolved</u>	That the minutes of the Finance & Policy Committee meeting held on 15th September 2025 be adopted and signed as a true record by the Chair of the Finance & Planning Committee.
<u>F/25/11/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/09/2025 – 30/09/2025 and 01/10/2025 – 31/10/2025 (Cash Book 1 - 5) be received and adopted.
<u>F/25/11/9.01 Recommendation</u>	That the Finance & Policy budget for 2026/2027 at £153,200 be approved.

Community Governance Review Parish and town briefing note

Under the Local Government and Public Involvement in Health Act 2007, 'principal councils' are responsible for parish governance arrangements and can review the arrangements through a Community Governance Review (CGR) process. Legislation requires that principal councils ensure that community governance within the area:

- reflects the identities and interests of the communities in the area
- is effective and convenient and takes into account any other arrangements for the purpose of community representation or engagement in the area.

CGRs provide councils with an opportunity to make changes to community governance arrangements to ensure that parish and town councils provide for cohesive communities, improved community engagement and better local democracy, and result in improved effective and convenient delivery of local services.

West Suffolk Council carried out a CGR in 2021 to 2022, prior to the elections to parish and town councils in May 2023, and there has been interest from parish or town councils for potential governance changes ahead of the next elections in May 2027.

Subject to approval at a full Council meeting of West Suffolk Council (the council), the next CGR process will formally start in December 2025, and parish and town councils will be invited to put forward any issues that they wish to be considered and resolved as part of the review process. The CGR will consider the following aspects of community governance arrangements for parishes:

- the names and styles of any existing parish council
- the number of councillors to be elected to any existing parish council
- any grouping arrangements or mergers
- the warding arrangements of any existing parish council, the name of wards and the number of councillors to be elected for any such ward.

Due to local government reorganisation and the work to develop interim warding arrangements for unitary local government, this review will not consider any requests involving changes to external parish boundaries. Proposed amendments to parish ward boundaries will also not be considered where the proposed change is not coterminous with a West Suffolk district ward or Suffolk county division boundary. If a parish or town council would like a review of its boundaries at a future CGR, they are asked to submit the details so that they can be held on record for a future review.

The review will not automatically mean there will be changes but will examine whether there is a case for change. As part of the review the council will test views and assess what solutions are the right ones to pursue with each individual parish.

The timetable for the CGR is included in full below and parish and town councils wishing to take part in the community governance review process will be invited to submit their requests from **17 December 2025 to 13 February 2026**.

Parish and town councils may wish to think about issues or small anomalies that could be considered as part of the CGR so that they can develop their submissions in advance of the review commencing in December. The requirements for submissions are listed below:

- The request must state the parish or town area.
- The request must define the purpose of the community governance request and the proposed change.
- For grouping or merging arrangements, the request must be paired with a request from the other parish council.
- For any styling requests, proposals must include reference material.
- It is advised that councils include as much detail as possible in the reasoning behind the request and any evidence of community support for a proposed change.

Indicative timeline and key stages

Stage	Action	Dates
Authorisation	Council resolves to undertake CGR terms of reference approved. Task and finish group established.	Council 16 December 2025
Commencement	Notice of review published.	17 December 2025
Stage One	Consultation with stakeholders – initial submissions invited on future arrangements in accordance with terms of reference.	17 December 2025 to 13 February 2026
Stage Two	Consideration of submissions received. Draft recommendations prepared.	March 2026
Stage Three	Draft recommendations to be considered by Council and approved for consultation.	24 March 2026
Stage Four	Consultation with stakeholders on draft recommendations. Final recommendations prepared.	April 2026 to June 2026 (three months)
Stage Five	Final recommendations to be considered by Council with resolution to make a reorganisation order.	Council September 2026 (date to be confirmed)
Stage Six	Reorganisation order made.	As soon as practicable after publication of final recommendations

Any reorganisation order made following a CGR should, for administrative and financial reasons (for example, setting up a new parish council and arranging for its first precept), take effect on 1 April following the date on which the order is made. Electoral arrangements should come into force at the next elections to any new parish council following the making of the order.

Key considerations for the areas which can be reviewed at the upcoming CGR

Parish names and alternative styles for parishes

The council will endeavour to reflect existing or historic place names and will consider any ward names proposed by any local interested parties. The council will be mindful of Section 75 of the Local Government Act 1972 with regard to changing the name of a parish and subsequent notification, and to Sections 87 and 88 of the 2007 act and related guidance.

Alternative styles for parishes were introduced by the 2007 act which could replace the 'parish' style – community, neighbourhood or village. Town status continues to be available to a parish (Section 247 of the Local Government Act 1972) but, for as long as a parish has an alternative style, it will not be able to have the status of a town and vice versa.

At the request of a parish, the council, as principal authority, can change the name of a parish to reflect the style adopted.

If an existing parish is under review, the council will make recommendations as to whether the geographical name of the parish should change, but it will be for the parish council or meeting to resolve whether the parish should have one of the alternative styles or retain the 'parish' style.

Council size (number of councillors)

The minimum number of parish councillors that a council can have is five. A quorum for a parish council is three or a third, whichever is the greater number.

National research guidance suggests the following levels of representation for parish councils:

Electorate	Councillor allocation
Less than 500	5 to 8
501 to 2,500	6 to 12
2,501 to 10,000	9 to 16
10,001 to 20,000	13 to 27
Greater than 20,000	13 to 31

Government guidance is that each area should be considered on its own merits, having regard to population, geography and the pattern of communities. The council will pay particular attention to existing levels of representation and existing council sizes which have stood the test of time.

In considering requests to change the number of councillors on any individual parish council, the council will review the electoral history for the parish, including the number of contested elections that have been held, the number of vacant seats following normal parish elections (every four years) and the history of co-options (that is, has the parish council been able to fill vacancies).

Grouping parishes

Two or more parishes can be grouped under a common parish council. This can be an effective way of ensuring parish government for small parishes that might otherwise be unviable as separate units, while otherwise guaranteeing their separate community identity.

The council recognises that the grouping of parishes needs to be compatible with the retention of community interests and notes the government's guidance that 'it would be inappropriate for it to be used to build artificially large units under single parish councils'.

Proposals involving the grouping or splitting of existing parishes have the potential to be controversial issues unless all parties are in local agreement and there is already a consensus. Therefore, any suggestion of grouping parishes will be looked at if there is a strong will from the parishes involved and that the parishes themselves collectively make the proposal at stage one of the review.

Where there is a request to form or amend a group of parishes, the council will also consider the number of councillors to be elected to the common parish council by each of the constituent parishes. The council will take into account considerations of being equitable in a similar way to the allocation of councillors in warded parishes.

Parish warding arrangements

The council is required to consider the following points when deliberating whether a parish should be divided into wards for the purposes of elections:

- whether the number or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient
- whether it is desirable that any area, or areas, of the parish should be separately represented on the parish council.

The government's guidance is that warding of parishes may not be justified for largely rural areas based predominantly on a single centrally located village. Conversely, warding may be appropriate where a parish encompasses several villages with separate identities or where there has been urban overspill at the edge of a town into a parish.

In considering parish wards, the council will ensure that electoral equality is retained (the principle that each person's vote should be of equal weight so far as is possible). This will be achieved by keeping the councillor to elector ratio similar across any warded areas.

Proposed amendments to parish ward boundaries will not be considered where the proposed change is not coterminous with a West Suffolk district ward or Suffolk county division boundary.

Information and contact details

Community Governance Review guidance and information from past reviews are available on the West Suffolk Council website: <https://www.westsuffolk.gov.uk/cgr>

For more information about the CGR process, please email CGR@westsuffolk.gov.uk

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