

Membership from May 2025

Councillor Borda
 Councillor Harvey
 Councillor Hulbert
 Councillor Jarvis
 Councillor Kavanagh
 Councillor McHugh (Vice)
 Councillor Nobbs
 Councillor Revitt
 Councillor Winter (Chair)
 Councillor Yarrow

Members = 10

Quorum = 3



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
COMMUNITY SERVICES COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on **Monday 2nd March 2026 at 7.15pm**

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

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. This is a public arena, therefore anything you say including your name if given, may be published by the press, social media and in Council committee minutes.

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:

- film, photograph or make an audio recording of the meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- 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) Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 2) Apologies** - To receive and accept apologies for absence
- 3) Declaration of interests**
 - Councillors are invited to raise any declarations of interest concerning items on the agenda
 - To consider any requests for dispensation
- 4) Minutes of previous meeting held 5th January 2026**
 - To consider and adopt the minutes, as a true record of the proceedings
 - 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 speak for no 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) Accounts** – To receive and note the accounts for Community Services for the previous month
- 7) War Memorial Area**
 - Railings** – to receive quotes for the repainting of the cast iron fencing
 - Flagged Area** – to receive a quote for the relaying of the flagged areas
 - Memorial** – to receive a quote for cleaning and re-blackening of the lettering
 - CCTV** – to receive quote for the installation and monitoring of WSC CCTV
- 8) Cemetery**
 - Regulations** – to approve the recommended cemetery regulations for 2026/2027
 - Gates** – to receive quote for the refurbishment and repair of the cast iron gates on Woodditton Road
 - CCTV** – to receive quote for the installation and monitoring of WSC CCTV at the cemetery car park
 - Planting** – to receive quote for planting at the car park area
- 9) Correspondence**
- 10) Date of next meeting TUESDAY 5th May 2026 at 7.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 24th February 2025

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee **Held on Monday 5th January 2026 at 7:15pm**

Attendance:

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

Councillor J Jarvis
Councillor J McHugh (Vice Chair)
Councillor C Revitt
Councillor K Yarrow

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

Minute

C/26/01/1 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/26/01/2 Apologies for Absence

Apologies were received from Cllrs Hulbert and Nobbs. Cllr Kavanagh was absent.

C/26/01/3 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/26/01/4 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 3rd November 2025 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 3rd November 2025 and Cllr Winter made a proposal, seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

C/26/01/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 3rd November 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.

Matters arising:

C/25/11/8 – Street Furniture – Town Clerk gave a brief update and will make further enquiries to submit an alternative application.

C/26/01/5 Public Open Session

No members of the public were present.

C/26/01/6 To Receive the Accounts

The accounts for December 2025 were received and noted.

C/26/01/7 Street Lighting

A report regarding the upgrading of the heritage streetlight columns on the High Street was presented and considered. Cllr Winter made a proposal, seconded by Cllr Harvey. A vote was taken, and the following was agreed:

C/26/01/7.01 Recommendation

That 46 of the High Street heritage columns be upgraded, transferring the recently upgraded lamps and utilising the £102K Section 106 funding from WSC; NTC to fund the balance from current and next year budgets and EMRs.

A proposal to budget for the upgrade of the 12 remaining lights at Birdcage Walk for financial year 2027/2028 was considered and Cllr Winter made a proposal, seconded by Cllr Harvey. A vote was taken, and the following was agreed:

C/26/01/7.02 Recommendation

That funding to upgrade the remaining 12 units on Birdcage Walk be included in the 2027/2028 budget.

C/26/01/8 Cemetery

The Cemetery fees and charges for 2026 – 2027 were considered and Cllr Winter made a proposal, seconded by Cllr Harvey. A vote was taken, and the following was agreed:

C/26/01/8.01 Recommendation

That the Cemetery fees and charges for 2026 – 2027 be approved.

C/26/01/9 Correspondence

None noted.

C/26/01/10 Date of Next Meeting

Monday 2nd March 2026 at the Memorial Hall.

Meeting closed at 7:22pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/26/01/4.01 Resolved</u>	That the minutes of the Community Services Committee meeting held on 3rd November 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.
<u>C/26/01/7.01 Recommendation</u>	That 46 of the High Street heritage columns be upgraded, transferring the recently upgraded lamps and utilising the £102K Section 106 funding from

	WSC; NTC to fund the balance from current and next year budgets and EMRs.
<u>C/26/01/7.02 Recommendation</u>	That funding to upgrade the remaining 12 units on Birdcage Walk be included in the 2027/2028 budget.
<u>C/26/01/8.01 Recommendation</u>	That the Cemetery fees and charges for 2026 – 2027 be approved.

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20/02/2026

Newmarket Town Council Current Year 2025-2026

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17:04

Detailed Income & Expenditure by Budget Heading AS AT 20/02/2026

Month No: 11

Committee Report COMMUNITY SERVICES DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>								
<u>200 Outside Services</u>								
4029 General Equipment	7	712	1,500	788		788	47.5%	
4039 Vehicle Costs	0	5,921	7,700	1,779		1,779	76.9%	
4095 Assets Purchased	0	90	0	(90)		(90)	0.0%	
4326 Outside Services SLA	0	92,615	121,000	28,385		28,385	76.5%	
Outside Services :- Indirect Expenditure	7	99,338	130,200	30,862	0	30,862	76.3%	0
Net Expenditure	(7)	(99,338)	(130,200)	(30,862)				
<u>201 General Town Planting</u>								
1007 Sponsorship Income	0	5,215	4,830	(385)			108.0%	
1009 Roundabout Sponsorship	0	5,519	5,000	(519)			110.4%	
General Town Planting :- Income	0	10,734	9,830	(904)			109.2%	0
4037 R&M - Grounds	0	0	6,000	6,000		6,000	0.0%	
4100 Seasonal Planting	0	4,395	4,200	(195)		(195)	104.6%	
4101 Hanging Baskets	0	3,648	4,000	352		352	91.2%	
4102 Sponsored Roundabouts	0	0	5,000	5,000		5,000	0.0%	
General Town Planting :- Indirect Expenditure	0	8,043	19,200	11,157	0	11,157	41.9%	0
Net Income over Expenditure	0	2,691	(9,370)	(12,061)				
<u>202 Cemetery</u>								
1000 Burial Fees	0	11,819	29,000	17,181			40.8%	
1005 Misc Income	0	2,390	0	(2,390)			0.0%	
1020 Interment(Ashes) Income	0	4,250	4,000	(250)			106.3%	
1021 Monumental Income	0	6,179	4,000	(2,179)			154.5%	
1022 Grave Space Purchase Income	0	13,356	15,000	1,644			89.0%	
Cemetery :- Income	0	37,994	52,000	14,006			73.1%	0
4011 Rates	0	4,441	4,900	459		459	90.6%	
4012 Water Rates	0	317	1,000	683		683	31.7%	
4014 Electricity	101	1,577	2,000	423		423	78.8%	
4016 Cleaning	0	0	500	500		500	0.0%	
4036 R&M - Buildings	0	5,926	20,000	14,074		14,074	29.6%	
4037 R&M - Grounds	1,530	6,647	22,000	15,353		15,353	30.2%	
4047 Grave Digging	0	4,882	11,500	6,618		6,618	42.5%	
4325 Cemetery SLA	0	9,602	12,802	3,200		3,200	75.0%	
Cemetery :- Indirect Expenditure	1,631	33,391	74,702	41,311	0	41,311	44.7%	0
Net Income over Expenditure	(1,631)	4,603	(22,702)	(27,305)				

Detailed Income & Expenditure by Budget Heading AS AT 20/02/2026

Month No: 11

Committee Report COMMUNITY SERVICES DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Disused Churchyards								
4037 R&M - Grounds	7,000	13,825	6,000	(7,825)		(7,825)	230.4%	
Disused Churchyards :- Indirect Expenditure	7,000	13,825	6,000	(7,825)	0	(7,825)	230.4%	0
Net Expenditure	(7,000)	(13,825)	(6,000)	7,825				
204 Memorial - War,Cooper,Tutte								
4014 Electricity	34	300	400	100		100	75.0%	
4036 R&M - Buildings	0	3,500	1,000	(2,500)		(2,500)	350.0%	2,007
4037 R&M - Grounds	0	2,745	1,000	(1,745)		(1,745)	274.5%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	34	6,545	2,400	(4,145)	0	(4,145)	272.7%	2,007
Net Expenditure	(34)	(6,545)	(2,400)	4,145				
6000 plus Transfer from EMR	0	2,007	0	(2,007)				
Movement to/(from) Gen Reserve	(34)	(4,538)	(2,400)	2,138				
205 Clocks								
4014 Electricity	73	460	500	40		40	92.0%	
4036 R&M - Buildings	0	0	1,000	1,000		1,000	0.0%	
4177 Clock Tower Expenses	120	1,320	1,700	380		380	77.6%	
Clocks :- Indirect Expenditure	193	1,780	3,200	1,420	0	1,420	55.6%	0
Net Expenditure	(193)	(1,780)	(3,200)	(1,420)				
206 Bus Shelters								
4036 R&M - Buildings	0	4,500	2,000	(2,500)		(2,500)	225.0%	
Bus Shelters :- Indirect Expenditure	0	4,500	2,000	(2,500)	0	(2,500)	225.0%	0
Net Expenditure	0	(4,500)	(2,000)	2,500				
207 General Town Maintenance								
1005 Misc Income	0	2,665	0	(2,665)			0.0%	
1174 Grants Received SCC	0	9,000	0	(9,000)			0.0%	
General Town Maintenance :- Income	0	11,665	0	(11,665)				0
4037 R&M - Grounds	7,350	25,057	12,000	(13,057)		(13,057)	208.8%	
4092 Infrastructure	0	3,297	2,500	(797)		(797)	131.9%	
4095 Assets Purchased	0	12,773	0	(12,773)		(12,773)	0.0%	3,673
4108 Town Centre Regeneration	0	0	8,000	8,000		8,000	0.0%	

Detailed Income & Expenditure by Budget Heading AS AT 20/02/2026

Month No: 11

Committee Report COMMUNITY SERVICES DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Dog Waste Collection/Disposal	0	800	995	195		195	80.4%	
General Town Maintenance :- Indirect Expenditure	7,350	41,928	23,495	(18,433)	0	(18,433)	178.5%	3,673
Net Income over Expenditure	(7,350)	(30,263)	(23,495)	6,768				
6000 plus Transfer from EMR	0	3,673	0	(3,673)				
Movement to/(from) Gen Reserve	(7,350)	(26,590)	(23,495)	3,095				
<u>208 Public Conveniences</u>								
1005 Misc Income	0	320	0	(320)			0.0%	
1174 Grants Received SCC	0	4,000	0	(4,000)			0.0%	
1181 Grant Received WSC	0	8,300	3,300	(5,000)			251.5%	
Public Conveniences :- Income	0	12,620	3,300	(9,320)			382.4%	0
4014 Electricity	79	613	1,400	787		787	43.8%	
4016 Cleaning	0	272	3,600	3,328		3,328	7.6%	
4036 R&M - Buildings	622	99,156	2,000	(97,156)		(97,156)	4957.8%	97,508
4044 Public Toilet Cleansing	0	50	0	(50)		(50)	0.0%	
4046 Opening/Closing Costs	9	9	4,400	4,391		4,391	0.2%	
Public Conveniences :- Indirect Expenditure	711	100,100	11,400	(88,700)	0	(88,700)	878.1%	97,508
Net Income over Expenditure	(711)	(87,480)	(8,100)	79,380				
6000 plus Transfer from EMR	0	97,508	0	(97,508)				
Movement to/(from) Gen Reserve	(711)	10,028	(8,100)	(18,128)				
<u>211 The Queens Statue</u>								
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity	0	0	300	300		300	0.0%	
4037 R&M - Grounds	0	2,511	3,000	489		489	83.7%	
The Queens Statue :- Indirect Expenditure	0	2,511	3,500	989	0	989	71.7%	0
Net Expenditure	0	(2,511)	(3,500)	(989)				
<u>213 Public Realm</u>								
1174 Grants Received SCC	0	1,000	0	(1,000)			0.0%	
Public Realm :- Income	0	1,000	0	(1,000)				0
4095 Assets Purchased	0	88,697	58,000	(30,697)		(30,697)	152.9%	39,891
Public Realm :- Indirect Expenditure	0	88,697	58,000	(30,697)	0	(30,697)	152.9%	39,891
Net Income over Expenditure	0	(87,697)	(58,000)	29,697				
6000 plus Transfer from EMR	0	39,891	0	(39,891)				
Movement to/(from) Gen Reserve	0	(47,806)	(58,000)	(10,194)				

Detailed Income & Expenditure by Budget Heading AS AT 20/02/2026

Month No: 11

Committee Report COMMUNITY SERVICES DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 Allotments</u>								
1010 Allotment Fees	0	900	900	0			100.0%	
Allotments :- Income	<u>0</u>	<u>900</u>	<u>900</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4037 R&M - Grounds	0	345	2,000	1,655		1,655	17.3%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>345</u>	<u>2,000</u>	<u>1,655</u>	<u>0</u>	<u>1,655</u>	<u>17.2%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>555</u>	<u>(1,100)</u>	<u>(1,655)</u>				
<u>220 Studlands</u>								
4045 Street Lighting - Maint Cont	0	0	30,000	30,000		30,000	0.0%	
4052 Street Lighting - Repair	0	2,650	5,000	2,350		2,350	53.0%	
Studlands :- Indirect Expenditure	<u>0</u>	<u>2,650</u>	<u>35,000</u>	<u>32,350</u>	<u>0</u>	<u>32,350</u>	<u>7.6%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,650)</u>	<u>(35,000)</u>	<u>(32,350)</u>				
<u>308 Christmas</u>								
4310 Christmas Lights	0	16,310	17,500	1,190		1,190	93.2%	
4811 CP - Christmas Lights Infrast	0	2,850	3,500	650		650	81.4%	
Christmas :- Indirect Expenditure	<u>0</u>	<u>19,160</u>	<u>21,000</u>	<u>1,840</u>	<u>0</u>	<u>1,840</u>	<u>91.2%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(19,160)</u>	<u>(21,000)</u>	<u>(1,840)</u>				
Community Services :- Income	0	74,913	66,030	(8,883)			113.5%	
Expenditure	16,926	422,812	392,097	(30,715)	0	(30,715)	107.8%	
Net Income over Expenditure	<u>(16,926)</u>	<u>(347,899)</u>	<u>(326,067)</u>	<u>21,832</u>				
plus Transfer from EMR	0	143,079	0	(143,079)				
Movement to/(from) Gen Reserve	<u>(16,926)</u>	<u>(204,820)</u>	<u>(326,067)</u>	<u>(121,247)</u>				
Grand Totals:- Income	0	74,913	66,030	(8,883)			113.5%	
Expenditure	16,926	422,812	392,097	(30,715)	0	(30,715)	107.8%	
Net Income over Expenditure	<u>(16,926)</u>	<u>(347,899)</u>	<u>(326,067)</u>	<u>21,832</u>				
plus Transfer from EMR	0	143,079	0	(143,079)				
Movement to/(from) Gen Reserve	<u>(16,926)</u>	<u>(204,820)</u>	<u>(326,067)</u>	<u>(121,247)</u>				



Report to	Community Services Committee
Subject	War Memorial
Purpose	Decision
Classification	Unrestricted
Meeting date	2nd March 2026
Item number	7 (a-d)
Written By	Cathy Whitaker – Town Clerk/ Naomi Alecock – Deputy Town Clerk

Summary: This report outlines four areas at the War Memorial Garden which are in need of repairs/refurbishment/security measures.

1.	Introduction
a.	Railings: The cast iron railings around the perimeter of the War Memorial and garden look unpresentable with paint flaking off and moss covering it
b.	Flagged Area: Some of the paving slabs in the flagged area of the War Memorial Garden have become unstable and some have broken creating a trip hazard for those visiting the garden
c.	Memorial: The War Memorial is unclean with some of the lettering fading
d.	CCTV: Our CCTV coverage does not currently include the War Memorial and Garden
2.	Context
a.	Railings: The refurbishment of the railings will improve the appearance of the area from both the road and inside the garden. It is in a prominent position at the top of the High Street and is visible from 2 entrances into the town (Fordham and Bury Roads)
b.	Flagged Area: The repair of the flagged area will improve access and reduce the risk of injury for those visiting the garden, particularly for services such as Covid and Remembrance. It will also be cleaned which will improve the area surrounding the War Memorial and its appearance
c.	Memorial: Cleaning of the War Memorial and the re-painting of the lettering will ensure the Memorial is more prominent in its setting and the names of the fallen can be read more clearly
d.	CCTV: Due to recent vandalism, CCTV in this area would be beneficial to maintain the site
3.	Proposal/Options
a.	Railings: (i) Adams & Eden – Sand down and remove loose material, apply 1 x coat of primer and 2 coats of full gloss Dulux paint (ii) Newmarket Paint Company - Scrape off moss and loose material, sand down, apply 1 x coat of primer and 2 x coats of metalshield paint.
b.	Flagged Area: Fresh slabs to be laid around the main perimeter and reuse of the existing slabs to replace the broken ones inside the perimeter leaving a level base with no trip hazards and a clean finish
c.	Memorial: Gentle cleaning of the War Memorial using a torik system and re-painting of the lettering by hand

d.	CCTV: For a camera to be installed to cover the area of the memorial (powered from a streetlight). This will link back to the 1 st camera in the town via wireless and will be monitored by WSC
4.	Financial/Resource Implications
a.	Railings: (i) £8,125.00 + £486.00 hire of heras fencing = £8,611.00 (excl. VAT) (ii) £5,544.00 + hire of heras fencing
b.	Flagged Area: £13,500 + VAT
c.	Memorial:
d.	CCTV: £2,388.90 with ongoing maintenance and monitoring costs from WSC of £750.00 pa Approval will be required from SCC for use of their lighting column to power the CCTV which will be in the form of a licence.
5.	Next Steps/Recommendations
a.	Railings: To appoint a contractor to carry out the works. My recommendation would be proposal b as they have recently redecorated the Memorial Hall and completed to a good standard
b.	Flagged Area: To approve the quote to clean the War Memorial, re-paint the lettering by
c.	Memorial: hand and to repair the flagged area using our contractor to ensure the work is carried out in the correct manner to avoid further damage to the structure
d.	CCTV: To approve the installation and ongoing maintenance and monitoring of the CCTV from WSC at the War Memorial and Garden



Douglas Runham: Owner/Manager

[Tel:07837116994](tel:07837116994)

Email: adamsandeden@outlook.com

www:adamsandeden.co.uk

Newmarket

Quote

Naomi

Memorial Hall

Newmarket

09/01/2026

Painting at the war memorial fencing approx. 180m

Sand down and remove any loose paint work.

Apply red oxide paint to all bare metal work then apply undercoat.

Apply 2x coats of a full gloss.

All products used will be Dulux products.

Total £8,125 + Vat

As the fencing is on a Public foot path, we recommend using Harris fencing along both sides while the job is in progress, to stop people getting paint on there clothes or skin, this will stop you or us getting sued.

If you go ahead with this there will be an extra charge.

The Extra charge for the Harris fencing is £486 + Vat this is for a Months Hire.

We hope this meets with your approval and look forward to hearing from you, if you require any more information please don't hesitate to contact us.

If I'm successful in getting the jobs I'll need a deposit up front to secure your spot in my diary.

Many Thanks

Dougie



QUOTE

Newmarket Venues
Newmarket Venues
Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP
GBR

Date 1 Dec 2025	Newmarket Decorators Ltd Attention: James Palmer Unit 5 Studlands Business Centre Studlands Park Avenue Newmarket Suffolk CB8 7SS UNITED KINGDOM 01638660262 www.newpaint.co.uk
Expiry 31 Dec 2025	
Quote Number QU-1372	
Reference War Memorial	
VAT Number 938 1550 13	

External Decoration

- Decoration to fencing around war memorial
- Scrape off moss & loose material
 - Sand down
 - Apply 1 x coat Red Oxide Primer to all bare metal areas
 - Apply 2 x coats Dulux Metalshield - Colour & finish to be confirmed

Description	Quantity	Unit Price	VAT	Amount GBP
Total Cost Labour & Materials	1.00	4,620.00	20%	4,620.00
			Subtotal	4,620.00
			TOTAL VAT 20%	924.00
			TOTAL GBP	5,544.00

COLLABORATION 23 CONSTRUCTION

Date: 26/02/2026

REF: War Memorial

Outline of proposed works.

We will provide a full scaffold to give us a safe working platform to get to the monument with access to all areas. It may have to be cleaned 2 or 3 times softly rather than aggressive because of the damage caused to the stonework by the last contractor who didn't use the correct equipment.

We use a torik system that is a historic grade machine that only uses 3 Lt of water per minute and a temp of 150c, this will kill all bacteria and leave it spotless as well as cleaning solutions that are only designed for stone.

All lettering will be done by hand as there is a lot of damage caused by last contractor.

Outer perimeter of paving.

As there are so many broken paving slabs and we will never be able to find them because of age and style we thought if we use fresh slabs only around the main perimeter this will allow us to fix all the broken slabs as we reusing the slabs from the outer ring, at this time we can lift and relay any kicked slabs.

Finish product will be a level base with no trip hazards and a lovely clean finish

For health and safety

Main scaffold will be ladder locked and we will have to put a full closed hording around the perimeter of the slabs

Full scaffold with full wrap of monoflex £2750.00 inc 2-month licence

Full lockable hoarding for surround £1800

Cost for cleaning/lettering/cleaning all slabs/new slabs for the outside frame (90 sqm) and fixing all broken slabs

£13,500

All prices are plus vat

Luke Porter

Assistant CCTV Manager
West Suffolk Council
West Suffolk House
Western Way
Bury St Edmunds
Suffolk IP33 3YU

M: 07543 659 513

E: Accounts@truetechintegrated.co.uk

W: www.truetechintegrated.co.uk

VAT No 211796217

Business no 9475861

Friday, 13 February 2026

QUOTE: TT-Q-0509

WSC Newmarket War Memorial

Work Outline

Install a 4mp PTZ to cover the area of the memorial. We will need power in pole (2244).

This will be linked back to the 1st camera in newmarket via wireless.

Hik 4mp PTZ

Hikvision DS-2DE7A432IW-AEB-T5 Pro Series DarkFighter 4MP IR Speed IP Dome Camera with 32x Optical Zoom, 5.9-188.8mm Motorized Varifocal Lens, White



Product Overview

Hikvision DS-2DE7A432IW-AEB(T5) 4 MP 32× IR Network Speed Dome adopts 1/1.8" progressive scan CMOS chip. With the 32× optical zoom lens, the camera offers more details over expansive areas. This series of cameras can be widely used for wide ranges of high-definition, such as the rivers, roads, railways, airports, squares, parks, scenic spots, and venues, etc. Empowered by deep learning algorithms, Hikvision AcuSense technology brings human and vehicle targets classification alarms to front- and back-end devices. The system focuses on human and vehicle targets, vastly improving alarm efficiency and effectiveness.

Main Features

- High quality imaging with 4MP resolution
- Audio visual alarm: The white flashing light and audible warning can be triggered by certain events
- 32× optical zoom and 16× digital zoom provide close up views over expansive areas

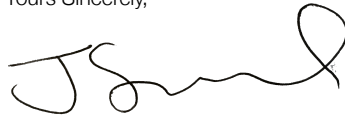
Equipment List:

1 x Hikvision DS-2DE7A432IW-AEB-T5
1 x bracket for PTZ
1 x 60ghz Gigabeam PtP pair
1 x POE injectors
1 x pole enclosures
1 x enclosure mounts

Total Cost for

£2,388.90

We trust this meets with your approval and we look forward to hearing from you.
Yours Sincerely,



Jeremy Shepherd
Truetech Integrated LTD
07543 659513

Standard Terms and Conditions of Sale

Acceptance of the Contractor's Quotation by the Client constitutes a Contract for the Contractor to carry out the Works in accordance with these Conditions and all terms and conditions inconsistent with these Conditions are excluded.

GENERAL OBLIGATIONS

The Contractor will exercise reasonable skill and care in the performance of the Works.

The Client will give the Contractor access to its premises as reasonably required by the Contractor to enable it to carry out and complete the Works without interference by the Client or by other contractors of the Client.

VARIATION

CONTRACT PRICE & PAYMENT

The Contract Price is stated in the Quotation and it may be varied in accordance with these Conditions.

The Client shall pay the Contractor the Contract Price in accordance with the payment terms in the Quotation.

Late payment entitles the Contractor to interest [at 5% above the Base Rate of Barclays Bank Plc] from the due date until the date of actual payment. The contractor reserves the right to withdraw the provision of labour from site, should invoices not be settled in line with our terms and conditions of trading (As below).

Our terms are strictly 30 days from date of invoice. Our quotation is based upon interim payment applications / invoices being submitted, against the appropriate value of works carried out where necessary.

INSURANCE

The Contractor shall take out and maintain the following insurance (except as otherwise agreed or stated in the Quotation): Public Liability Insurance for [£10,000,000] The Contractor will provide the Client upon request during the Contract period evidence that the insurance is in place. Where the Works are to be carried out in an existing building, the Client will be responsible for insurance of the Works with the Contractor named as CO-insured.

HANDOVER & DEFECTS LIABILITY

The Contractor will give the Client notice of its intention to hand over the Works and give the Client the opportunity to inspect the Works prior to handover. The Contractor will confirm the date of handover to the Client.

The Contractor will have no liability to the Client, in contract or in court, for any indirect or consequential loss incurred by the Client, including but not limited to loss of use or loss of profit. The sole responsibility of the Contractor will be to remedy defects for which it is responsible and which are notified to it during the 12 months defects liability period.

TERMINATION

The Contractor may give notice to terminate the Contract if the Client fails to make any payment becoming due within 30 days of the due date or commits any other material breach of the Contract.

The Client may give notice to terminate the Contract if the Contractor commits a material breach and, in the case of a breach capable of remedy, fails to take steps to remedy the breach within 28 days of being requested to do so in writing.

Either party may terminate the Contract if the other party becomes insolvent or has a receiver, manager or administrative receiver or liquidator appointed.

Termination will not affect the accrued rights and liabilities of the parties at the termination date.

GENERAL Notices

All notices shall be in writing and effective when delivered to the address for service of the recipient as shown on the Quotation, or to another address of which notice has been given under this clause. Notices sent by post shall be treated as delivered 2 working days after posting.

Assignment

Neither party will assign any of its rights or obligations under the Contract without the prior written consent of the other.

Disputes

Every dispute shall be finally determined by the courts of England.

Governing Law

The Contract shall be governed by the laws of England.

Entire Agreement

The Quotation and these Conditions constitute the only agreement between the parties and supersede any previous arrangements, agreements or understandings

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Report to	Community Services Committee
Subject	Newmarket Cemetery
Purpose	Decision
Classification	Unrestricted
Meeting date	2nd March 2026
Item number	8 (a-d)
Written By	Cathy Whitaker – Town Clerk/ Naomi Alecock – Deputy Town Clerk

Summary: This report outlines four areas at the cemetery which are in need of repairs/refurbishment/security measures.

1.	Introduction
a.	Regulations: West Suffolk College manage and maintain our cemetery as part of a Service Level Agreement.
b.	Gates: The cemetery gates on Dullingham Road High Street end have corroded due to their age
c.	CCTV: We currently have a deployable camera on Hamilton Road and CCTV on the chapel doors at the cemetery
d.	Planting: The entrance and car park to the cemetery is of a poor appearance
2.	Context
a.	Regulations: The cemetery regulations are reviewed annually by WSC and approved with any changes by the Town Council
b.	Gates: The gates are original (1865) and are made of cast iron and are irreplaceable
c.	CCTV: The current provision does not provide adequate coverage of the whole site where we have seen an increase of incidents in which costs have been incurred
d.	Planting: We have received complaints about the appearance of this area
3.	Proposal/Options
a.	Regulations: Please see attached document with proposed tracked changes for consideration and approval
b.	Gates: (i) To remove, repair and refit the damaged gate (ii) To remove the 2 gates, repair/refurbish as necessary, shot blast, prime, reinstall
c.	CCTV: To install CCTV covering the cemetery gates, car park and the Queens Statue; this includes an upgrade to the existing deployable camera to make this more permanent with better quality and coverage of the statue and gates
d.	Planting: To plant some bulbs in the car park to improve the appearance of the area
4.	Financial/Resource Implications
a.	Regulations: N/A
b.	Gates: These are estimated costs due to the continually changing steel pricing (i) £622.00 + VAT (ii) £3122.00 + VAT
c.	CCTV: £5,875.30 + VAT and an increase in £250pa for maintenance by WSC

d.	Planting: £3,400 + VAT
5.	Next Steps/Recommendations
a.	Regulations: To approve the cemetery regulations with suggested amendments for 2026/27
b.	Gates: To approve either proposal (i) or (ii) for the repair of the cemetery gates
c.	CCTV: To approve installation of a new CCTV camera for the cemetery car park and to upgrade the existing deployable camera on Hamilton Road to increase coverage of the statue and gates
d.	Planting: To approve the planting of bulbs in the cemetery car park

Newmarket Town Council cemetery regulations

Effective from 1 April 2026

These rules and regulations will come into operation from 1 April 2026. All previous rules and regulations previously made by the council are hereby superseded. The council reserves the right from time to time to make alterations, additions or amendments to these rules and regulation specified herein. These rules and regulations will be reviewed at least once a year.

Introduction

We seek to observe the rights and choices of any individual wherever possible, to keep everyone safe, to treat everyone fairly and equally and to maintain our cemetery to high standards we do need some regulations.

Everyone visiting our cemeteries needs to follow these regulations. Failure to do so may affect the deedholders rights to apply for further actions to the grave such as the reopening, erecting a new or returning the original headstone.

When we mention 'cemetery' in the regulations we are referring to Newmarket Cemetery at High Street, Newmarket.

Newmarket Town Council (referred to as 'the council' or 'we' in the regulations) is legally responsible for managing and controlling the cemeteries. The council authorises West Suffolk Council's Cemeteries Manager to act with its authority and enforce the regulations.

To comply with the relevant laws, we run the cemeteries in accordance with the Local Authorities Cemeteries Order 1977, as amended by the Local Authorities (Amendment) Order 1986 as well as any regulations made by the Secretary of State.

If you have any questions about these regulations, please contact:

Cemeteries Manager
West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU

Email: cemetery.services@westsuffolk.gov.uk

Website: <https://www.westsuffolk.gov.uk/>

Phone: 01284 757068

General

Opening times

1. The cemeteries are open daily to visitors. We display the times on notices at the cemetery gates and on the West Suffolk Council website: [Births and deaths](#)

Note: Opening times will change according to the seasons.

Rights of use or admission

2. a. We reserve the right to:
 - close or limit access to the cemeteries when necessary, and
 - withdraw the use of the cemeteries from any person or organisation.
- b. You may bring dogs into the cemeteries, but they must be kept on a short lead and always remain under your control.
- c. Dog fouling is prohibited.
- d. Only vehicles associated with a funeral cortege, or those displaying a valid disabled parking permit ('Blue Badge') may enter the cemeteries. Blue Badge holders can obtain an entry fob from the Newmarket Town Council offices.

Any vehicle entering must be:

- driven slowly keeping to the 10mph limit.
 - kept to the main roadways, and
 - parked in a way that does not inconvenience visitors or staff.
- e. Cycling, scootering, and skateboarding is prohibited in any part of the cemetery; users of these modes of transport should dismount at the gate.
 - f. No consumption of alcohol may take place within the cemetery. Anyone under the effects of such substance will not be admitted or may be asked to leave.

Fees

3. All fees for interments and memorials applications are payable in advance. If a stakeholder has a financial account set up with West Suffolk Council, then an invoice will be raised and sent. Payment is with a debit or credit card or a bank transfer in conjunction with an invoice number we do not accept cash or cheques as a form of payment. All new customers need to contact the Cemeteries Office to set up an account for payments.

4. All cemetery fees and charges are reviewed annually and are displayed on both the town council and West Suffolk Council's website: [Cemeteries run by West Suffolk Council](#)

Exclusive Right of Burial

5. At the time of the interment you may buy an Exclusive Right of Burial (ERB) in a grave for an agreed period. The purchase will be subject to you paying the appropriate fee and completing the relevant application form, which needs the signature of the proposed owner (who then becomes the deed holder). The ERB vary between grave types. The pre-purchasing of any graves (either full burial or cremated remains) in Newmarket Cemetery is not permitted.
6. The ERB deed holder is entitled to decide who is buried in the grave and whether a memorial can be erected on it (once the relevant fee is paid and the council has given permission).
7. At any point during the lease period the ERB holder may apply to extend the lease of a full burial grave, bringing the ERB back to its original term or increase it, but not to exceed 100 years. This is subject to the appropriate fee being paid.
8. The Exclusive Right of Burial relating to cremation vaults and cremation earthen plots may at any time be extended for a further 25 years subject to the appropriate fee being paid.
9. Our policy is to excavate graves to the maximum depth available. With regards new graves we will initially aim to excavate them to a depth of 2.13 metres (approximately 7 feet). This will enable the grave to accommodate two interments. Requests can be made to dig the grave to 2.75 meters (approximately 9 feet) subject to accessibility and ground stability. The council cannot be held responsible if, due to factors outside our control, the grave cannot hold the full number of interments.
10. We will allocate new graves in strict rotation. We will try to meet the wishes of applicants who buy grave spaces if it is practical to do so, subject to the council's approval and payment of the appropriate fee.
11. The council keeps plans and records of graves which visitors may view, by appointment, during normal office hours.
12. When the Exclusive Right of Burial period comes to an end the buyer (or his or her heirs or successors who have become the deed holder) will have the option of renewing that right, subject to any restrictions which may be in force at that time.
13. ERB holders will need to apply to renew the lease within 12 months of the previous grant finishing.
14. The council may grant a renewed right of burial to another person if the Exclusive Right of Burial grant period has finished, and nobody has informed us that they want to renew it. Before we do this, we will where possible, notify the

previous owner (or his or her personal representative) to give them the option to renew it.

15. Where no interment has taken place in the grave, the owner of the Exclusive Right of Burial may surrender it to the council. We will pay the owner an amount which is in proportion to the number of years remaining for the ERB. We will not make a payment if the ERB has lapsed or finishes within 10 years.
16. If the council gives permission, the owner of an ERB may transfer it to another person if he or she provides satisfactory evidence of ownership. The owner must register the transfer in the cemetery's records, have the deed of grant of right of burial endorsed by the council and pay the appropriate transfer fee. The number of ERB holders which can be entered onto each Deed of Grant is restricted to a maximum of two persons. When one ERB holder dies the remaining holder will then become the sole ERB holder of the grave. Where a family dispute results in a stalemate and relevant consents are withheld, the ownership cannot be transferred. This can only be resolved if the various next of kin reach an agreement, possibly with the mediation of a solicitor or other parties. It is not the responsibility of the council cemeteries service to facilitate this action.
17. Provided that there is sufficient room and subject to receiving consent from the Cemeteries Manager cremated remains can be interred in any adult grave in the cemetery for which you have the ERB. No adult interments, either full or cremated remains can be interred into the grave of a child or baby unless the child or baby was interred into a full adult grave and the appropriate adult ERB fee was paid.
18. Ownership of the ground does not at any time; pass from the control of the council.
19. Before the reopening of a purchased grave the ownership of the ERB must be proven by producing the deed document, which should be passed to the Cemeteries Office.

Coffins and caskets

20. To help us all respect the environment, all bodies and cremated remains entering the cemetery for burial must be contained in a coffin, wrapping or casket made of a perishable material bearing the full name, age, and date of death on it. Alternative coffin or casket materials maybe considered subject to prior written agreement by the Cemeteries Manager. No type of metal coffin or casket is permitted. A coffin or casket which is 1,98 centimetres (6 feet 10 inches) or over in length or 75 centimetres (30 inches) or over in width will be regarded as extra-large and will be liable to additional fees.

Interments

21. You can apply for a burial by contacting the Cemeteries Service (contact details are shown in the introduction section of this document). The service operates from 9am to 5pm, Mondays to Fridays (apart from bank holidays). You must

deliver a correctly completed interment notice, the burial order, the coroners burial order or the certificate of cremation and the Deed of Grant to the cemeteries office at least two clear days before the interment (excluding Saturdays, Sundays, and bank holidays), unless alternative arrangements have been agreed with the Cemeteries Manager.

22. If the burial is being arranged by a funeral director all coffin, casket and grave sizes must be sent to the Cemeteries Office in writing by them. Verbal instructions will not be accepted from families or funeral directors.
23. Interments normally take place between Mondays and Fridays beginning at 9.30am. From:
 - 1 April to 30 September the latest time for a new grave of double or triple depth during this period is 3.15pm, and for the interment of ashes the latest time is 4pm.
 - 1 October to 31 March the latest time for a new burial grave interment is 2pm, and for the interment of ashes 2.45pm.
24. The interment fee includes the excavation and preparation of the grave, matting and attendance by cemetery staff and backfilling on the day of service. The fee also includes all administration, entries into the burial registers and onto the burial database. The fee does not include the removal or reinstating of any memorial (whether the memorial belongs to the grave to be opened or other graves within the area which need to be removed to provide access), planting, shrubs, or trees. The cost of any of these actions must be covered by the applicant. An estimate of the cost would be provided by the cemeteries office before the work could be undertaken.
25. The time booked for a funeral is the time the cortege is due to arrive at the cemetery. If the funeral director or person in charge of the funeral is later than the appointed time, he or she must act under the direction of the cemetery manager (or his or her representative) as to when the funeral service may proceed. If the cortege arrives at the cemetery earlier than the booked time, the Funeral Director is not to proceed to the grave or begin to the interment without the presence of the cemetery manager (or his or her representative). The cortege is to wait in the pre-arranged location to be escorted to the grave.
26. The council will not open a grave covered by an ERB without the written permission of the registered owner unless the burial is to be that of the registered owner.
27. We will need to see and verify the deed document before a grave is re-opened. If the deed is lost or mislaid, then a statutory declaration must be made before the interment takes place.
28. We must receive the registrar's certificate for disposal or coroner's order for burial before any burial can take place.

We will require a medical practitioner, midwife, or nurse's certificate if the interment is for a non-viable foetus.

29. We reserve the right to delay or reschedule a funeral if any burial area or excavated grave becomes unstable or dangerous due to severe weather, other naturally occurring instances or an act of God.
30. The responsibility for providing enough bearers to carry the coffin from the hearse to the grave or plot (whether mourners are present or not), rests with the funeral director or person arranging the funeral.
31. Once we have a notice of interment, we reserve the right to instruct a local memorial mason to remove any existing memorial to allow the grave to be excavated. The applicant will pay the cost of removal and reinstating of all affected stones.
32. We reserve the right of passage over all graves and to have any grave temporarily covered whilst carrying out excavations. Such covering may comprise of boxed platform, or similar, onto which excavated soil may be placed prior to a burial in an adjacent grave. We also reserve the right to move memorials to allow access to a grave. The memorials will be returned to their original positions and any disturbed neighbouring graves made tidy as soon as possible after the burial.
33. Only the council can authorise or employ people to prepare graves.
34. Council staff are not permitted to accept tips.
35. A council representative will be present at all interments to make the final checks to ensure the funeral is completed lawfully.
36. During a funeral (or before) we have the right to exclude those who are not mourners, or not officially connected with the funeral.
37. Newmarket Cemetery contains a children's grave section. We do not permit the interment of adults in children's graves in the children's section. Financial assistance is available from central Government to families who have lost a child (under the age of 18) to allow choice with regards to burial and memorial options. Information and advice can be given by the Cemetery Manager.
38. Persons authorised by the council will normally carry out the back filling of any grave. However, if relatives and friends wish to do so, permission must be sought from the cemeteries office and the back filling must be carried out under the direction of a member of cemeteries staff or another authorised person. A risk assessment must be completed by the funeral director and sent to the cemeteries office at least two working days before the interment takes place.

Management of memorials

39. We will give you the correct form to complete if you wish to apply for permission to erect a memorial, add an inscription or carry out any other work on a memorial including refurbishment, cleaning or like for like replacement. The form will include:

- name and address of the memorial mason who will carry out the work
 - material and measurements of the memorial, including proposed vases and foundation sizes
 - details of inscription and a diagram of the proposed memorial, including vases including fixing methods
 - full names and signatures of the registered grave owner(s) to give permission for the work.
40. Issuing a permit to work confirms that approval for any such application is given. The applicant must not start any work until they have a permit. We will give permission if the work undertaken fully complies with the details specified within the application form, the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Mason's (NAMM) schemes and the requirements of these regulations. When we receive a permit application for the installation of a new headstone or for an additional inscription, a physical check will be made of the grave to confirm that it conforms to these regulations. If any action is needed, then the applicant or the stone mason will be informed. Once the issue is resolved the grave will be rechecked and the permit will be authorised.
41. You may be required to remove any work that you do, or any memorials or kerb sets – and pay all the costs of removal – if these do not comply with the cemetery regulations.
42. All memorials must be erected in accordance with BS8415 and the National Association of Memorial Mason's (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) Code of Practice current at the time of installation. The owner of the Exclusive Right of Burial is responsible for keeping the memorial in a good and safe condition. The manager is permitted to instruct removal of any memorial that becomes unsafe or is otherwise dilapidated.
43. All memorial mason companies who work within the cemeteries must be registered with the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Mason's (NAMM). Fixing teams will contain at least one mason in possession of a BRAMM or NAMM fixer's licence. At all times memorial fixing teams will operate in accordance with the BRAMM or NAMM scheme and these regulations.
44. We do not permit any kerb sets in the lawned sections of Newmarket Cemetery.
45. You may only use granite, marble, slate, or other suitable material of durable and sound quality for memorials.

Grave maintenance

46. Graves in all sections of the cemeteries will be grassed, with no mounds unless there is a kerb set fitted by a registered stonemason. You may install a memorial of the dimensions indicated below at the head of the grave. You may not place any other memorial or other items in or around the grave space or on the grassed area in front of the grave including shrubs, plants, and bulbs. Artificial

grass is not to be laid on graves at any point after an interment has taken place or at any other time. Any artificial grass laid will be removed by site staff without notice. Graves in all sections of the cemeteries will be made good with turf or grass seed during the months that follows a burial. All sections of the cemetery will have natural grass covering the grave except in compartments where a kerb set is permissible.

Memorial sizes

47. Headstones and memorials must not exceed:

- 975 millimetres (3 feet 3 inches) in height (above ground level), and
- 750 millimetres (2 feet 6 inches) in width.

The stone must be of sufficient thickness to support its height, and any reasonable force exerted upon it, to ensure its stability. The foundation must be sunk into the ground so that the top surface of is flush with, or below, the adjoining ground level.

The foundation stone should have a projection of no more than 75 millimetres (3 inches) to the length and width of the base and should be 75 millimetres (3 inches) deep.

All foundation stone dimensions should be included on the memorial application.

The dimension of the original foundation stone is not affected by the all-round 75mm (3 inches) projection unless a new foundation stone is used. Headstones, headstones bases, or foundations may not be linked over two or more graves.

48. A drilled base which should not exceed:

- 900 millimetres (3 feet) in width, by
- 450 millimetres (18 inches) in depth, and
- 150 millimetres (6 inches) in height, may accommodate:
 - up to two flower containers, or
 - up to two natural stone vases not more than:
 - 300 millimetres (1 foot) high, and
 - not more than 175 millimetres (7 inches) square, or
 - a natural stone tablet, not more than:
 - 300 millimetres (1 foot) high
 - 300 millimetres (1 foot) wide, and
 - 50 millimetres (2 inches) thick, or
 - up to two natural, reconstituted, stone figures, not more than 375 millimetres (1 foot 3 inches) high, provided the stone is not covered, coated in plastic, gilded, glazed, or painted.

Any such vase, tablet or figure must not extend beyond the perimeter of the base. Additional tablets added for further inscriptions must be butted up to the original headstone or the headstone base and must not exceed the width of the original base and be no more than 300 millimetres (12 inches) in height with a sloping face and must not protrude more than 300 millimetres (12 inches) to the front of the headstone.

49. Alternatively, a memorial may consist of:

- a natural stone vase not more than 300 millimetres x 225 millimetres x 225mm (1 foot x 9 inches x 9 inches) fixed to a plinth not more than 300 millimetres x 300 millimetres x 50 millimetres (1 foot x 1 foot x 2 inches) of the same material, fixed on a concrete foundation of the same dimensions as the plinth, or
- a book or tablet not more than 300 millimetres x 300 millimetres x 50 millimetres (1 foot x 1 foot x 2 inches) fixed to a base not more than 450 millimetres x 300 millimetres x 50 millimetres (1 foot 6 inches x 1 foot x 2 inches) of the same material, fixed on a concrete foundation of the same dimensions as the base or sufficiently wide to bridge the grave and rest on undisturbed ground. The base may be drilled to accommodate up to two flower containers or may incorporate two small vases or figures, or
- a flat tablet not more than 300 millimetres x 300 millimetres x 50 millimetres (1 foot x 1 foot x 2 inches) fixed to a concrete foundation of the same dimensions as the base or sufficiently wide to bridge the grave and rest on undisturbed ground.
- a baby or child (up to the age of 12 years) memorial must not exceed the following dimensions:
 - the head stone 600 millimetres (24 inches) high x 450 millimetres (18 inches) wide x 75 millimetres (3 inches) deep
 - the base 500 millimetres (20 inches) wide x 300 millimetres (12 inches) deep x 75 millimetres (3 inches) high, and
 - the landing 600 millimetres (24 inches) wide x 16 inches deep x 100 millimetres (4 inches) high.

50. You may fix photographic plaques, either ceramic or other material, of an approved size to memorials, if you have the council's written approval.

51. The grave number must be inscribed on all memorials erected in the cemetery, on the lower right corner of the rear of the base (or other conspicuous position as approved by the council), in characters of not less than 25 millimetres (1 inch) in height, to match the main inscription.

52. Trade names must be inscribed on any memorial in the lower left corner of the rear of the base or other location approved by the council in characters of not more than 12 millimetres (1 inch) in height, to match the main inscription.

53. All contractors engaged on work in the cemetery must comply with all council directions and requirements. Proof of public liability insurance and membership

to one of the national associations for memorial masons should be supplied to the cemeteries office prior to working in the cemetery.

54. All materials and equipment must be conveyed in the cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas and all soil or waste material must be removed in a like manner. Mats, boards, or canvas must be used, as directed by the council, to achieve this end.
55. Masons must notify the council of intent to work in the cemeteries at least 24 hours before arrival at the cemetery. No work will be permitted outside of the opening times of the cemetery or at weekends unless specifically approved by the council.
56. Any person removing a memorial to permit a further interment may only do so after informing the council. This removal must be completed three full working days before the interment is due to take place. Failure to remove the stone within this time frame may result in the council appointing an alternative stone mason to carry out the work and the cost of which will be passed to the Funeral Director who has booked the interment council employee are not permitted to remove headstones. Upon reinstallation of such memorials, they shall be re-fixed in accordance with BS8415 and the National Association of Memorial Mason's or British Register of Accredited Memorial Masons Code of Practice, this will include the installation of new dowels between the base and headstone plate.
57. We will arrange removal of any unauthorised memorials and charge the cost to the grave owner, or their personal representative.
58. The council advises that at least 12 months lapse between a full burial and the setting of a memorial headstone (unless there is a continuous headstone base). The council will not accept responsibility for stone movement if the stone is fitted before the advised time frame.

Cremation gardens

59. You may purchase an Exclusive Right of Burial for a period of 25 years. The term of Exclusive Right of Burial may extended for a further 25 years subject to the appropriate fee being paid.
60. The only memorials permitted are a desk-type memorial or a flat tablet (subject to the council's approval). The colours of these memorials are restricted to black, dark grey and light grey only.
61. Up to two sets of cremated remains may be buried in each grave

Memorial benches

62. All benches placed in the cemetery must be purchased through the Newmarket Town Council Office. Any new unauthorised benches (those not purchased through the official sources) will be removed to a safe compound. The owner will be contacted to arrange removal.

63. All unauthorised benches placed in the cemeteries prior to 1 July 2017 will be allowed to remain in the cemetery until they are assessed by the council be no longer fit for purpose. At this point the bench would be removed to a safe compound and the owner will be contacted regarding the collection or disposal. Any unauthorised benches will be subject to the same terms and conditions as authorised benches. Any replacement benches must be approved and be purchased through Newmarket Town Council office.
64. Anyone wishing to lease a dedication bench for a predetermined term will be asked to read and sign the terms and conditions set by the Newmarket Town Council office. If any of the terms and conditions of the bench lease are broken, then the bench would no longer be included in the maintenance programme and a further leasing period would not be offered.
65. The council may provide memorial benches at various locations within the cemetery, these benches maybe leased for an agreed period. The council reserves the right to relocate all benches on site to meet operational needs.
66. No other memorial or other items may be placed on the bench.

Memorial trees, roses, and shrubs

67. The council may provide trees, roses, and shrubs for dedication at locations within the cemetery, and you may lease memorial plaques from the council for a period of up to 10 years. It is prohibited to inter cremated remains within this type of memorial.
68. No other memorials or items may be placed on or around the tree area.

Public graves

69. A public grave is a grave in which no ERB has been granted by the council and in which unrelated persons may be interred.

Maintenance

70. All floral tributes, including artificial will be removed two weeks following the interment unless we are told in writing that the family wish to arrange for their removal. It is forbidden to place solar lights, glass containers or shades, items of pottery, tins, plastic or wire mesh, fences of any height or style or other items of metal, or other material on graves. The council may remove these without notice.
71. The council will remove Christmas wreaths beginning on the Monday of the first full week in February each year.
72. Temporary wooden markers are permitted subject to the council's approval. These should be removed from the grave when the permanent memorial headstone is set.

73. The council reserves the right to remove (and dispose of) from any grave space, flowers, plants, floral tributes, or wreaths which have deteriorated or become unsightly. All grassed areas of the cemeteries including graves will be cut with a mechanical mower and strimmer.
74. No floral tributes should be placed on graves which are not owned by the deceased family. If there are excessive amounts of tributes, they are to be placed at a location directed by the Cemetery Manager.
75. A fee for the removal of floral tributes may be levied by the Cemetery Manager where there are large amounts (over 20).

Scattering of cremated remains

76. The scattering of cremated remains on purchased or unpurchased graves, or in any other area in the cemetery is forbidden.

Repair of failed memorial headstones

77. Newmarket Town Council reserve the right to test all headstones for safety every five years or at any time if it is suspected that the stone maybe unsafe.
78. Memorial headstones that fail the safety test will be required to be repaired as soon as possible by the deed holder. If the repair is not undertaken within six months from notification, the council will fund the repair to the stone; this cost must then be repaid to the council before the Exclusive Right of Burial is further exercised.

Photography in the cemetery

79. There have been instances where photographs and videos have been taken in the cemetery and have been posted on social media which has caused additional upset and distress to bereaved families. Due to this we request that anyone wishing to take photos in the cemetery first seek agreement from the cemeteries manager.

Oversized graves in lawn compartments

80. When purchasing a grave within a lawn compartment of the cemetery for a coffin or casket over 198 centimetres (6 feet 10 inches) or over in length or 75 centimetres (30 inches) or over in width. Families must be aware that any proposed headstone dimensions will need to be the same as a standard sized grave. Larger memorials will not be authorised under any circumstances.

Balloons and sky lanterns

81. The release of air filled or helium balloons or sky lanterns from the cemetery is strictly forbidden due to the adverse effect the balloon material, cords, ribbons,

and lantern parts potentially have on the environment. It is prohibited to bring any type of balloons into the cemetery to display on graves, headstones, benches or in trees. These items will be removed by cemetery staff without notification.

Funerals requiring brick lined or vaulted graves

82. Booking interments into pre purchased or reopened graves to be brick lined or vaulted will be required to give the cemeteries office the minimum of 10 working days' notice. This work must be carried out by a qualified trades person who holds adequate public liability insurance, a copy of which must be supplied to cemeteries office. This certificate of public liability insurance must be received by West Suffolk Council cemeteries office prior to any work taking place. Brick lining of new graves is not permitted, as is any other type of grave lining or chamber made from any material
83. Work carried out by third parties (that is stone masons, builders for bricking out of pre purchased graves) may only take place on Monday to Friday and within the opening times of the cemetery.

Double fees (non-resident fees)

- 84 Double fees will apply on all fees to those deceased who resided outside the Newmarket Town Council area. To qualify as a resident of the Newmarket Town Council area the deceased must have lived in the town during the last five years prior to their death and have paid their parish precept (Council Tax) to the town council. If a resident has been required to move out of the area for medical care, to a nursing or residential home due to no fault of their own, a single fee would apply. Proof of previous residency would be required by the Cemeteries Office to arrive with the Notice of Interment. The only document that will be accepted is a Council Tax bill. It is the responsibility of the family or funeral director to provide the documentation, failure to do so will result in the payment of double fees.

Grave compartment changes

- 85 All compartments are subject to change to allow the installation and or construction of new graves or cremated remains plots to provide longevity to the cemetery.

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Item 8b (i)

Newmarket Town Council

28th January 2026
E 39718

E-mail: gary@angliafabrication.co.uk

Site Ref: Newmarket Cemetery

QUOTATION

Dear Heidi

We thank you for your recent enquiry and have pleasure in offering you our quotation all based on information provided as follows.

To Remove, Repair and Refit damaged gate, as necessary.
Primer painted finish only to repaired area.

For the sum of £622.00 nett + VAT.

(Due to ongoing industry challenges, steel purchase prices are continually changing and any changes will need to be added to quoted amounts)

This quotation is open to acceptance for a period of 30 days and is subject to our general conditions of sale.
Our payment terms for account holders is strictly monthly nett and on completion of work for non-account customers.

We trust this quotation meets with your approval, however if you have any queries regarding price, specification or delivery periods, please do not hesitate to contact the writer.

Please note we have allowed within our quotation for all necessary plant and equipment to ensure our works are carried out in strict accordance to all current health and safety requirements.

We have a Privacy Statement that explains how we use your data and this is available on our website.

Yours faithfully

Gary Grainger (Director)
Anglia Fabrication & Design Limited.



Item 8b (ii)

Newmarket Town Council

30th January 2026
E 39723

E-mail: gary@angliafabrication.co.uk

Site Ref: Newmarket Cemetery – Main Gates

QUOTATION

Dear Cathy

We thank you for your recent enquiry and have pleasure in offering you our quotation all based on information provided as follows.

To Site Remove 2 no gates only. Repair / Refurbish as necessary. Shot blast and prime then reinstall.

NOTE: Final decoration by Newmarket Town Council. PC sum included for gates to be shot blast and primed.

For the ESTIMATED COST of £3122.00 nett + VAT.

(Due to ongoing industry challenges, steel purchase prices are continually changing and any changes will need to be added to quoted amounts)

This quotation is open to acceptance for a period of 30 days and is subject to our general conditions of sale. Our payment terms for account holders is strictly monthly nett and on completion of work for non-account customers.

We trust this quotation meets with your approval, however if you have any queries regarding price, specification or delivery periods, please do not hesitate to contact the writer.

Please note we have allowed within our quotation for all necessary plant and equipment to ensure our works are carried out in strict accordance to all current health and safety requirements.

We have a Privacy Statement that explains how we use your data and this is available on our website.

Yours faithfully

Gary Grainger (Director)
Anglia Fabrication & Design Limited.

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Luke Porter

Assistant CCTV Manager
West Suffolk Council
West Suffolk House
Western Way
Bury St Edmunds
Suffolk IP33 3YU

M: 07543 659 513**E: Accounts@truetechintegrated.co.uk****W: www.truetechintegrated.co.uk****VAT No 211796217****Business no 9475861****Friday, 13 February 2026****QUOTE: TT-Q-0508****WSOH Hamilton road**

Work Outline

Replace the existing deployable camera on Hamilton Road with a new Panovu unit to provide coverage in all four directions. In addition, install a 4K static camera to monitor the parking area at the memorial site.

Both cameras will transmit wirelessly back to the town network via the camera pole at 1 The Avenue.

A relay pole will be required to achieve line of sight. This will be at location 2363, where Lark will need to install a power supply.

The memorial camera pole (2340) will also require a new power installation.

Panovu



5-Directional Multisensor Network Camera

- 4 adjustable lenses in one camera cover up to 360° field of view, ensuring no blind area monitoring and the monitoring tilt angle can be adjusted
- Each lens up to 5 MP, capturing clear images, and more details can be displayed on video wall
- Clear imaging against strong back light due to 120 dB true WDR technology
- Water and dust resistant (IP67) and vandal proof (IK10)
- Human and vehicle target classification based on deep learning for up to 4 channels
- Unique PTRZ capability for efficient installation
- Audio and alarm interface available
- One more fixed lens to cover the area beneath the camera

8 MP Smart Hybrid Light with ColorVu Fixed Bullet Network Camera

4k Alarm Camera



- HikAI-ISP for excellent noise reduction effect
- 24/7 colorful imaging via ColorVu technology
- Scene-adaptive WDR
- Focus on Person and Vehicle classification based on deep learning
- Built-in arrayed dual-microphone for real-time high quality audio security
- Provide real-time security via built-in two-way audio
- Anti-corrosion design, providing reliability and longevity compared to standard (NEMA4X)
- Smart Hybrid Light: Integrates IR and White lights, 3 supplemental lighting modes
- Audio and alarm interface available
- Water and dust resistant (IP67)
- Active strobe light and audio alarm to warn intruders off

60ghz wave radio



Ubiquiti Wave Long-Range 60GHz WiFi Point-To-Multi-Point PtMP Link Kit

The Ubiquiti Wave Long-Range Outdoor 60GHz WiFi Point-To-Multi-Point PtMP Link Kit can connect up to 15 stations (bundle includes 2 Wave Long-Range stations) and deliver up to 5.4 Gbps total throughput (2.7 Gbps duplex). The Wave-AP is equipped with a high-performance 5 GHz backup radio to ensure uninterrupted connection, as well as a Bluetooth radio to simplify setup in the UISP Mobile app.

Key Features

- Point-to-Multi-Point Link Kit:
 - 1 x Ubiquiti Wave-AP Outdoor 60GHz 24dBi WiFi PtMP Access Point.
 - 2 x Ubiquiti Wave Long-Range Outdoor 46dBi WiFi PtMP Receivers.
- 60 GHz PtMP powered by Wave technology.
- 5GHz backup radio.
- Link range up to 8 km.
- Can connect up to 15 stations (bundle includes 2 stations).
- Integrated GPS antenna.
- Link planning support via ISP Design Centre.
- Simple, Bluetooth-powered setup with the UISP Mobile app.

Works with Ubiquiti Internet Service Provider (UISP) application

- Centrally manage your networks and clients with ease.
- Organise your clients' plans, setup billing and invoicing, and grow your customer base.
- View network topology, advanced data analytics, and more.
- Set up devices quickly and manage them on the go with a powerful mobile app.



Equipment List:

- 1 x Hikvision 4k DS-2CD2T87G3-LIS2UY/SL (4mm) alarm bullet
- 1 x back boxes and pole mounts for these
- 1 x HIKVISION 5mp Panovu
- 1 x pole mount for Panovu
- 1 x 60ghz Ubiquiti Wave-AP-LR-Kit
- 1 x 60ghz Gigabeam PtP pairt
- 2 x POE injectors
- 3 x pole enclosures
- 3 x enclosure mounts

labour, programming, cable and consumables.

Total Cost: £5,875.30 +vat

Integration

We trust this meets with your approval and we look forward to hearing from you.
Yours Sincerely,

A handwritten signature in black ink, appearing to read 'JS', with a large loop at the end.

Jeremy Shepherd
Truetech Integrated LTD
07543 659513

Standard Terms and Conditions of Sale

Acceptance of the Contractor's Quotation by the Client constitutes a Contract for the Contractor to carry out the Works in accordance with these Conditions and all terms and conditions inconsistent with these Conditions are excluded.

GENERAL OBLIGATIONS

The Contractor will exercise reasonable skill and care in the performance of the Works.

The Client will give the Contractor access to its premises as reasonably required by the Contractor to enable it to carry out and complete the Works without interference by the Client or by other contractors of the Client.

VARIATION

CONTRACT PRICE & PAYMENT

The Contract Price is stated in the Quotation and it may be varied in accordance with these Conditions.

The Client shall pay the Contractor the Contract Price in accordance with the payment terms in the Quotation.

Late payment entitles the Contractor to interest [at 5% above the Base Rate of Barclays Bank Plc] from the due date until the date of actual payment. The contractor reserves the right to withdraw the provision of labour from site, should invoices not be settled in line with our terms and conditions of trading (As below).

Our terms are strictly 30 days from date of invoice. Our quotation is based upon interim payment applications / invoices being submitted, against the appropriate value of works carried out where necessary.

INSURANCE

The Contractor shall take out and maintain the following insurance (except as otherwise agreed or stated in the Quotation): Public Liability Insurance for [£10,000,000] The Contractor will provide the Client upon request during the Contract period evidence that the insurance is in place. Where the Works are to be carried out in an existing building, the Client will be responsible for insurance of the Works with the Contractor named as CO-insured.

HANDOVER & DEFECTS LIABILITY

The Contractor will give the Client notice of its intention to hand over the Works and give the Client the opportunity to inspect the Works prior to handover. The Contractor will confirm the date of handover to the Client.

The Contractor will have no liability to the Client, in contract or in court, for any indirect or consequential loss incurred by the Client, including but not limited to loss of use or loss of profit. The sole responsibility of the Contractor will be to remedy defects for which it is responsible and which are notified to it during the 12 months defects liability period.

TERMINATION

The Contractor may give notice to terminate the Contract if the Client fails to make any payment becoming due within 30 days of the due date or commits any other material breach of the Contract.

The Client may give notice to terminate the Contract if the Contractor commits a material breach and, in the case of a breach capable of remedy, fails to take steps to remedy the breach within 28 days of being requested to do so in writing.

Either party may terminate the Contract if the other party becomes insolvent or has a receiver, manager or administrative receiver or liquidator appointed.

Termination will not affect the accrued rights and liabilities of the parties at the termination date.

GENERAL Notices

All notices shall be in writing and effective when delivered to the address for service of the recipient as shown on the Quotation, or to another address of which notice has been given under this clause. Notices sent by post shall be treated as delivered 2 working days after posting.

Assignment

Neither party will assign any of its rights or obligations under the Contract without the prior written consent of the other.

Disputes

Every dispute shall be finally determined by the courts of England.

Governing Law

The Contract shall be governed by the laws of England.

Entire Agreement

The Quotation and these Conditions constitute the only agreement between the parties and supersede any previous arrangements, agreements or understandings

© COPYRIGHT

All copyrights and ownership of documents and drawings produced under agreement between parties shall remain the intellectual property of trueotech integrated Ltd, until such time as all fees, due to trueotech integrated Ltd have been paid in full.

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Lubbe & Sons (Bulbs) Ltd

Registered office:
c/o Duncan & Toplis
Enterprise Way, Pinchbeck,
Spalding, Lincs, PE11 3YR

Tel: 01775 - 766205
Fax: 01755 - 710512
E-mail: info@lubbelsse.nl
Website: www.lubbelsse.nl/uk

VAT reg: GB119233976
Company Reg.no.00836902

Item 8d



Lubbe & Sons

Biodiversity in open spaces

Quotation 402

Quotation valid until: 27-02-2026
Date: 30-01-2026
Ref.: 402
VAT no.:
Sales contact: C.C.W. Lubbe
Delivery week: Upon request

Newmarket Town Council

F.a.o. Cathy Whitaker
High Street
Newmarket CB8 8JP
UNITED KINGDOM

Delivery address

MACHINE PLANTING
REPORTING ADDRESS TO BE DISCUSSED

Contact person

Cathy Whitaker
01638 661777

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Quantity	Variety	Cultivar	Feature	Size	Price	Per	Amount
Area 1 2x25m 50m2							
50	MIXTURE	GREEN CITY	mix uk	M²	34,00	1	1.700,00
50	ORGANIC FERTILIZER	FOR FLOWEBULBS		M²	0,00	1	0,00
Area 2 2x25m 50m2							
50	MIXTURE	GREEN CITY	mix uk	M²	34,00	1	1.700,00
50	ORGANIC FERTILIZER	FOR FLOWEBULBS		M²	0,00	1	0,00
200					Subtotal:		3.400,00
				Total excl. VAT:		3.400,00	
				VAT 20% x 3.400,00		680,00	
				Total GBP:		4.080,00	

Please check the contact person. If incomplete or incorrect, please provide the correct contact person as soon as possible.

Quotation subject to availability and technical feasibility (easily accessible, free of debris and (tree) roots).

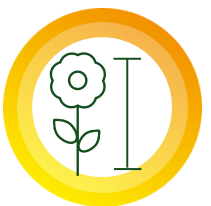
Price includes installation unless stated otherwise.

The general terms and conditions apply to all our orders - see website: <https://www.lubbelsse.nl/uk/general-terms>

Green City Mix



2 - 5



10 - 30 cm



★★★★★



Intensive