

Membership as from May 25

Councillor Berry
Councillor Drummond
Councillor Harvey (Vice)
Councillor Hood (Chair)
Councillor Hulbert
Councillor Jarvis
Councillor McHugh
Councillor Nobbs
Councillor Yarrow
Members = 9
Quorum = 3



Newmarket
TOWN COUNCIL

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

TEL: 01638 667227

You are hereby summoned to attend a meeting
of the **Development and Planning Committee**
to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 16th March 2026 at 6.15pm

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:

- 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. **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded and ask if anyone present intends to record the meeting.
2. **Apologies** - To receive and accept 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 previous meeting held 2nd March 2026**
 - 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 speak 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. **Planning applications** – West Suffolk Council
 - a) **DC/26/0263/ADV** – Application for advertisement consent – three externally illuminated fascia signs – 29 High Street, Newmarket
 - b) **DC/26/0242/HH** – Householder planning application – a. single storey front extension b. cladding to front elevation and c. first floor extension above existing garage – 57 Edinburgh Road, Newmarket
7. **Planning applications** – Amended and Deferred Plans
 - a) **DC/26/0054/TPO** – One silver birch (marked T4 on plan and T1 on order) and one horse chestnut (marked T6 on plan and T4 on order) fell, one lime (marked T3 on plan and T4 on order) re-pollard to 4.5 metres above ground level, one yew (marked T1 on plan and T5 on order) crown lift to 4.5 metre above ground level, one horse chestnut (marked T7 on plan and T5 on order) reduce crown by up to 2 metres, one yew (marked T2 on plan and T6 on order) reduce crown by up to 1.5 metres – 25 Exeter Road, Newmarket
8. **Planning Appeals** – to discuss any notified appeals and receive any appeal updates or results
9. **Planning applications** – East Cambs
10. **Planning decisions and plans withdrawn** – West Suffolk Council, weeks commencing 23/02/26 & 02/03/26.
11. **Delegation Panel decisions** - To discuss any decisions by Delegation Panel
12. **Licensing** - To discuss any Licensing applications, including pavement licence applications
13. **Enforcement** – to discuss any enforcement issues
14. **Working Group Report for DP Committee** – to receive any reports from the NTC Working Groups that report directly to the Development and Planning Committee
 - a) **Neighbourhood Plan** – to agree a quote for the review of supporting content of the plan and to carry out a screening

- b) **Neighbourhood Plan** – to agree a quote to draw the policies maps for the plan
- 15. **Newmarket Tain Station to Town Centre** – To receive the proposed travel signage
- 16. **Proposed gym** – To consider a proposal for a new gym
- 17. **Forest City** – to receive feedback regarding the proposal for a development
- 18. **Correspondence**
- 19. **Date of next meeting –TUESDAY 7th April 2026**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 10th March 2026

To: Chair & Members of D&P Committee, Other Council Members, Press & the Public



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 2nd March 2026 at 6:18pm

Attendance:

Councillor J Harvey (Chair)
Councillor P Hulbert

Councillor J McHugh
Councillor K Yarrow

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

	Minute	Action by
D/26/03/1	<u>Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chair welcomed everyone and announced that the Fire Safety Notice was not required and confirmed that the meeting was being recorded by the Minute Assistant.	
D/26/03/2	<u>Apologies</u> Apologies were received from Cllrs Berry, Drummond, Hood, Jarvis and Nobbs.	
D/26/03/3	<u>Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation</u> None noted. There were no requests for dispensations.	
D/26/03/4	<u>To Confirm the Minutes of the Meeting Held on 16th February 2026 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 16th February 2026 and Cllr Harvey made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed: <u>D/26/03/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 16th February 2026 be adopted and were signed as a true record by the Chair of the Development & Planning Committee. There were no matters arising.	
D/26/03/5	<u>Public Open Session</u> No members of the public were present.	
D/26/03/6	<u>Planning Applications</u> D/26/03/6/1 DC/26/0172/HH – Householder planning application – a. replacement of door with window on front elevation b. removal of three windows on side elevation and add a new door c. single storey rear extension d. two roof lights to rear elevation e. window to rear elevation – 36 Rous Road, Newmarket. Cllr Hulbert made a proposal,	

seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

D/26/03/6.01 Resolved

The Committee voiced no objection.

Cllr Winter joined the meeting as an observer at 6:24pm

D/26/03/6/2 DC/26/0190/FUL – Planning application – change of use of holiday let (class C1) to dwelling (class C3) – Annexe, Paddock View, 6 Exning Road, Newmarket. Cllr McHugh made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/26/03/6.02 Resolved

The Committee voiced no objection.

D/26/03/6/3 DC/26/0173/HH – Householder planning application – a. raise roof to provide additional habitable accommodation b. changes to fenestration on front elevation including timber cladding c. one dormer and one rooflight on front elevation d. single storey rear extension including air source heat pump and e. rooflights on rear elevation f. render all elevations – 22 Edinburgh Road, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Yarrow. A vote was taken which was unanimous and the following was agreed:

D/26/03/6.03 Resolved

The Committee voiced no objection, subject to WSC approval of the specification of the heat pump.

D/26/03/6/4 DC/26/0234/FUL – Planning application – replacement windows and doors to ground floor front and rear elevations – 9 Scaltback Close, Newmarket. Cllr Hulbert made a proposal, seconded by Cllr Yarrow. A vote was taken which was unanimous and the following was agreed:

D/26/03/6.04 Resolved

The Committee voiced no objection.

D/26/03/7 Amended and Deferred Plans

None noted.

D/26/03/8 Planning Appeals

None noted.

D/26/03/9 East Cambs Planning Applications

The East Cambs Weekly Lists were noted. Cllr Hulbert made a proposal seconded by Cllr McHugh. A vote was taken and the following was agreed:

D/26/03/9.01 Resolved

That a comment be submitted regarding application 26/00135/OUM - Land North Of Blackberry Lane Soham. That it will result in additional traffic being created on the A142 to the A14 junction. Concerns were also raised over whether this development was in a flood plain.

D/26/03/10 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing 09/02/2026 & 16/02/2026.

Applications	Description	Address	WSC Decision	NTC Decision
DC/26/0065/TCA	Trees in a conservation area notification - one holly (marked on plan) fell.	Fairstead House School Fordham Road Newmarket Suffolk	Approved	No objection
DC/25/1951/TPO	TPO 04(1977) tree preservation order - two horse chestnut (marked on plan and within G3 on order) reduce height by up to 2.5 metres, reduce spread on both sides by up to 2.5 metres.	93 St Philips Road Newmarket Suffolk	Approved	No objection
DC/25/0418/TPO	TPO 234 (1972) tree preservation order - one beech (within area A2 on order) a. crown reduction of up to 3 meters on each side b. crown thinning of up to 20%.	6 Weston Way Newmarket Suffolk	Approved	No objection
DC/25/1327/P3CMA	Prior approval application under Part 3 of the Town and Country Planning (General Permitted Development) Order 2015 - change of use from commercial/business/service to nine dwellings (class C3).	136 - 142 High Street Newmarket Suffolk	Approved	No objection

D/26/03/11 Delegation Panel Decisions

None noted.

D/26/03/12 Licensing

None noted.

D/26/03/13 Enforcement

Exning Road Car wash - an enforcement notice was served on 13th February which comes into effect on 20th March. The owner then has 3 months to cease the use, and 6 months to remove all items off the land.

The next Enforcement working group meeting is scheduled for Thursday 12th March 2026.

D/26/03/14 Working Group Reports

There were no reports.

D/26/03/15 Correspondence

None noted.

D/26/03/16 Date of Next Meeting

Monday 16th March 2026 at the Memorial Hall.

Meeting closed 6:36pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/26/03/4.01 Resolved</u>	That the minutes of the Development & Planning Committee held on 26th February 2026 be adopted and were signed as a true record by the Chair of the Development & Planning Committee.
<u>D/26/03/6.01 Resolved</u>	The Committee voiced no objection.
<u>D/26/03/6.02 Resolved</u>	The Committee voiced no objection.
<u>D/26/03/6.03 Resolved</u>	The Committee voiced no objection, subject to WSC approval of the specification of the heat pump.
<u>D/26/03/6.04 Resolved</u>	The Committee voiced no objection.
<u>D/26/03/9.01 Resolved</u>	That a comment be submitted regarding application 26/00135/OUM - Land North Of Blackberry Lane Soham. That it will result in additional traffic being created on the A142 to the A14 junction. Concerns were also raised over whether this development was in a flood plain.

Items 6 & 7

Development and Planning Committee
Planning Applications – West Suffolk Council

Application	Constraints/ Neighbourhood Plan Policies	Case Officer	Applicant name	Consultation expiry date
DC/26/0263/ADV Application for advertisement consent - three externally illuminated fascia signs 29 High Street Newmarket Suffolk CB8 8LX	Conservation area NKT1 NKT2	Philip Crutchlow	SCUZI LIMITED	Wed 18 th March
DC/26/0242/HH Householder planning application - a. single storey front extension b. cladding to front elevation and c. first floor extension above existing garage 57 Edinburgh Road Newmarket Suffolk CB8 0QD		Thomas Halliday	Harriet Abbs	Thurs 19 th March
Amended/Deferred				
DC/26/0054/TPO One silver birch (marked T4 on plan and T1 on order) and one horse chestnut (marked T6 on plan and T4 on order) fell, one lime (marked T3 on plan and T4 on order) re-pollard to 4.5 metres above ground level, one yew (marked T1 on plan and T5 on order) crown lift to 4.5 metre above ground level, one horse chestnut (marked T7 on plan and T5 on order) reduce crown by up to 2 metres, one yew (marked T2 on plan and T6 on order) reduce crown by up to 1.5 metres 25 Exeter Road Newmarket Suffolk CB8 8AR	Conservation Area NKT14	Philip Crutchlow	Mrs Deborah Haragreaves	Wed 18 th March

NKT1 – Traditional Features and Materials for Developments within the Conservation Area

NKT2 – Key Views

NKT14 – Trees

Item 7

Subject: DC/26/0054/TPO - 25 Exeter Road, Newmarket, CB8 8AR

Good afternoon,

Please see the Tree Officer's comments below regarding the above TPO application at 25 Exeter Road.

Given the Town Council's stance of objection, I would take the application to the delegation panel.

In light of the Tree Officer's comments, does the Town Council wish to withdraw their objection?

I look forward to hearing from you.

Kind regards,

?

Phil Crutchlow

Planning Officer

Item 7

Morning Phil,

I have reviewed the above application and visited the site.

T1 yew (T5 on order) – crown lift to 4.5 metres above ground level – no objection

I have no objection to these works, which will provide adequate clearance beneath the crown.

T2 yew (T6 on order) – fell – object

The slight lean of the tree is historic and shows no evidence of recent movement. Adaptive growth is visible, indicating that the tree has responded to the lean and is self-optimising structurally. Some basal decay was observed, however further inspection with a probe and sounding mallet indicates that the decay is not currently extensive enough to justify removal. The tree displays normal vitality with visible reactive growth.

A crown reduction of up to 1.5 metres would achieve suitable clearance from the building and phone lines, while also reducing leverage on the main stem and base. Continued monitoring is recommended to assess the tree's response to the basal decay.

T3 lime (T4 on order) – re-pollard at 4.5 metres above ground level – no objection

The tree has not been pollarded for an extended period and has a lapsed form. However, due to the presence of decay at the existing pollard points, re-pollarding would help reduce the risk of branch failure. These works also align with typical cyclical management of a lime pollard, a species generally more tolerant of heavy pruning, and are therefore acceptable.

T4 birch (T1 on order) – fell – no objection

Of the two birch trees in close proximity, this is the smaller specimen situated closer to the building to the south. It is of low quality and is likely being suppressed by T5. Removal, subject to a replanting condition, offers a better long-term solution.

Suitable replacement:

- One standard (08–10 cm girth) *Prunus* species planted within the site boundary.

T5 birch (T2 on order) – fell – object

Removal of T4 will provide additional space for this tree, which is the larger and more prominent of the two. No significant structural defects or signs of reduced vitality were noted that would warrant its removal. It can be managed appropriately to maintain clearance over the car-park access and from phone lines as required.

T6 horse chestnut (T4 on order) - fell – no objection

Item 7

The tree is in poor condition, with dieback and significant decay associated with a historic stem wound. Removal, subject to a replanting condition, presents a more sustainable long-term solution for the site.

Suitable replacement:

- One standard (08–10 cm girth) *Prunus* species planted within the site boundary.

T7 horse chestnut (T5 on order) – re-pollard at 5 metres above ground level – object

This pollard has lapsed and re-pollarding back to the previous points would now be considered excessive and likely be of detriment to the health of the tree due to large pruning wounds and the removal of the majority of photosynthetic material. Horse chestnut is less tolerant to heavy pruning, and no significant structural defect was noted that would justify such extensive work.

Unlike the proposed re-pollard to T3 (a species more tolerant to heavy pruning and where decay was evident at the historic pollard points), a crown reduction to T7 would be more appropriate to reduce lever arm forces on the regrowth and lower the risk of branch failure. A crown reduction of up to 2 metres would therefore represent a reasonable and acceptable alternative.

In summary, the below alternative proposal would be acceptable:

- one silver birch (marked T4 on plan and T1 on order) and one horse chestnut (marked T6 on plan and T4 on order) fell, one lime (marked T3 on plan and T4 on order) re-pollard to 4.5 metres above ground level, one yew (marked T1 on plan and T5 on order) crown lift to 4.5 metre above ground level, one horse chestnut (marked T7 on plan and T5 on order) reduce crown by up to 2 metres, one yew (marked T2 on plan and T6 on order) reduce crown by up to 1.5 metres

Please let me know if you need any further details.

Best regards,

?

Nathan McGeachie

Arboricultural Officer

Item 7

Consultee comments

Comments were submitted at 05/02/2026 2:53 PM from Administrator NTC (Not Available) on behalf of Parish Council.

Application Summary

Reference: DC/26/0054/TPO

Address: 25 Exeter Road Newmarket Suffolk CB8 8AR



Proposal: TPO 04(1989) and TPO 04(1992) tree preservation order - one yew (marked T2 on plan and T6 on order), two silver birch (marked T4 and T5 on plan and T1 and T2 on order) and one horse chestnut (marked T6 on plan and T4 on order) fell, one lime (marked T3 on plan and T4 on order) re-pollard to 4.5 metres above ground level, one yew (marked T1 on plan and T5 on order) crown lift to 4.5 metre above ground level, one horse chestnut (marked T7 on plan and T5 on order) re-pollard back to previous points on main stem at circa five metres

Case Officer: Philip Crutchlow

Comments Details

Item 7

Comments:

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee does not object to this application although requested that the Tree Officer is satisfied with this application. The Committee is pleased to see a proposal for a replacement tree and would ask that any trees to be felled are done so outside of the bird nesting season.

Comments were submitted at 19/02/2026 10:48 AM from Administrator NTC (Not Available) on behalf of Parish Council.

Comments Details

Comments:

The Committee objected to this application. The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee requested that the application be submitted to the Tree Officer for consideration in a conservation area. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that they be replaced with advanced nursery stock trees.

EAST CAMBRIDGESHIRE DISTRICT COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS



(Alphabetically by Parish)

List produced on 6th March 2026

Reference: 26/00170/FUL

Officer: Philip Baum

Location: 1 Pound Close Burwell Cambridge CB25 0EP

Date application valid:

25th February 2026

Parish:

Burwell

Proposal: Single storey rear flat roof extension with cladding, pitched roof front porch and demolition of the single garage in the rear

Applicant:

Simon Rogers
1 Pound Close
Burwell
Cambridge
CB25 0EP

Agent:

2 The Drawing Board
FAO William Kane
55 Melbourne Drive
Mildenhall
IP28 7BP

Reference: 26/00221/FUL

Officer: Jasmine Moffat

Location: 2 Stretton Avenue Newmarket Suffolk CB8 8BN

Date application valid:

24th February 2026

Parish:

Woodditton

Proposal: Single storey extension to side

Applicant:

Mr & Mrs Stewart & Mary Jacobs
2 Stretton Avenue
Newmarket
Suffolk
CB8 8BN

Agent:

Greg Saberton Design
Toms Hole Barn
Branch Bank
Prickwillow
Ely
Cambridgeshire
CB7 4UR

Grid Reference: 564774 262662

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Decision List

Weeks commencing 23 rd Feb & 2 nd March	NTC Comments	West Suffolk Council Decision
<u>DC/26/0031/TCA</u> Trees in a conservation area notification - two viburnum (marked S8 and S9 on plan) fell 25 Exeter Road Newmarket Suffolk CB8 8AR	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee does not object to this application although requested that the Tree Officer is satisfied with this application. The Committee is pleased to see a proposal for a replacement tree and would ask that any trees to be felled are down so outside of the bird nesting season.- <i>Comment from 5th Feb.</i> The Committee objected to this application. The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee requested that the application be submitted to the Tree Officer for consideration in a conservation area. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that they be replaced with advanced nursery stock trees.-<i>Comment from 19th Feb.</i>	Decided- No objections. 
<u>DC/25/1982/HH</u> Householder planning application - ramped access 421 Aureole Walk Newmarket Suffolk CB8 7BB	The Committee voiced no objection.	Decided- Approve application. 

Decision List

<u>DC/26/0010/HH</u> Householder planning application- a.single storey rear extension (following demolition of existing conservatory and breakfast room) b. new window to side elevation 42 Rous Road, Newmarket, Suffolk, CB8 8DL	The Committee voiced no objection.	Decided- Approve application. 
<u>DC/25/1858/FUL</u> Planning application- a. installation of 23 box stable yard, b. replacement equine swimming pool Freemason Lodge, 35 Bury Road, Newmarket, Suffolk, CB8 7BY	The Committee voiced no objection and supported the modernisation of the facilities without impacting the heritage assets on site. The Committee are therefore content to leave the determination to the WSC professional Officers (such as the Tree Officers, Ecology Officer and Conservation Officer.)	Decided- Approve application. 

5 Robinson Close
Bury St Edmunds
IP33 3TY



Managing Director: Ian Poole BA(hons) MRTPI DMS
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Town Clerk
Newmarket Town Council

February 2026

Newmarket Neighbourhood Plan Review Support Proposal

Places4People Planning Consultancy has previously provided professional planning support in the review and updating of the made Neighbourhood Plan. We are now pleased to provide a support proposal to carry out further tasks as the draft Plan nears the statutory pre-submission consultation stage.

PROPOSAL

We will carry out the following tasks:

1. Review the content and structure of the new Draft Plan

Having already reviewed the draft policies, we will carry out a review of the supporting content of the new Draft Plan, including the availability of evidence, prior to consultation to ensure that it is appropriate and sufficiently robust to support the proposed policies. We will also advise on the published format of the Plan in order that it will meet the West Suffolk Council document accessibility guidelines. All neighbourhood plan submission documents will need to conform to these guidelines when the Plan is submitted to them.

Additionally, should the Town Council wish, we can prepare the Policies Maps for the Plan to illustrate, in a clear format, those planning policies that apply to geographical locations in Newmarket. We have provided a separate fee for this element.

OUTPUTS: We will provide a "tracked change" version of the draft Plan that is submitted to us. We will also provide, as necessary, a separate report with recommendations concerning any other matters considered necessary. Separately, if commissioned, we will provide images of the Policies Maps for inclusion in the published Plan.

TIMESCALE: We will require a minimum of one week's notice of the request to carry out the work and up to three weeks to carry out the task, depending upon our workload commitments at the time of commission. For the mapping, we will require a maximum of two weeks to carry out the task to fit it in with other tasks.

2. Strategic Environmental Assessment and Habitats Regulations Assessment Screening

A neighbourhood plan must meet certain "Basic Conditions" including that the making of the plan "does not breach, and is otherwise compatible with, EU obligations." One of these obligations relates to Directive 2001/42/EC 'on the assessment of the effects of certain plans and programmes on the environment'. Another element of the Basic Conditions relates to Directive 92/43/EEC on the conservation of natural habitats and of wild fauna and flora, often referred to as the Habitats Directive. Under the Habitats Regulations which implement the Directive, an assessment referred to as an "appropriate assessment" must be undertaken if the plan in question is likely to have a significant effect on a European protected wildlife site.

Determination as to whether a Strategic Environmental Assessment or Appropriate Assessment is required is carried out through the "screening" of a plan at the draft stage. A Screening Opinion must accompany the draft neighbourhood plan when it is submitted to the local planning authority. Draft plans are only normally "screened in" (requiring a full

assessment) where sites for housing are allocated in the plan, but other development proposals in a plan can also trigger potential impacts that will require a full assessment. At this stage we do not consider that a full assessment will be required.

Previously, West Suffolk Council screened draft neighbourhood plans as part of its support to neighbourhood plan groups. However, this support is no longer available and the work has to be commissioned by town and parish councils.

PROPOSAL: We will carry out the screening of the planning policies in the draft Plan for their likely significant effects, using the criteria from schedule one of the strategic environmental assessment regulations. In addition, we will assess the policies for the potential effects of the draft Plan on a site or sites afforded the highest level of protection in the UK, namely Special Protection Areas (SPAs) and Special Areas of Conservation (SACs). There are SACs at Chippenham Fen and Wicken Fen and the Breckland SPA extends to just north of Kentford. We will identify the location and nature of sensitive receptors and other designations, including any air quality management areas, noise pollution generators and areas liable to flood. Our assessment will determine whether the planning policies are likely to have any significant effects on such matters.

OUTPUT: We will provide the draft Screening Opinion report for the Town Council. This must be sent to the Environment Agency, Natural England and Historic England to ask if they agree with the outcome of the Screening. We will provide those contact details and the wording for an email to them. At the conclusion of that "consultation" we will complete the final Screening Opinion.

TIMESCALE: We will prepare the Screening Opinion once the Town Council has confirmed that all the planning policies in the Pre-Submission Draft Plan are complete. We will require a maximum three weeks to prepare the Screening Opinion, depending upon our workload commitments at the time of commission.

Fees			
Element	Hours	Rate	Fee
Plan Content Review	18	£65.00	£1,170.00
Screening Opinion	24	£65.00	£1,560.00
			£2,730.00 + VAT
Optional			
Policies Maps	10	£65.00	£650.00 + VAT

APPENDIX 1

TERMS AND CONDITIONS OF APPOINTMENT

Definitions: Places4People Ltd shall be referred to as the Planning Consultant. Newmarket Town Council shall be referred to as the Client.

1. General Conditions

- 1.1 All engagements accepted by Places4People Ltd are subject to the following terms of engagement except where changes are expressly agreed in writing.
- 1.2 We will observe the byelaws, regulations and ethical guidelines of the Royal Town Planning Institute and accept instructions to act for you on the basis that we will in accordance with those guidelines. Copies of the RTPIs Code of Professional Conduct are available from the RTPIs website www.rtpi.org.uk
- 1.3 Every care will be taken when carrying out client instructions. No responsibility is accepted for errors or matters beyond our reasonable control.
- 1.4 The Client is required to provide the Planning Consultant with such information and make such decisions as are necessary for the proper performance of the agreed service. The requirement and reasons for such timely action shall be explained to the Client by the Planning Consultant so that the implications of delay are clearly understood by both parties.
- 1.5 Copyright in all documents prepared by the Planning Consultant shall, unless otherwise agreed, remain the property of the Planning Consultant.
- 1.6 The Client will be entitled to use documents in executing the project for which they were prepared by the Planning Consultant provided that: (a) all fees due to the Planning Consultant have been paid in full, and (b) the entitlement relates only to that neighbourhood plan for which the document was prepared.
- 1.7 The agreement between the Client and Planning Consultant is deemed to allow for minor revisions due to changing circumstances. In long term commissions, such changes will probably be due to unforeseen factors or matters beyond the control of the Planning Consultant at the date of appointment.
- 1.8 The Client may suspend the Planning Consultant's appointment in whole or in part without notice but subject to suspension being given in writing.
- 1.9 The Planning Consultant will give immediate notice in writing, to the client of any situation arising from force majeure which makes it impractical to carry out any of the agreed services, and to agree with the client a suitable course of action.
- 1.10 Following the notice in accordance with clause 1.9, if no instruction has been received within 4 months, the Planning Consultant shall make a written request for instructions. If no instruction is received within 30 days, the appointment will be treated as terminated.
- 1.11 Termination: The Planning Consultant's appointment may be terminated by either party in accordance with clause 1.8 and 1.9.
- 1.12 If death or incapacity stops the Planning Consultant from carrying out the agreed duties under the appointment, it shall be terminated. As soon as all outstanding fees have been submitted or paid, the Client will be entitled to use all data prepared on the project subject to the provisions in respect of copyright in accordance with clauses 9 and 10.
- 1.13 If the Planning Consultant's appointment is terminated, the Planning Consultant reserves the right to charge the Client for any work completed or underway at the time of termination.

2. Fees

- 2.1 Our fees set out in this proposal are calculated on the basis of the time spent on your affairs by our staff, and on the level of skill and responsibility involved.
- 2.2 The following costs have been allowed for in the proposal;
 - sub-contractor fees
 - photocopying and the printing of plans

- photography
- Ordnance Survey maps
- publications (local plans/development plan documents)
- faxes and telephone calls
- pre-application fees charged by a local authority
- postal and delivery charges
- mileage and other travel expenses reasonably incurred.

- 2.3 If it is necessary to carry out additional work outside of the agreed brief then this work will involve additional fees. We will provide an estimate of such fees before commencing additional work.
- 2.4 Any delay in receiving information, changes in Clients instruction or any matter outside our control which leads to additional work may result in an additional fee.
- 2.5 Invoices will be submitted as each commissioned stage is completed or at the conclusion of 12 weeks from the phase of the project commencing, and must be paid in full within 28 days of the date of each invoice. Should there be any additional information required in relation to invoices or, should there be any dispute over the amount or other details then this should be notified to the Planning Consultant within 7 days of receipt of the invoice, otherwise the invoice will be deemed acceptable for payment.
- 2.6 We reserve the right to charge interest on any amounts owing at 5% above Santander Bank base rate. We reserve the right to suspend work on projects where accounts are outstanding after 42 days, other than by prior agreement. The Planning Consultant may exercise the Statutory Right to interest under the Late Payment of Commercial Debts (Interest) Act 1998 if not paid according to agreed credit terms.

3. Limitation of liability

- 3.1 We will endeavour to provide professional services with reasonable care and skill. However, we will not be held responsible for any losses arising from the supply by you or others of incorrect or incomplete information, or a failure of you or others to supply any appropriate information or your failure to act on our advice or respond promptly to communications from us or relevant authorities. The advice, appraisal and recommendations supplied by Places4People are made on the basis that the company does not guarantee that the neighbourhood plan concerned passes independent examination and, ultimately, the local referendum.

4. Law

- 4.1 This contract is subject to England and Wales law

5. Complaints

- 5.1 Any concerns over the level of service received should be dealt with in the first instance by the principle of the practice, Ian Poole.
- 5.2 Should the Client and the Planning Consultant dispute any matter arising from an appointment under this document they are free by agreement to invite a third party to act as mediator to effect mediation and settlement before exercising their rights to other means of resolving the dispute. This third party should be well versed in the process of mediation.
- 5.3 Any difference or dispute arising out of any appointment under this document which cannot be resolved in accordance with either clause 5.1 or 5.2 shall be referred to arbitration by a person to be agreed between the parties, or, failing agreement within 21 days after either party has given to the other a written request to concur in the appointment of an arbitrator, a person to be appointed at the request of either party by the President or Vice President for the time being of the Chartered Institute of Arbitrators.

All clauses in this document shall be deemed to apply to the appointment unless specifically agreed otherwise in writing. This document is based on the Royal Town Planning Institute's Example Standard Terms for the employment of a Planning Consultant

Places4People Ltd

Registered Office: The Maltings, Rosemary Lane, Halstead, Essex, CO9 1HZ
 Registered in England & Wales - Company registration number 09551615
 VAT Registration Number: 291 9963 46

Item 15

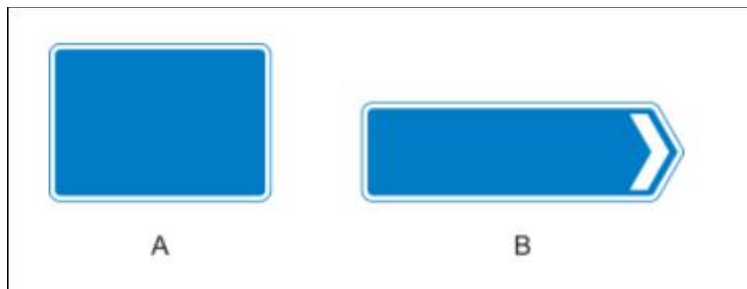
Good morning,

I wanted to share the signage proposals for the signs along the Avenue with the coding as mentioned in the talk on Monday.

Below is the proposed design in segments of what will be included:

Permitted relevant TSRGD wayfinding

Schedule 12, Part 2, Item 1, A or B:



Schedule 12, Part 3:

1	Destination, direction or type of route	A legend provided for at entry 3 of this item must only be used on a sign with a background provided for at item 9 of the sign table in Part 2. 1. The name of— (a) a place, which may be followed by: "city centre", "town centre", "village" or "village centre"; (b) a geographical area; (c) the name of a road; (d) an airport, heliport, railway station, port, tunnel, bridge, crossing or other transport facility; (e) a local destination not covered by (a) to (d), which may include a generic description of a facility
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Schedule 12, Part 11:

3	Route for pedal cycles with an indication of a national cycle route number (Alternative types)		8
4	Route for pedestrians		8, 9
7	National railway station		Diagram A plate: 1 to 5, 8, 9 Diagram B plate: 2 to 5, 8, 9

25	Parking place	 14	2 to 5, 8, 9
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15	Public toilets	 14	2 to 5, 8, 9 1. The symbol may be white to ensure adequate contrast between the symbol and the background of the sign 2. The symbol background must be the same colour as that part of the sign on which it is placed 3. The legend "Ladies" or "Gents" may be added
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Schedule 12, Part 15:

35	T 135 Race course (Leisure facility)	 14
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Schedule 12, Part 16:

3	T 203 Museum or art gallery	 14
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Note, although the above signs indicate a brown background they will be white on the blue signage as they will be providing wayfinding.]

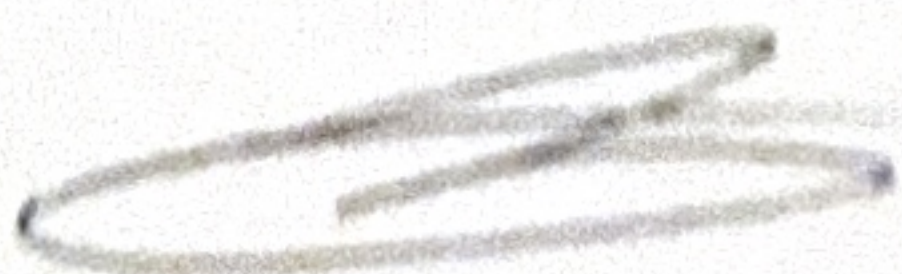
The signage directing away from town will include:

Blue sign pointing in the direction of the current brown sign and inform pedestrians of the town centre, racecourse, public toilets and museums (Item 9 Type A or B, Sch12, P.1 11 Item 4, item 3, Sch 12m P.15 **Item 35 T135**, Sch 12 P.11 item 115 and Sch12, P.16 Item 3 T203).

The race course indicator is very much up for debate with councillors, my initial instinct is to recommend removal but I welcome their input – my reasoning is, it is unlikely visitors will walk to the racecourses and typically there are shuttle buses that run from the station.

DATA CONSENT FORM

By completing this form you are giving the office of Nick Timothy, MP for the West Suffolk Constituency permission to make enquiries on your behalf.

1	(please add your full name in this box) LUKE WATSON
	CB88HZ (Address...) 14 CARDIGAN STREET Newmarket
(Please detail who you are giving us permission to contact on your behalf, eg NHS, DWP, UKVI, Local Authority or other department) Give permission to the office of Nick Timothy MP to make enquiries on my behalf with: Newmarket town council West Suffolk Council Any other Relevant Persons	
(Please detail the issue or problem you are seeking to get help with along with what has happened so far and what you are hoping to achieve. Please write on the reverse of this form if extra space is needed) About the following issue: I would like to lease a premises owned by West Suffolk Council, it was rejected with concerns with parking which I have proved will not be an issue, the building has been on the market for nearly 1 year with no other interested parties, I have tried contacting Charlotte Saurad	
Please attach copies of any documents or paperwork that you think would be helpful to us in making this enquiry on your behalf. Please do not send original documents.	
Please note you can withdraw your consent at any time either in writing or verbally.	
Signed:	 Date: 27/2/26

Continued

with a hope to meet in person to figure out a solution to her concerns on parking, but have never received a Reply, I have spoken to Daniel Bent on numerous occasions and have been told its not a no we just want to see if there are any other offers, this has been ongoing since May last year

Support Statement Form Fitness

Proposed Gym Facility

1.0 Introduction

The purpose of this document is to provide relevant operational details, assess potential impacts on the local area, and demonstrate how the proposal aligns with local planning policy and supports community wellbeing.

The proposed development aims to deliver a professionally operated gym that promotes health and fitness in a safe, accessible, and inclusive environment, while operating harmoniously within the local area and existing infrastructure.

2.0 Operational Overview

The gym will offer a range of fitness services, including strength training, cardiovascular equipment, small group training, and general fitness classes. No high-impact or outdoor activities will take place on the premises.

Opening Hours:

Monday – Friday: 6:00 AM – 9:00 PM

Saturday – Sunday: 9:00 AM – 3:00 PM

Staffing and Access:

- The facility will be staffed during all operating hours.
- Members will access the gym via a secure entry system.
- CCTV and internal monitoring systems will be in place for safety and compliance.

Membership Model:

- The gym will operate on a capped membership basis to ensure manageable footfall.
- Based on similar gym operations, it is expected that members will attend in short, staggered sessions throughout the day, with usage peaking during early evenings.

3.0 Parking Impact Assessment

3.1 Anticipated Parking Demand

Through research and consultation with existing gym operators, the following peak vehicle presence is anticipated:

Time Period

Maximum Vehicles on Site

6:00 AM – 7:30 AM	7 vehicles
8:00 AM – 5:30 PM	5 vehicles (other businesses open)
5:30 PM – 9:00 PM	11 vehicles (peak period)

3.2 Available Parking Provision

The site benefits from access to the following shared parking resources:

- Council-owned shared car park: ~62 spaces
- On-street parking (commonly used): ~12 spaces
- Side-road parking: ~10 spaces

Total provision: ~84 spaces shared among 12 local businesses

3.3 Observational Assessment

On multiple visits to the area at different times of the day, particularly during evening peak hours, it was observed that 70–80 spaces remain available after 5:00 PM, when all neighbouring businesses are closed. This corresponds with the gym's busiest period.

3.4 Conclusion

The existing parking infrastructure is more than sufficient to accommodate the expected parking demand without disruption to neighbouring businesses or residents. The proposed gym will not generate excessive parking pressure and aligns with sustainable transport expectations.

4.0 Noise Management

The gym will operate with strict controls in place to minimise noise and disturbance to surrounding properties.

Mitigation Measures:

- Rubberised flooring and noise-dampened equipment will be used throughout.
- No outdoor activities or amplified music will be permitted externally.
- Music volume will be kept at a reasonable level and automatically limited.
- Operational hours are restricted to avoid late-night disturbances.
- Regular noise monitoring will be undertaken as part of ongoing management.

5.0 Community Impact

The proposed gym will provide significant benefits to the local community, including:

- Improved access to fitness and wellbeing services, supporting physical and mental health.
- Creation of local employment opportunities, including personal trainers, gym staff, and

cleaners.

- Support for healthier lifestyles, particularly important post-pandemic, as demand for health-focused amenities grows.
- Positive contribution to the local economy.
- Partnership opportunities with local schools, sports teams, and wellness providers.

6.0 Conclusion

This Planning Support Statement has demonstrated that the proposed gym:

- Operates within appropriate hours and with responsible capacity limits
- Presents no adverse impact on parking, noise, or neighbouring businesses
- Provides clear health, economic, and community benefits

Please find attached images of the already existing parking areas at 6pm.

The proposal aligns with local planning objectives for health and wellbeing, sustainable development, and economic vitality. We respectfully request that the application be approved.





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