

Membership from May 2025

Councillor Harvey
Councillor Drummond
Councillor Hood
Councillor McHugh
Councillor Winter
Councillor Yarrow

Members = 6
Quorum = 3



Newmarket
TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
PERFORMANCE & AUDIT COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP
on **Monday 13th April 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.

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 to 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 12th January 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 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) **Resolution Audit** – to receive information regarding resolution progress for:-
 - a) Q4 financial year 2025/2026
 - b) 2022/23, 2023/24, Q1-Q4 2024-2025 and Q1- Q3 2025-2026 – outstanding resolutions
- 7) **Neighbourhood Plan** –to receive the latest report from the NNP Working Group
- 8) **Working Group Reports** – to receive update reports regarding all active Working Groups
- 9) **Correspondence**
- 10) **Date of next meeting 13th July 2026 at 6.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 7th April 2026

To: Chairman and Members of Performance & Audit Committee, Other Council Members, The Press

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Performance & Audit Committee **Held on Monday 12th January 2026 at 6:15pm**

Attendance:

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

Councillor J McHugh
 Councillor P Winter
 Councillor K Yarrow

Also present: C Whitaker – Town Clerk. Cllr Revitt as an observer. 1 member of the public.

Minute

- P/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 Notice was not required and that proceedings were not being recorded.
- P/26/01/2 Apologies for Absence**
 No apologies were received.
- P/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 Member's Dispensation**
 None noted. There were no requests for dispensations.
- P/26/01/4 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 13th October 2025 and Any Matters Arising**
 The Chair presented the minutes of the Performance & Audit Committee Meeting held on Monday 13th October 2025 and Cllr Harvey made a proposal seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:
- P/26/01/4.01 Resolved**
That the minutes of the Performance & Audit Committee meeting held on Monday 13th October 2025 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.
- There were no matters arising.
- P/26/01/5 Public Open Session**
 No members of the public were present.
- Cllr Jarvis joined the meeting as an observer at 6.53pm.
- P/26/01/6 Resolution Audit**
 The resolution progress for Q3 financial year 2025/2026 was received, updated, and

Minutes of Performance & Audit Committee held on Monday 12th January 2026

noted.

The outstanding resolutions for 2022/23, 2023/24, 2024-2025 and Q1 – Q2 2025-2026 were received, updated, and noted.

P/26/01/7 Neighbourhood Plan
No report was received.

P/26/01/8 Working Group Reports
The list of active Working Groups was received and noted. All working groups will be updated regarding membership, leaders and meeting schedules at the Full Council meeting at the end of January.

P/26/01/9 Correspondence
None noted.

P/26/01/10 Date of Next Meeting
Monday 13th April 2026.

Meeting closed at 7.25pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>P/26/01/4.01 Resolved</u>	That the minutes of the Performance & Audit Committee meeting held on Monday 13th October 2025 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.

QUARTER 4 - (JANUARY 26 - MARCH 26)

NTC Resolutions January 2026 page 3 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
26/01/5.01 Resolved Devolution consultation	That the Newmarket Town Council response to the consultation for the preference of the Three Councils model be approved and submitted.	TC		submitted as instructed	
26/01/5.02 Resolved Local government Reorganisation cons	That the following be approved and submitted with the NTC Response to the consultation regarding Local Government Reorganisation for Suffolk: Newmarket Town Council (NTC) support the proposal for the three unitary option (Suffolk to the power of three) rather than the single unitary (One Suffolk) option, as agreed at Full Town Council meeting on 8 Jan 2026 (by a majority of 9 to 5, with 4 members absent). Councillors considered the potential advantages and disadvantages of both proposals but crucial was the desire for strong, direct local representation and service delivery. One Suffolk would still need a level of local representation and has not a good track record for this part of the County. The 3 unitary option will need co-operation and co-ordination at a strategic level and potentially operationally for County-wide services. NTC supports the comments from SALC that “Town and Parish Councils must be recognised as key stakeholders in governance to avoid disconnect and bureaucracy. We strongly agree that the proposals have potential to enable greater community engagement and neighbourhood empowerment. There is recognition that the opportunity exists to reshape governance in a way that reflects the needs, strengths, and ambitions of our communities. The emphasis on closer relationships between the new unitary council and Town and Parish Councils is particularly welcomed, as these bodies form the first tier of local government and play a vital role in representing local voices.”	TC		Cllr Harvey attended his first meeting.	
26/01/10.02 Resolved (C/26/01/7.01 Recommendation) High Street Heritage Lighting Columns	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.	TC		Scheduled April/May 26	
26/01/10.03 Resolved (C/26/01/7.02 Recommendation) High Street Heritage Lighting Columns	That funding to upgrade the remaining 12 units on Birdcage Walk be included in the 2027/2028 budget.	TC		For budget 27/28	
26/01/01.04 Resolved (C/26/01/8.01 Recommendation) Cemetery Fees	That the Cemetery fees and charges for 2026-2027 be approved	TC		New rates to take effect April 2026.	
26/01/12.03 Resolved (H/26/01/7.01 Recommendation) HR Consultation	That a redundancy consultation period begin.	TC		Completed	
26/01/12.04 Resolved (H/26/01/7.02 Recommendation) HR Consultation	That a contract increase in hours for a staff member be approved from January 2026	TC		Implemented	
26/01/12.05 Resolved (H/26/01/7.03 Recommendation) HR Consultation	That an in crease in NJC SCP of two points be awarded to two members of staff in April 2026	TC		Implemented	
26/01/13.04 Resolved (F/26/01/10.02 Recommendation) Small grant	That the request from Hope for Tomorrow for a grant be approved and be awarded at £500	TC		Paid out Feb 26	
26/01/13.03 Resolved (F/26/01/10.01 Recommendation) Small grant	That the request from Newmarket Chalk Streams CIC for a grant be approved and be awarded at £1,000.	TC		Paid out Feb 26	
26/01/16.01 Resolved Town of Culture application	that an application to the UK Town of Culture competition be supported by Newmarket Town Council	TC		Submitted	

QUARTER 4 - (JANUARY 26 - MARCH 26)

NTC Resolutions February 2026 page 2 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>26/02/7.01 Resolved</u> <u>Sports Facility</u>	That NTC support West Suffolk Council, working together with Suffolk County Council and other relevant organisations, in the urgent pursuit of a suitable sports facility at a suitable location in Newmarket.	TC		submitted as instructed	
<u>26/02/7.02 Resolved</u> <u>Sports Facility</u>	That in terms of suitability, Newmarket Town Council considers that the former St Felix School site, due to various ongoing constraints, is not feasible as a suitable location for the currently proposed sports facility but would require that the land is retained for sport and recreational use.	TC		submitted as instructed	
<u>26/02/7.03 Resolved</u> <u>Sports Facility</u>	The Town Council urges West Suffolk Council to work with all interested parties, including Suffolk County Council, to finalise and present a sports strategy for current and future provision by mid July 2026.	TC		submitted as instructed	
<u>26/02/12.02 Resolved</u> <u>(L/26/02/9.01 Recommendation)</u> Wedding Package fees	That the wedding package prices for 2026/2027 be approved.	EM		ready to action from 1st April 2026	
<u>26/02/12.03 Resolved</u> <u>(L/26/02/10.01 Recommendation)</u> Food Festival 2027	The Committee support the proposal and requested that more information is gathered to bring to the next meeting.	EM		Agenda 7th April 26 - links with a possible International Day in 2027 to be researched.	
<u>26/02/12.04 Resolved</u> <u>(L/26/02/11.01 Recommendation)</u> Fire Doors	That the quotes for the installation and maintenance of the Memorial Hall and Pavilion fire doors from LAC Services (East Anglia) Ltd for £11,488.48 and £2,614.94 be approved.	DTC		Pavilion doors completed March. Mem Hall doors to be completed April.	
<u>26/02/13.01 Resolved</u> Dental Bus	That the dental bus be approved to be located on the Severals grounds on a date in April 2026	TC		Permission given	
<u>26/02/14.01 Resolved</u> Commemorative plaque for MH	That a plaque to commemorate the Royal Visit in July 2025 be installed at the Memorial Hall at a cost of £900.00	TC		On order	
<u>26/02/15.01 Resolved</u> Suffolk Parishes Road Safety Group	That Cllr Winter be appointed as the NTC representative on the Suffolk Parishes Road Safety Group.	TC		appointed	

QUARTER 4 - (JANUARY 26 - MARCH 26)

NTC Resolutions March 2026 page 1 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
26/03/12.02 Resolved <i>(C/26/03/7.01 Recommendation)</i> War Memorial fencing/gates	That the quote from Newmarket Paint Company for £5,544.00 for repainting the cast iron fencing at the War Memorial be accepted.	DTC		in progress currently	
26/03/12.03 Resolved <i>(C/26/03/7.02 Recommendation)</i> War Memorial clean/replace flag stones	That the quote from Collaboration 23 Construction for £13,500 + VAT to clean the War Memorial, re-paint the lettering by hand and to repair the flagged area at the War Memorial be accepted.	DTC		in progress currently	
26/03/12.04 Resolved <i>(C/26/03/7.03 Recommendation)</i> War Memorial CCTV unit installation	That the quote from True Tech for £2,388.90 with ongoing maintenance and monitoring costs from WSC of £750.00 pa for the installation and monitoring of WSC CCTV at the War Memorial be accepted. 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.	DTC		arrangements being made for SCC permissions	
26/03/12.05 Resolved <i>(C/26/03/8.01 Recommendation)</i> Cemetery regulations 26/27	That cemetery regulations for 2026/2027 be approved.	TC		updated and in place	
26/03/12.06 Resolved <i>(C/26/03/8.02 Recommendation)</i> Cemetery gate refurbish (Dullingham Road entrance)	That the quote from Anglia Fabrication & Design Limited for £3122.00 + VAT to remove the 2 gates, repair/refurbish as necessary, shot blast, prime and reinstall the cast iron gates on Dullingham Road be accepted.	DTC		in progress - gates removed	
26/03/12.07 Resolved <i>(C/26/03/8.03 Recommendation)</i> Cem CCTV unit installation (car park entrance)	That the quote from True Tech for £5,875.30 + VAT and an increase in £250pa for maintenance by WSC for the installation and monitoring of WSC CCTV at the cemetery be accepted.	DTC		arrangements being made for SCC permissions	
26/03/12.08 Resolved <i>(C/26/03/8.04 Recommendation)</i> Cemetery area - bulb planting	That the quote from Lubbe & Sons for £3,400 + VAT for planting bulbs at the cemetery car park be accepted.	TC		Scheduled for autumn 2026	
26/03/13.03 Resolved <i>(F/26/03/9.01 Recommendation)</i> Small grant to NCF (Community Awards 2026)	That the request from Newmarket Charitable Foundation for a grant be approved and be awarded at £750.	TC		grant made - April 26	
26/03/13.04 Resolved <i>(F/26/03/9.02 Recommendation)</i> Annual grant to CAB	That NTC continues to support the CAB and be awarded a grant of £5,000.	TC		Awaiting CAB invoice	
26/03/15.01 Resolved	That subject to further amendments being made, the response to the updated Rowley Drive Masterplan be approved and submitted.	DTC		Submitted as instructed	

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TRAFFIC LIGHT STATUS = Green/Fully Completed. Amber/In Progress. Red/Needs Action.

NTC Resolutions May 2022	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>21/05/12.03 Resolved (F/21/05/12.01 Recommendation)</u> <u>CARBON ZERO PROJECT</u>	That NTC commits to consider what actions it could take to help mitigate the effects of global warming by engaging in a programme of assessment, review and reduction of its carbon footprint.		NEED TO RESTART WHEN TIME - POSSIBLY WITH NEW INITIAL ASSESSEMENT	YES
<u>21/05/12.04 Resolved (F/21/05/12.02 Recommendation)</u> <u>CARBON ZERO PROJECT</u>	That the quote from Groundwork East be accepted and for them to work with Climate Change Working Group and to report back to Full Town Council with recommendations		NEED TO RESTART WHEN TIME - POSSIBLY WITH NEW INITIAL ASSESSEMENT	YES

TRAFFIC LIGHT STATUS = Green/Fully Completed. Amber/In Progress. Red/Needs Action.

NTC Resolutions June 2022	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>22/06/18.03 Resolved</u>	To pursue research into alternative options for the siting of a Local History Museum in the future. To make contact with other Local History Museums (e.g. Mildenhall, Bury St Edmunds, Burwell, Haverhill). To look into a Summer Season of “Pop-Up” exhibitions in vacant shops on the High Street. To work with the NLHS on other initiatives on the High Street: e.g. History Trail / Local History vinyl’s for empty shop fronts, etc.		Working Group to meet again to form up and decide a strategy. Possibility of Town Trails proposal which would provide an unlimited number of virtual trails regarding tourism, history, environment, etc. TOWN MUSEUM WG TO MEET APRIL/MAY WG RENAMED - LOCAL HISTORY AND TOURISM WORKING GROUP - MET IN NOV 24.	YES
<u>22/06/18.04 Resolved</u>	That grant funding possibilities are investigated and to look into charitable status application in readiness for potential future opportunities and to prepare an onward business case and budget longer term for a museum facility.		WORKING GROUP MET ON 19 MARCH 2026 FOR A RESET. LINKED TO TOWN OF CULTURE APPLICATION.	

RESOLUTION AUDIT - 2022/2023 - QUARTERS 1 & 2 (1/4/22-30/9/22)

TRAFFIC LIGHT STATUS = Green/Fully Completed. Amber/In Progress. Red/Needs Action.

NTC Resolutions July 2022	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>22/07/8.02 Resolved</u> <u>(D/22/07/17.01</u> <u>Recommendation)</u>	That subject to the recommended clarifications in point 2, to proceed on the RPZ scheme for All Saint's Ward with WSC; agreeing to the underwriting of the scheme by NTC should it not proceed.		Cons notice out March 26	yes

NTC Resolutions January 2023	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>23/01/21.01 Resolved</u> <u>LAUREATE SCH RD /</u> <u>WILLIE SNAITH RD</u>	That an application for a DMMO for the original footpath to be recorded be submitted.		The pathway is now fenced and opened by the new owners. NTC to progress application procedure for DMMO. AD - WS attempting signing up owners with a PPCA - Pubic Path Creation Agreement - Highways Act 1980 s25	

NTC Resolutions February 2023	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>23/02/9.01 Resolved (C/23/02/8.01 Recommendation)</u> SIDS PLACEMENT	That each proposed road/location to be adopted by a councillor to carry out the necessary investigations, provide the photographic evidence and obtain written support from the nearest residents. A template letter is available. Cllrs were allotted to cover the nominated roads.		all staff on training course March 26 - ASSESSMENT SURVEY TO BE CARRIED OUT BY NTC STAFF WITH A REPORT TO DP CTTE IN JUNE	yes

QUARTER 1 - (APRIL TO JUNE 2023)**NTC Resolutions June 2023**

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/06/11.06 Resolved (C/23/06/12.01 Recommendation) Path behind Millbank	That WSC are approached to request that they adopt the unregistered part of the path, tarmac the entire path where necessary and to add an accessible ramp. That Aldi are approached to make a contribution to the costs.	TC		WSC response that SCC is the highway/footway adoption authority contact with SCC pending CLLR LC AND KY ASSISTING. KY TO CONTACT SCHOOL RE LITTER & VEGETATION. AND SCC RE OVERGROWTH AND RAMP REQUEST. Established path is owned by school. M.Fox has said the steps and ramp are feasible. KY asked ALDI to maintain their footpath between the supermarket and the school. KY - footpath cleared in autumn. KY to chase up school again. Steps may not be feasible	

QUARTER 3 - (OCTOBER 2023 - DECEMBER 2023)**NTC Resolutions October 2023**

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/10/17.01 Resolved Environmental Working Group	That all recommendations in the Environmental Working Group report dated 2nd October 2023 be approved; that the 2023 species to be adopted be the butterfly, and that the species to be adopted in 2024 be the hedgehog, that the working group membership host an environmental webpage and an Environmental Policy be worked on.	DTC		a follow up meeting is due MEETING TOOK PLACE 25/3/24 - REPORT TO FTC 29/4/24. - DEFERRED TO APRIL 2026 TO ALLOW FOR PREPARATION MEETING FOR EARTH DAY EVENT HELD ON 5/3/26. EARTH DAY = 25 MARCH 2026	YES

QUARTER 3 - (OCTOBER 2023 - DECEMBER 2023)

NTC Resolutions November 2023 page 2 of 2

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/11/8.01 Resolved (D/23/11/7.01 Recommendation) Exning Road bollards	That Providing 50% can be funded from Councillor Rachel Hood's SCC Highways Locality Budget; that the installation of bollards for £7,845.00 be approved. That the bollards be added to the NTC Asset Register.	TC		completed	yes
23/11/8.03 Resolved (D/23/11/18.01 Recommendation) Working group for unauthorised signage	That a Task and Finish Working Group be set up consisting of Cllrs Nobbs, Hood, Hulbert and the Town Clerk with a remit to research and provide recommendations to Full Council regarding unauthorised signage, street advertising and A-boards.	TC		RECENT ISSUES WITH CIRCUS SIGNAGE. MTG WITH WSC OFFICER TBA INCLUDING BID MEETING HELD WITH WSC OFFICER AND BID. PROPOSALS AGREED REGARDING CIRCUS SIGNAGE FOR FUTURE. ENFORCEMENT WGRP	
23/11/10.06 Resolved (F/23/11/14.01 Recommendation) Approve phase 1 of Cloudy IT	That the plan for phase 1 - Cloudy-IT for options a, and b, for cloud-based system and agenda pack creation software within current financial year (23/24) be approved.	TC		AGENDA SW TRAINING COMMENCING JAN 2026 - WITH ASPIRATION OF GOING LIVE AT THE MAY ANNUAL MEETING AGENDA	
23/11/10.07 Resolved (F/23/11/14.02 Recommendation) Approve Phase 2 hybrid and broadcasting in principle	That the plan for phase 2 - hybrid and broadcasting of council meetings and councillor devices, options c, and d, in the next financial year (24/25) be approved in principle subject to specification, investigation and review.	TC		BROADCASTING QUOTES SOUGHT FOR APPROVAL	
23/11/11.01 Resolved Network Rail	That delegated power be given to the Town Clerk and Cllr Harvey to draft and send a letter to Network Rail and the Transport Minister, regarding the nature of the Network Rail campaign, the significant impact of the Town Council's time and costs, and that Network Rail could have better spent their own effort and funds on rail improvement.	TC		letter composition required - JH to dreaft letter for council approval	YES

QUARTER 4 - (JANUARY 2024 - MARCH 2024)

NTC Resolutions March 2024 page 1 of 1

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>24/03/11.03 (C/24/03/07.03 Recommendation)</u> <i>Cemetery memorial benches</i>	That memorial benches would continue to be provided with stricter controls and be administered by Town Council staff. That alternative options continue to be provided, such as memorial bushes and metal plaques to offset the costs of benches. That a policy be created.			POLICY PENDING - to be reviewed at policy schedule meeting 14 Jan 26	

QUARTER 2 - (JULY 2024 - SEPTEMBER 2024)**NTC Resolutions September 2024**

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>24/09/11.01 Resolved</u> <i>(C/24/09/7.01 Recommendation)</i> <i>Cemetery Flint Chapel repairs</i>	That the flintwork renovations to the cemetery building bell tower be approved, including a safety survey and report for the remaining parts of the building			ON-GOING CURRENTLY	
<u>24/09/11.01 Resolved</u> <i>(C/24/09/7.01 Recommendation)</i> <i>All Saint's Wall repairs</i>	That hoarding be purchased, and the essential repairs be approved as time allows over the following years until the wall structure is fully stable.			HOARDING IN PLACE AND WORKS ARE ONGOING.	

presented to 13/10/2026

QUARTER 3 - (OCTOBER 2024 - DECEMBER 2024)

NTC Resolutions October 2024		Page 1 of 2			
Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
24/10/12.01 Resolved <i>(L/24/10/8.01 Recommendation)</i> <i>French Twinning 2025</i>	That a French Twinning Working Group to be set up to begin meetings with a remit to research possible on-going connections and plan the 2025 visit. Membership to be confirmed.	EM		2025 visit completed. 2026 DATES AGREED AT 19/6/26-22/6/26	YES

QUARTER 3 - (OCTOBER 2024 - DECEMBER 2024)

NTC Resolutions November 2024

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
24/11/11.02 Resolved <i>(C/24/11/8.01 Recommendation)</i> <i>Street Column Banner project</i>	That an application be submitted to install banner infrastructure on 8 lighting columns. That the banner infrastructure be used to publicise Town Council events and activities and those of our collaborating stakeholders where appropriate and with a contributing cost.	DTC		Columns identified at 4 entrances to town. Next step - submit application to SCC Streetlighting for permission. SOME ISSUES WITH PERMISSIONS FROM SCC - looking into alternative options NEW COLUMNS PLANNED FOR INSTALLATION 2026	YES
24/11/12.03 Resolved <i>(F/24/11/10.01 Recommendation)</i> <i>Working Group - website review</i>	That a Working Group be set with a remit of updating the website comprising of Town Clerk, Cllrs Harvey, McHugh.	TC		WEBSITE REVIEW WGRP MEETINGS IN PROGRESS	

QUARTER 4 - (JANUARY 2025 - MARCH 2025)

NTC Resolutions March 2025

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>25/03/12.03 (F/25/03/9.02 Recommendation)</u> Grant application	That the request from the Racing Centre Primary Healthcare for a grant be approved and be awarded a provisional £2,000 followed by a review, engaging with the Racing Centre to establish the impact of the reduction from last year's award of £4k which was seen as "pump-priming" and what actions they are taking to attract alternative funding sources to reduce dependency on the Town Council contribution and so that the service is sustainable.	TC		grant not required - service withdrawn	yes
<u>25/03/12.04 (F/25/03/10.01 Recommendation)</u> Annual Policy reviews	That policies be delegated to the Policies Working Group for review	TC		Review date and process ongoing SCHEDULE REVISION IN PROGRESS HR AND H&S POLICIES BEING DEALT WITH AS A PRIORITY WITH CONSULTANTS.	YES

QUARTER 1 - (APRIL 2025 - JUNE 2025)

NTC Resolutions June 2025

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>25/06/12.05 Resolved (L/25/06/6.01 Recommendation)</u> Main Hall shutters	That the proposal by Hilary’s for window shutters to be installed in the Memorial main hall be approved at £9,887.81.	EM		installation completed	yes

QUARTER 2 - (JULY 2025 - SEPTEMBER 2025)

NTC Resolutions July 2025		page 1 of 3			
Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>25/07/9.01 Resolved</u> <i>Shop Front Policy</i>	That Delegated Powers be given to the NNP Working Group to draft the NTC Shopfront Policy.	DTC		NNP working group considering	
<u>25/07/14.04 Resolved (C/25/07/10.01 Recommendation)</u> Public Toilets	That option one from Focus Washrooms to upgrade the existing building with access from the High Street (which as well as being convenient may also enable access to specific funding sources) be approved to progress by pursuing detailed quotes, lead times as to when the project may be completed and any other relevant information.	DTC		FULLY OPEN	yes

QUARTER 2 - (JULY 2025 - SEPTEMBER 2025)

NTC Resolutions August 2025

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>25/08/13.01 Resolved</u> MH Lift	That the quote to purchase and install a replacement lift by Stannah Lifts at a cost of £24,024 be accepted. That the quote from In and Out Lifts to remove the lift and prepare the lift well at a cost of £6,345 be accepted.	DTC		FULLY INSTALLED MARCH 26	YES
<u>25/08/13.03 Resolved</u> MH Lift	That the Lift EMR account be replenished and be budgeted for a minimum £4K annually.	TC		End of year EMR transfers - SCHEDULED	yes

QUARTER 2 - (JULY 2025 - SEPTEMBER 2025)

NTC Resolutions September 2025		page 3 of 3			
Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>25/09/7.01 Resolved</u> Exning Road parking	That bollards are installed in Exning Road to prevent parking on the grass verge and that the impact be reviewed. That collating all costs for both bus shelters overhaul/replacement and RTI installation continues. To research and apply for all relevant funding available.	TC		COMPLETED	YES
<u>25/09/13.02 Resolved</u> (C/25/09/13.02 Recommendation) Bus Shelters/RTI		DTC		FUNDING FOR THE RTI ONGOING	yes
<u>25/09/18.01 Resolved</u> Railway 200	That the expenditure for a Red Railway 200 Commemoration Plaque and the interpretation boards at the rail station and remote historical locations be approved.	TC		TO BE LAUNCHED 17/4/26 ON PLATFORM - SMALLER X 4 LOCATIONS IN PLACE WITH INFO BOARDS TO BE PLACED OVER NEXT MONTHS	YES
<u>25/09/19.01 Resolved</u> Market location	That this item be deferred to receive all information regarding the Market location from the Working Group.	TC		Letter to WSC submitted	yes

QUARTER 3 - (OCTOBER 2025 - DECEMBER 2025)

NTC Resolutions October 2025		page 1 of 2			
Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>25/10/12.05 Resolved</u> (L/25/10/12.01 Recommendation) Noticeboard for Memorial Hall Gardens	That a replacement NTC noticeboard be installed in the Memorial Gardens at a cost of £1,270.	TC		On order - received and installed	yes
<u>25/10/18.02 Resolved</u> Bus shelter replacement High Street	That SCC be approved to supply, install and take ownership of two new shelters on the High Street.	DTC		Awaiting completion est. Jan26	

QUARTER 3 - (OCTOBER 2025 - DECEMBER 2025)

NTC Resolutions December 2025

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
25/12/10.04 Resolved <i>(L/25/12/10.01 Recommendation)</i> MH replacement chairs	That the replacement of 5 trolleys and 150 chairs at £9,480.50 for the Memorial Hall be approved.	TC		delivered March 26	Yes

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Newmarket TOWN COUNCIL

THE KING EDWARD VII MEMORIAL HALL
HIGH STREET, NEWMARKET, SUFFOLK, CB8 8JP

Telephone: 01638 667227

Town Mayor: Councillor Philippa Winter

Town Clerk: Cathy Whitaker

Meeting Notes of the Newmarket Neighbourhood Plan Working Group meeting on 3rd February 2026; 11.00am

Those present:

M Jefferys (Chair), Cllrs Harvey, Winter and McHugh; R Wood, S Beckett, J Schunmann (NCF), N Alecock (Deputy Town Clerk) and Charlotte O'Reilly (Events Manager) (from 11.05am), Ian Poole (Places4people) (from 11.37am)

1: Chair's Welcome and Apologies: Cllrs Hood and Hulbert, and Amy Starkey.

2: To approve the notes of the meeting held on 14 Jan 2026: Approved

3: Plans for public consultation: A leaflet will be produced for every household and business, similar to the bus survey recently carried out; this will be a 6 week consultation. There will be a concise survey. It was suggested that there should be a presence from the members of the working group in the areas where copies of leaflets are available and to promote using the Press and Facebook. There was discussion around the emerging local plan and referencing it in the Neighbourhood Plan. It was agreed to proceed to referendum.

Ian Poole arrived at 11.37am.

4: The amendments proposed by Ian Poole to the NNP policies: This item was briefly discussed; IP will attend the next writing group meeting to go through his suggestions. We are looking to complete our plan ASAP, despite the West Suffolk Local Plan already being out of date and reviewed; additionally new Government regulations are expected. Issues to consider are cross referencing to WS plans that may change or if any political change or impact of LGR.

5: Report from the urban designer regarding the vision for the future development of St Mary's Square (including Icewell Hill, Regents Court and Churchill Court): There was a meeting with Flagship 2 weeks ago; they confirmed that their original plans had included too much detail and they are revising the masterplan to establish principles. It was noted that the scheme would not be feasible if an alternative to high rise structures were used; they are looking at £100m to invest in this scheme from a national pot of £600m.

IP circulated a site analysis and specification of environmental improvements produced by the urban designer. IP is willing to attend a meeting with Flagship with the suggested plan. PW raised concerns over the maintenance of the proposed green spaces. JS raised concerns over the feasibility of the proposal and the visual impact. It was noted that Regents and Churchill Courts are not included in the plans. CO asked if a terraced development such as Chimney Pot Park in Salford would be a more suitable fit for the area.

The plan included enhancements to the junction of Fred Archer Way / Icewell Hill / Rowley Drive which ideally should be included in any development proposal.

A recent survey using MOSA and SOA shows that there is deprivation in George Lambton and a question was posed on how to this has arisen to learn how to prevent this in a new development.

The working group recommended that the Council meets with Flagship, JS and IP as the Council's consultant.

It was agreed that we do not want an increase in height above the current level and that we want it to merge into the landscape better. The height, design, massing and colour are big factors.

A plan showing parameters for these factors for Icewell and Churchill Courts was suggested.

The below principles that should be adhered to in any new development (and be consistent with those incorporated into the Newmarket Neighbourhood Plan) were proposed by the working group to be adopted by the Town Council's Development & Planning Committee?

- Good / appropriate design and massing
- Overall built form, attractive materials
- Welcoming and attractive place to live, personal spaces
- Protect green space and improve, maintain and enhance walkways (for pedestrian and horses)
- Maintain and enhance St Marys Square
- Quality and safe public realms fitting of a Conservation Area
- Taller buildings at the bottom of the hill, restricted to no higher than present
- Town Council to be engaged with and consulted on future designs
- Sympathetic design build to the surrounding area and street scene
- Adequate integrated parking – no net reduction from the current provision

6: Needs assessment for a community sports hub as part of the King James Park development (this assessment to be funded by the Horseracing Industry or West Suffolk): IP has sent a proposal to AS and JH and is awaiting a reply. There is a meeting on Friday with sports clubs in which an announcement is expected regarding the use of the St Felix site for a sports hub. It was agreed to pause this until the outcome of the meeting has been announced.

7: Update about the Conservation Area Appraisal: This item was not discussed.

8. Date of next Working Group Meeting – Wednesday 11th March 2026; 10.00am at Memorial Hall

The next writing group meeting is next Tuesday and IP will attend to go through the suggested changes to policies.

MEETING CLOSED 12.55pm
