

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 **TUESDAY 5th May 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:

- 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.
- 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 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) Planting of trees** – To discuss a proposal from a resident in Hethersett Close
- 8) Correspondence**
- 9) Date of next meeting Monday 6th July 2026 at 7.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 28th April 2026

To: Chairman and Members of Community Services Committee, Other Council Members, The Press

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Item 4

Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee
Held on Monday 2nd March 2026 at 7:15pm

Attendance:

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

Councillor S Kavanagh
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, 1 Member of the Press and 1 Member of the Public

C/26/03/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting and read out the Fire Safety Notice and confirmed that the meeting was being recorded by the Minute Assistant.

C/26/03/2 Apologies for Absence

Apologies were received from Cllrs Jarvis and Nobbs.

C/26/03/3 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/26/03/4 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 5th January 2026 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 5th January 2026 and Cllr Winter made a proposal, seconded by Cllr Yarrow. A vote was taken which was unanimous and the following was agreed:

C/26/03/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 5th January 2026 be adopted and signed as a true record by the Chair of the Community Services Committee.

Matters arising:

C/26/01/71 – Street Lighting – Town Clerk advised that the upgrade work should commence April/May 2026.

C/26/03/5 Public Open Session

No members of the public wished to speak.

C/26/03/6 To Receive the Accounts

The accounts for February 2026 were received and noted.

Book number 14 2025 -2026

C/26/03/7

War Memorial Area

Railings - Quotes were considered for repainting the cast iron fencing. Cllr Winter made a proposal, seconded by Cllr Hulbert. A vote was taken, and the following was agreed:

C/26/03/7.01 Recommendation

That the quote from Newmarket Paint Company for £5,544.00 for repainting the cast iron fencing at the War Memorial be accepted.

Flagged Area/Cleaning the Memorial – a quote for relaying the flagged area and for cleaning and re-blackening of the lettering on the Memorial was considered. Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken, and the following was agreed:

C/26/03/7.02 Recommendation

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.

CCTV – a quote for the installation and monitoring of WSC CCTV at the War Memorial was considered. Cllr Harvey made a proposal, seconded by Cllr Borda. A vote was taken, and the following was agreed:

C/26/03/7.03 Recommendation

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.

C/26/03/8

Cemetery

Regulations – the recommended cemetery regulations for 2026/2027 were considered. Cllr Winter made a proposal, seconded by Cllr Yarrow. A vote was taken, and the following was agreed:

C/26/03/8.01 Recommendation

That cemetery regulations for 2026/2027 be approved.

Gates – Quotes for the refurbishment and repair of the cast iron gates on Dullingham Road were considered. Cllr Winter made a proposal, seconded by Cllr Hulbert. A vote was taken, and the following was agreed:

A member of the public left the meeting at 7:27pm

C/26/03/8.02 Recommendation

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.

CCTV – a quote for the installation and monitoring of WSC CCTV at the cemetery car park was considered. Cllr Winter made a proposal, seconded by Cllr Revitt. A vote was taken, and the following was agreed:

C/26/03/8.03 Recommendation

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 car park be accepted.

Planting – a quote for planting at the car park area was considered. Cllr Winter made a proposal, seconded by Cllr Harvey. A vote was taken, and the following was agreed:

C/26/03/8.04 Recommendation

That the quote from Lubbe & Sons for £3,400 + VAT for planting bulbs at the cemetery car park be accepted.

C/26/03/9 Correspondence
None noted.

C/26/03/10 Date of Next Meeting
Tuesday 5th May 2026 at the Memorial Hall.

Meeting closed at 7:34pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/26/03/4.01 Resolved</u>	That the minutes of the Community Services Committee meeting held on 5th January 2026 be adopted and signed as a true record by the Chair of the Community Services Committee.
<u>C/26/03/7.01 Recommendation</u>	That the quote from Newmarket Paint Company for £5,544.00 for repainting the cast iron fencing at the War Memorial be accepted.
<u>C/26/03/7.02 Recommendation</u>	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.
<u>C/26/03/7.03 Recommendation</u>	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.
<u>C/26/03/8.01 Recommendation</u>	That cemetery regulations for 2026/2027 be approved.
<u>C/26/03/8.02 Recommendation</u>	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.
<u>C/26/03/8.03 Recommendation</u>	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 car park be accepted.
<u>C/26/03/8.04 Recommendation</u>	That the quote from Lubbe & Sons for £3,400 + VAT for planting bulbs at the cemetery car park be accepted.

Detailed Income & Expenditure by Budget Heading 28/04/2026

Month No: 1

COMMUNITY SERVICES DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services								
200 Outside Services								
4029 General Equipment	43	43	2,000	1,957		1,957	2.2%	
4039 Vehicle Costs	1,070	1,070	7,700	6,630		6,630	13.9%	
4326 Outside Services SLA	18,483	18,483	135,500	117,017		117,017	13.6%	
Outside Services :- Indirect Expenditure	19,597	19,597	145,200	125,603	0	125,603	13.5%	0
Net Expenditure	(19,597)	(19,597)	(145,200)	(125,603)				
201 General Town Planting								
1007 Sponsorship Income	0	0	5,000	5,000			0.0%	
1009 Roundabout Sponsorship	0	0	5,000	5,000			0.0%	
General Town Planting :- Income	0	0	10,000	10,000			0.0%	0
4037 R&M - Grounds	0	0	6,000	6,000		6,000	0.0%	
4100 Seasonal Planting	0	0	5,000	5,000		5,000	0.0%	
4101 Hanging Baskets	0	0	4,000	4,000		4,000	0.0%	
4102 Sponsored Roundabouts	0	0	5,000	5,000		5,000	0.0%	
General Town Planting :- Indirect Expenditure	0	0	20,000	20,000	0	20,000	0.0%	0
Net Income over Expenditure	0	0	(10,000)	(10,000)				
202 Cemetery								
1000 Burial Fees	0	0	29,000	29,000			0.0%	
1020 Interment(Ashes) Income	0	0	4,000	4,000			0.0%	
1021 Monumental Income	0	0	4,000	4,000			0.0%	
1022 Grave Space Purchase Income	0	0	15,000	15,000			0.0%	
Cemetery :- Income	0	0	52,000	52,000			0.0%	0
4011 Rates	4,376	4,376	5,110	734		734	85.6%	
4012 Water Rates	0	0	1,000	1,000		1,000	0.0%	
4014 Electricity	63	63	2,500	2,437		2,437	2.5%	
4016 Cleaning	110	110	500	391		391	21.9%	
4036 R&M - Buildings	3,000	3,000	20,000	17,000		17,000	15.0%	
4037 R&M - Grounds	7	7	22,000	21,993		21,993	0.0%	
4047 Grave Digging	0	0	11,500	11,500		11,500	0.0%	
4325 Cemetery SLA	0	0	14,500	14,500		14,500	0.0%	
Cemetery :- Indirect Expenditure	7,556	7,556	77,110	69,554	0	69,554	9.8%	0
Net Income over Expenditure	(7,556)	(7,556)	(25,110)	(17,554)				

Detailed Income & Expenditure by Budget Heading 28/04/2026

Month No: 1

COMMUNITY SERVICES DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Disused Churchyards								
4037 R&M - Grounds	0	0	6,000	6,000		6,000	0.0%	
Disused Churchyards :- Indirect Expenditure	0	0	6,000	6,000	0	6,000	0.0%	0
Net Expenditure	0	0	(6,000)	(6,000)				
204 Memorial - War,Cooper,Tutte								
4014 Electricity	34	34	450	416		416	7.5%	
4036 R&M - Buildings	0	0	1,500	1,500		1,500	0.0%	
4037 R&M - Grounds	0	0	1,500	1,500		1,500	0.0%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	34	34	3,450	3,416	0	3,416	1.0%	0
Net Expenditure	(34)	(34)	(3,450)	(3,416)				
205 Clocks								
4014 Electricity	0	0	600	600		600	0.0%	
4036 R&M - Buildings	207	207	1,000	794		794	20.6%	
4177 Clock Tower Expenses	125	125	1,800	1,675		1,675	6.9%	
Clocks :- Indirect Expenditure	332	332	3,400	3,069	0	3,069	9.8%	0
Net Expenditure	(332)	(332)	(3,400)	(3,069)				
206 Bus Shelters								
4036 R&M - Buildings	195	195	5,000	4,805		4,805	3.9%	
Bus Shelters :- Indirect Expenditure	195	195	5,000	4,805	0	4,805	3.9%	0
Net Expenditure	(195)	(195)	(5,000)	(4,805)				
207 General Town Maintenance								
4037 R&M - Grounds	250	250	12,000	11,750		11,750	2.1%	
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0%	
4108 Town Centre Regeneration	0	0	8,000	8,000		8,000	0.0%	
4140 Dog Waste Collection/Disposal	836	836	1,000	164		164	83.6%	
General Town Maintenance :- Indirect Expenditure	1,086	1,086	23,500	22,414	0	22,414	4.6%	0
Net Expenditure	(1,086)	(1,086)	(23,500)	(22,414)				
208 Public Conveniences								
1181 Grant Received WSC	0	0	3,300	3,300			0.0%	
Public Conveniences :- Income	0	0	3,300	3,300			0.0%	0

Detailed Income & Expenditure by Budget Heading 28/04/2026

Month No: 1

COMMUNITY SERVICES DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Rates	0	0	1,000	1,000		1,000	0.0%	
4014 Electricity	73	73	1,400	1,327		1,327	5.2%	
4016 Cleaning	298	298	3,600	3,303		3,303	8.3%	
4036 R&M - Buildings	0	0	3,000	3,000		3,000	0.0%	
4046 Opening/Closing Costs	224	224	4,400	4,176		4,176	5.1%	
Public Conveniences :- Indirect Expenditure	595	595	13,400	12,805	0	12,805	4.4%	0
Net Income over Expenditure	(595)	(595)	(10,100)	(9,505)				
<u>211 The Queens Statue</u>								
4037 R&M - Grounds	97	97	3,000	2,903		2,903	3.2%	
The Queens Statue :- Indirect Expenditure	97	97	3,000	2,903	0	2,903	3.2%	0
Net Expenditure	(97)	(97)	(3,000)	(2,903)				
<u>213 Public Realm</u>								
4116 Town Maintenance	0	0	25,000	25,000		25,000	0.0%	
4117 Town Improvement	3,400	3,400	33,000	29,600		29,600	10.3%	
Public Realm :- Indirect Expenditure	3,400	3,400	58,000	54,600	0	54,600	5.9%	0
Net Expenditure	(3,400)	(3,400)	(58,000)	(54,600)				
<u>215 Allotments</u>								
1010 Allotment Fees	0	0	900	900			0.0%	
Allotments :- Income	0	0	900	900			0.0%	0
4037 R&M - Grounds	0	0	2,000	2,000		2,000	0.0%	
Allotments :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	0	(1,100)	(1,100)				
<u>220 Studlands</u>								
4045 Street Lighting - Maint Cont	0	0	30,000	30,000		30,000	0.0%	
4052 Street Lighting - Repair	0	0	5,000	5,000		5,000	0.0%	
Studlands :- Indirect Expenditure	0	0	35,000	35,000	0	35,000	0.0%	0
Net Expenditure	0	0	(35,000)	(35,000)				
<u>308 Christmas</u>								
4310 Christmas Lights	0	0	20,000	20,000		20,000	0.0%	
4811 CP - Christmas Lights Infrast	0	0	3,500	3,500		3,500	0.0%	
Christmas :- Indirect Expenditure	0	0	23,500	23,500	0	23,500	0.0%	0
Net Expenditure	0	0	(23,500)	(23,500)				

Detailed Income & Expenditure by Budget Heading 28/04/2026

Month No: 1

COMMUNITY SERVICES DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services :- Income	0	0	66,200	66,200			0.0%	
Expenditure	32,890	32,890	418,560	385,670	0	385,670	7.9%	
Movement to/(from) Gen Reserve	(32,890)	(32,890)	(352,360)	(319,470)				
Grand Totals:- Income	0	0	66,200	66,200			0.0%	
Expenditure	32,890	32,890	418,560	385,670	0	385,670	7.9%	
Net Income over Expenditure	(32,890)	(32,890)	(352,360)	(319,470)				
Movement to/(from) Gen Reserve	(32,890)	(32,890)	(352,360)	(319,470)				



Report to	Community Services Committee
Subject	Planting of trees – Hethersett Close
Purpose	Decision
Classification	Unrestricted
Meeting date	5th May 2026
Item number	7
Written By	Naomi Alecock – Deputy Town Clerk
Summary: This report outlines a request from a resident of Hethersett Close for the planting of trees.	
1.	Introduction
a.	A resident at Hethersett Close has applied to SCC to plant some trees at the front of their property on the highway but the application has been refused as the works would require StreetWorks qualified contractors and acceptance of liability and maintenance for the years/decades ahead.
b.	SCC have suggested that the application to come from us. We would need to pay for the application and accept liability and maintenance of these trees.
2.	Context
a.	Studlands park has lots of greenspace; one of which is at the front of the residents property. They live close to the A14 so experience noise and smell coming from the motorway. They would like to plant some trees to reduce the sound and smell around their area whilst contributing to the preservation of a more beautiful and green environment.
b.	Due to the proposed location of the trees highway approved contractors are need to carry out the works and they require acceptance of liability and maintenance for the trees. Applications from individuals are unable to be accepted so SCC have asked if the TC would be willing to submit this application.
3.	Proposal/Options
a.	That the TC agree to submit the application and accept liability for the trees for the future years/decades.
b.	To reject the proposal.
4.	Financial/Resource Implications
a.	Licence is approx. £180.00 + costs for highway approved contractor to plant. Ongoing watering and maintenance.
5.	Next Steps/Recommendations
a.	To avoid setting a precedent, it is recommended that this proposal is rejected. If this proposal was approved we would need to budget for the maintenance of these trees going forward.