

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

TUESDAY 5th May 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 20th April 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/26/0589/FUL** – Planning application – subdivide existing detached two storey dwelling into two self-contained residential units – 260 Hethersett Close, Newmarket
 - b) **DC/26/0582/TPO** – TPO 02 (1980) tree preservation order – one Maple (T01 on plan T40 On order) fell – Linden Lodge, Rowley Drive, Newmarket
 - c) **DC/26/0608/FUL** – Planning application – install two rapid electric vehicle charging stations and associated equipment within the car park of McDonalds – The Arches, Willie Snaith Road, Newmarket
 - d) **DC/26/0612/TPO** – TPO 04 (2012) tree preservation order – one Sycamore (T1 on plan, T26 on order) fell – 5 Mill Reef, Newmarket
 - e) **DC/26/0621/TCA** – Trees in a conservation area notification – one Sycamore (T1 on plan) fell – 20 The Maltings, Brewers Lane, Newmarket
 - f) **DC/26/0352/FUL** – Planning application – a. replacement signage to front and side elevations b. enlargement of window openings to front elevation to form glazed frontage c. existing sash windows to all elevations to be replaced with UPVC sash windows d. doors and windows to elevations replaced with black aluminium e. window openings to side elevations enlarged to ground level – 182 High Street, Newmarket
 - g) **DC/26/0646/TPO** – TPO 234(1972) tree preservation order – two beech, one elm and one hornbeam (marked on plan and within A13 on order) crown lift by one metre and overall reduction by 1.5 metres back to boundary – 14A Depot Road, Newmarket
7. **Planning applications** – Amended and Deferred Plans
8. **Planning Appeals** – to discuss any notified appeals and receive any appeal updates or results
9. **Planning applications** – East Cambs

- a) **Amended - 26/00135/OUM** – The erection of up to 35 dwellings with associated landscaping, open space, vehicular access and parking provision. All matters reserved aside from access – Land North of Blackberry Lane, Soham

10. Planning decisions and plans withdrawn – West Suffolk Council, weeks commencing 13/04/26, 20/04/26

11. Delegation Panel decisions - To discuss any decisions by Delegation Panel

12. Licensing - To discuss any Licensing applications, including pavement licence applications

- a) **Pavement licence** – Sourdough Hub, 47 High Street, Newmarket

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

15. Correspondence

16. Date of next meeting –Monday 18th May 2026

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date: 28th April 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 20th April 2026 at 6:15pm

Attendance:

Councillor R Hood (Chair)

Councillor A Drummond

Councillor J Harvey (Vice Chair)

Councillor P Hulbert

Councillor J Jarvis

Councillor J McHugh

Councillor R Nobbs

Councillor K Yarrow

Also Present: N Alecock – Deputy Town Clerk, C O'Reilly – Events Manager and 1 Member of the Press

	Minute	Action by
D/26/04/20	<u>Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chair welcomed everyone, read the Fire Safety Notice and announced that the meeting was not being recorded.	
D/26/04/21	<u>Apologies</u> Apologies were received from Cllr Berry.	
D/26/04/22	<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> There were no declarations of members interests or requests for dispensations.	
D/26/04/23	<u>To Confirm the Minutes of the Meeting Held on 7th April 2026 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 7th April 2026 and Cllr Hulbert made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed: <u>D/26/04/23.01 Resolved</u> That the minutes of the Development & Planning Committee held on 7th April 2026 be adopted and were signed as a true record by the Chair of the Development & Planning Committee. There were no matters arising.	
D/26/04/24	<u>Public Open Session</u> No members of the public wished to speak.	
D/26/04/25	<u>Planning Applications</u>	
D/26/04/25/1	DC/26/0489/TPO – TPO 17 (1991) tree preservation order – a. one Lime (T2 on plan and order) and one Horse chestnut (T5 on plan and order) overall crown	

reduction by up to four metres b. one Beech (T4 on plan and Order) overall crown reduction by up to three metres – Oakfields, Vicarage Road, Newmarket. Cllr Yarrow made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

D/26/04/25.01 Resolved

The Committee actively encourages responsible tree management and supports the Tree Officer's recommendations.

D/26/04/25/2 DC/26/0420/TPO – TPO 04 (1977) tree preservation order – one horse chestnut (marked T1 on plan and within G3 on order) crown lift up to five metres above ground level and reduce lateral spread overhanging garden on the north-west aspect by up to two metres, one horse chestnut (marked T2 on plan and within G3 on order) crown lift up to four metres above ground level, one horse chestnut (marked T5 on plan and within G3 on order) crown lift up to five metres above ground level and reduce lateral spread overhanging driveway by up to 1.5 metres on the north-west aspect – 15 Bartons Place, Newmarket. Cllr Harvey made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

D/26/04/25.02 Resolved

The Committee actively encourages responsible tree management and supports the Tree Officer's recommendations.

D/26/04/25/3 DC/26/0509/HH – Householder planning application – single storey side extension replacing existing side garage and rear extension and conservatory – 38 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/26/04/25.03 Resolved

The Committee voiced no objection.

D/26/04/25/4 DC/26/0544/HH – Householder planning application – replacement fence and gates to front boundary – Barkway House, 18 Bury Road, Newmarket. Cllr McHugh made a proposal, seconded by Cllr Jarvis. A vote was taken which was unanimous and the following was agreed:

D/26/04/25.04 Resolved

The Committee supports the Tree Officer's recommendations and voiced no objections.

D/26/04/26 Amended and Deferred Plans

D/26/04/26/1 DC/26/0414/TCA – Trees in a conservation area notification – seven Amelanchier, three Birch, six Deciasnea, one Prunus (shown within area labelled Group 1 on plan) fell – Meridian Gardens, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken with 7 in favour and 1 abstention and the following was agreed:

D/26/04/26.01 Resolved

The Committee supports the Tree Officer's recommendations, emphasising the need for any removed trees to be replaced and voiced no objections.

D/26/04/27 Planning Appeals

None noted.

D/26/04/28 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/26/04/29 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing 30/03/2026 and 06/04/2026 were noted.

Applications	Description	Address	WSC Decision	NTC Decision
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, Suffolk	Approved	No objection
DC/26/0234/FUL	Planning application – replacement windows and doors to ground floor front and rear elevations	9 Scaltback Close, Newmarket, Suffolk	Approve	No objection
DC/24/1866/FUL	Planning application – change of use from extra care accommodation (Class C2) to retirement accommodation for over 55s (Class C3), (including ancillary facilities for staff and residents on the ground floor) and associated operational development	The Silks, 69 Exning Road, Newmarket, Suffolk	Approved	No objection

D/26/04/30 Delegation Panel Decisions

None noted.

D/26/04/31 Licensing

a: **Pavement Licence** – Potro Lounge, High Street, Newmarket
This application was noted.

D/26/04/32 Enforcement

Frustration was expressed with the lack of enforcement from West Suffolk Council. It was noted that the letters recently sent to WSC have not received a reply or acknowledgement. Cllr McHugh made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

D/26/04/32.01 Resolved

That the letters are resent to WSC by recorded delivery requesting an

acknowledgement and reply and to invite Ian Gallin and/ or Alex Wilson from WSC to address the Council and explain why enforcement is not proceeding more effectively.

Frustration was also expressed with the lack of response or action from Suffolk County Council with particular regard to the condition of the High Street. Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

DC/26/04/32.02 Resolved

That the Town Council send a letter to SCC requesting the resurface of the High Street following numerous complaints from members of the public, that a condition survey be carried out of the High Street, to raise that the closure of major roads when events are happening is not acceptable, to raise an objection to the High Street being used as a diversional route. This letter is to also be sent to Highways England.

D/26/04/33 Forest City

A draft response was considered. Cllr Hood made a proposal, seconded by Cllr Yarrow. A vote was taken which was unanimous and the following was agreed:

DC/26/04/33.01 Resolved

To approve the draft response subject to the agreed amendments and to submit to the relevant party.

D/26/04/34 Tree Issue

An issue with a tree overhanging 3 Norfolk Avenue was discussed. Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

DC/26/04/34.01 Resolved

That delegation is given to Cllr Yarrow to draft a request for the Town Council to send to West Suffolk Council to reassess this case and to trim the tree so that it is not overhanging the resident's property.

D/26/04/35 Working Group Reports

No reports offered.

D/26/04/36 Correspondence

None noted.

D/26/04/37 Date of Next Meeting

TUESDAY 5th May 2026 at the Memorial Hall.

Meeting closed 7:23pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/26/04/23.01 Resolved</u>	That the minutes of the Development & Planning Committee held on 7 th April 2026 be adopted and were signed as a true record by the Chair of the Development & Planning Committee.
<u>D/26/04/25.01 Resolved</u>	The Committee actively encourages responsible tree management and supports the Tree Officer's recommendations.
<u>D/26/04/25.02 Resolved</u>	The Committee actively encourages responsible tree management and supports the Tree Officer's recommendations.
<u>D/26/04/25.03 Resolved</u>	The Committee voiced no objection.
<u>D/26/04/25.04 Resolved</u>	The Committee supports the Tree Officer's recommendations and voiced no objections.
<u>D/26/04/26.01 Resolved</u>	The Committee supports the Tree Officer's recommendations, emphasising the need for any removed trees to be replaced and voiced no objections.
<u>D/26/04/32.01 Resolved</u>	That the letters are resent to WSC by recorded delivery requesting an acknowledgement and reply and to invite Ian Gallin and/ or Alex Wilson from WSC to address the Council and explain why enforcement is not proceeding more effectively.
<u>DC/26/04/32.02 Resolved</u>	That the Town Council send a letter to SCC requesting the resurface of the High Street following numerous complaints from members of the public, that a condition survey be carried out of the High Street, to raise that the closure of major roads when events are happening is not acceptable, to raise an objection to the High Street being used as a diversional route. This letter is to also be sent to Highways England.
<u>DC/26/04/33.01 Resolved</u>	To approve the draft response subject to the agreed amendments and to submit to the relevant party.
<u>DC/26/04/34.01 Resolved</u>	That delegation is given to Cllr Yarrow to draft a request for the Town Council to send to West Suffolk Council to reassess this case and to trim the tree so that it is not overhanging the resident's property.

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Item 6

Development and Planning Committee Planning Applications – West Suffolk Council

Application	Constraints/ Neighbourhood Plan Policies	Case Officer	Applicant name	Consultation expiry date
DC/26/0589/FUL Planning application - subdivide existing detached two storey dwelling into two self-contained residential units 260 Hethersett Close Newmarket Suffolk CB8 7AT		Adam Yancy	Mr Kamil Winek	Tues 12 th May
DC/26/0582/TPO TPO 02 (1980) tree preservation order - one Maple (T01 on plan T40 on order) fell Linden Lodge Rowley Drive Newmarket Suffolk CB8 0NH	Tree Preservation Order NKT14	Philip Crutchlow	Mr Alex Payne	Tues 12 th May
DC/26/0608/FUL Planning application - install two rapid electric vehicle charging stations and associated equipment within the car park of McDonalds The Arches Willie Snaith Road Newmarket Suffolk CB8 7SU		Cara Fieldhouse	Mrs Alice Miller	Fri 15 th May
DC/26/0612/TPO TPO 04 (2012) tree preservation order - one Sycamore (T1 on plan, T26 on order) fell 5 Mill Reef Newmarket Suffolk CB8 7FB	Tree Preservation Order NKT14	Clare Oliver	Mr R Huff	Fri 15 th May
DC/26/0621/TCA Trees in a conservation area notification - one Sycamore (T1 on plan) fell 20 The Maltings Brewers Lane Newmarket Suffolk CB8 7FP	Conservation Area NKT14	Nathan McGeachie	Mr S Nepogodiev	Sat 16 th May

Item 6

Development and Planning Committee
Planning Applications – West Suffolk Council

DC/26/0352/FUL Planning application - a. replacement signage to front and side elevations b. enlargement of window openings to front elevation to form glazed frontage c. existing sash windows to all elevations to be replaced with UPVC sash windows d. doors and windows to elevations replaced with black aluminium e. window openings to side elevations enlarged to ground level 182 High Street Newmarket Suffolk CB8 9AP	Conservation Area NKT1 NKT2	Thomas Halliday	Mr & Mrs Chu	Tues 19th May
DC/26/0646/TPO TPO 234(1972) tree preservation order - two beech, one elm and one hornbeam (marked on plan and within A13 on order) crown lift by one metre and overall reduction by 1.5 metres back to boundary 14A Depot Road Newmarket Suffolk CB8 0AL	Tree Preservation Order NKT14	Philip Crutchlow	Mr J Button	Wed 20th May
Amended/Deferred- Item 9 East Cambs				
26/00135/OUM The erection of up to 35 dwellings with associated landscaping, open space, vehicular access and parking provision. All matters reserved aside from access Land North Of Blackberry Lane Soham	Tree Preservation Order	Daisy Hill	Manor Oak Homes	Extension of time requested.

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

NKT2 – Key Views

NKT14 – Trees

Decision List

Weeks commencing- 13/04/26 & 20/4/26	NTC Comments	West Suffolk Council Decision
<u>DC/26/0190/FUL</u> Planning application - change of use of holiday let (class C1) to annexe (ancillary to main dwelling) (class C3) Annexe Paddock View 6 Exning Road Newmarket Suffolk CB8 0AB	The Committee voiced no objection.	Decided- Approve application. 
<u>DC/26/0173/HH</u> 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 Suffolk CB8 0QF	The Committee voiced no objection, subject to WSC approval of the specification of the heat pump.	Decided- Approve application. 
<u>DC/26/0414/TCA</u> Trees in conservation area notification: five Amelanchier and five Malus (shown within the area labelled Group 1 on the attached plan) fell Street Record Meridian Gardens Newmarket Suffolk CB8 7FD	The Committee objects to the felling of healthy trees and resolved to defer this application, pending a site visit by Cllrs Harvey, Hood, Jarvis and Yarrow.-<i>Comment from 9/4/26.</i> The Committee supports the Tree Officer's recommendations, emphasising the need for any removed trees to be replaced and voiced no objections.-<i>Comment from 23/4/26.</i>	Decided- No objections. 

Decision List

<u>DC/26/0327/FUL</u> Planning Application - six stables, hay/bedding store, muck bunker, six bay horse walker and all-weather paddock Florizel Hamilton Road Newmarket Suffolk CB8 0NY	The Committee supported this useful facility and welcomed the consideration to neighbouring properties.	Decided- Approve application. 
<u>DC/26/0242/HH</u> Householder planning application - a. single storey front extension b. render to front elevation and c. first floor extension above existing garage 57 Edinburgh Road Newmarket Suffolk CB8 0QD	The Committee voiced no objection.	Decided-Approve application. 

Pavement Licence Application Form

Prior to completing this application, please ensure that you have read and clearly understood the [Pavement Licence Guidance](#)

Once your application has been received it will be reviewed by the Licencing Team. If it is accepted a public notice of display will be provided by the Licensing Team and the 14-day consultation period will commence prior to a decision being determined.

Application type (please tick as appropriate)

New		Re-licence	
Licence number (if a re-licence)			

Section 1. Applicant details

Please select the type of applicant	
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Company or charity applicant details

Company or charity name	
Company or charity registration number	
Registered address	
Contact name	
Telephone number	
Email address	

Individual applicant details

Name	
Telephone number	
Email address	
Address	
Postcode	

Is this application being completed by an agent or solicitor?	Yes		No	
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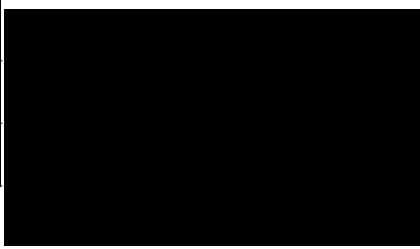
If you answered yes to the above, please provide the following information:

Contact name		
Capacity		
Email address		
Telephone number		

Section 2. Premises details

Trading name	
Trading address	
Trading postcode	

Section 3. Site manager (who is the contact at the premises)

Name		
Telephone number		
Email address		

Section 4. Correspondence

Which address should be used for main correspondence address	Applicant	
	Agent or solicitor	
	Premises	

Section 5. Site details and schedule

Proposed location of furniture (please include street name or names if your premises has a dual aspect)	Directly outside front of premises
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Please use the section below to indicate your intended schedule for use of this pavement licence. You will need to complete parts one and two if your premises has a dual aspect and crosses over two different roads, for example, on a corner.

Part one

Day	Start time	End time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Number of tables	
Number of chairs	
Details of other furniture (for example, barriers, benches, counters, heaters, planters, shelves, stalls, umbrellas)	
Goods to be sold	
Any further information	

Part two

Day	Start time	End time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Number of tables	
Number of chairs	
Details of other furniture (for example, barriers, benches, counters, heaters, planters, shelves, stalls, umbrellas)	
Goods to be sold	
Any further information	

Section 6. Supporting documents

Please tick to indicate agreement

I enclose public liability insurance certificate (minimum £5,000,000) to cover requested activities or location	
I enclose a plan showing the area to be covered by the licence which conforms to the Pavement licence guidance	
I enclose a photograph of the area intended to be licenced	
I enclosed photograph(s) or brochure(s) showing examples of all intended furniture	

Section 7. Statement of application

Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true:

I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation within this application, or fails to disclose information in order for me to obtain a Pavement Licence.

I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above act which may result in the refusal of this licence application and any subsequent licence applications.

I am also aware that any licence granted as a result of breaching the above act will be immediately revoked.

I have read the Pavement Licence Policy, and I undertake, in the event of a licence being granted, to observe and comply with its contents and Pavement Licence Conditions.

Signature	
Capacity	

Section 8. Payment

I confirm I have paid the following fee (please tick as appropriate) by selecting Pavement Licence via [West Suffolk - Adelante Smart pay](#)

New £500		Re-licence £350	
Payment reference number			

Section 9. Next steps

Please submit your completed form and supporting documents to licensing@westsuffolk.gov.uk

Once your application has been received it will be reviewed by the Licencing Team. If it is accepted a public notice of display will be provided and the 14-day consultation period will commence prior to a decision being determined.

West Suffolk Council will capture and store information in this form so that the requested service can be provided. All personal information will be processed, protected, and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and will only be used to deliver or improve our services. We will not disclose any personal information to any other third parties unless required to do so by law or we have your consent to do so. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our website [How we use your information](#)

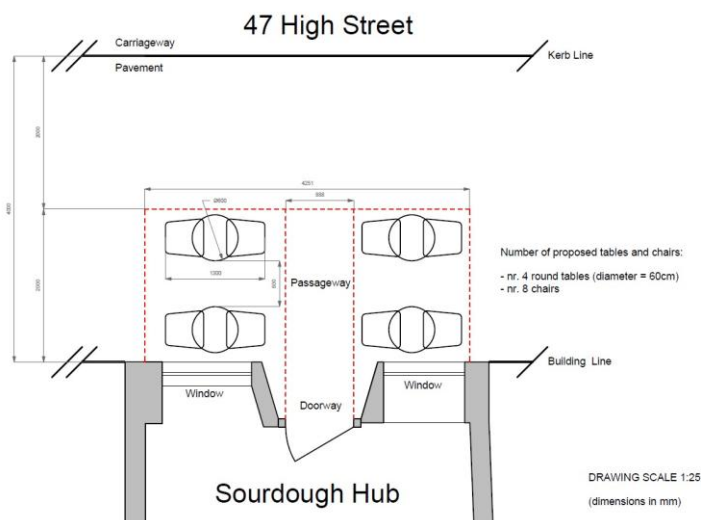
PUBLIC NOTICE

Pavement Licence - New Application Business & Planning Act 2020

Name of Applicant: Sourdough Hub Ltd	Name of Premises: Sourdough Hub	
Postal address of premises relevant to this application. 47 High Street Newmarket CB8 8NA	This application may be viewed at: West Suffolk Council West Suffolk House Western Way Bury St Edmunds IP33 3YU	
Proposed activities: Pavement Licence, Tables, Chairs and other Furniture		
Pavement use	Day/s	Times
4 tables and 8 Chairs Outside immediate front of premises	Monday to Sunday	08:30am – 3:30pm

Date by which representations must be made to the Licensing Authority:
End Date: - **07 May 2026**

Overhead Plan of Licensable Area



Premises to Which Licence Relates



Representations must be made by email only to West Suffolk Council (as the Licensing Authority) to licensing@westsuffolk.gov.uk.

It is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is unlimited.