



Newmarket TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP
Tel: 01638 667 227. E-mail townclerk@newmarket.gov.uk

**NOTICE IS HEREBY GIVEN OF A MEETING OF THE NEWMARKET TOWN COUNCIL
to be held at Memorial Hall, High Street, Newmarket, CB8 8JP
Monday 22nd June 2026 at 6.15pm
Councillors are hereby summoned to attend
for the purpose of transacting the business that follows**

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

A G E N D A

1. **Welcome** - The Mayor to read the fire safety notice and ask whether anyone intends to record the meeting
2. **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 the previous meetings held 26th May 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 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. **Police Report** – to receive and note a report (verbal or written) from the PCT (Police Community Team)
7. **Councillor Reports** - to receive and note reports (if any) from
 - a) Ward Reports from Newmarket Town Councillors
 - b) District Councillors
 - c) County Councillors
 - d) Outside bodies representative reports from Town Councillors
8. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
9. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 1st and 15th June 2026
 - b) To receive the minutes and consider and approve any recommendations from Leisure Services meeting held on 1st June 2026
 - c) To receive the minutes and consider and approve any recommendations from Human Resources meeting held on 18th May and 15th June 2026
10. **Internal Audit Reports** – to receive the Interim and Final Internal Audit Reports from the Auditor for Newmarket Town Council

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website

- 11. Annual Governance and Accountability Return 2025/26 – Sections 1 and 2**
 - a) To receive and approve the Section 1 Annual Governance Statement 2025/26 for Newmarket Town Council
 - b) To receive and approve the Section 2 Annual Accounting Statements 2025/26 for Newmarket Town Council
- 12. Website** – to consider quotes for a new website provider
- 13. Working Group Reports**
 - a) **Climate/Environment Working Group** – to receive a report and recommendations for motions
 - i **Declaration of a Climate Emergency by Newmarket Town Council: This Council declares a Climate Emergency, recognising the urgent need to address climate change**
 - ii **That Newmarket Town Council writes to the leaders at Suffolk County Council to seek formal assurances on its commitment to Climate Change and the Environment**
 - iii **That Newmarket Town Council commits to including a new budget line and ear-marked reserve for funding for local climate/environmental actions from April 2027**
 - iv **That Newmarket Town Council facilitates a further showing of the People's Emergency Briefing film at the Memorial Hall with free attendance**
 - b) **Any other Working Group Reports**
- 14. Public Space Protection Order Consultation** – to receive and consider a response
- 15. Review of NEWMARKET VISION Governance** – to receive a report from West Suffolk Council regarding options for the ongoing governance of the Newmarket VISION and formulate a response
- 16. Correspondence**
- 17. Date of the next Meeting – Monday 27th July 2026**
- 18. Exclusion of the press & public - To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information relating to individuals or private contracts**
- 19. Community Asset Transfer Opportunity** – to consider making an expression of interest

Signed:  Cathy Whitaker, Town Clerk

Date: 16th June 2026

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website



Minutes of the ANNUAL Meeting of Newmarket Town Council
held on Tuesday 26th May 2026 at 6:15 pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)

Councillor M Anderson

Councillor J Borda

Councillor J Clover

Councillor L Crissall

Councillor A Drummond

Councillor J Harvey (Deputy Town Mayor)

Councillor P Hulbert

Councillor J Jarvis

Councillor S Kavanagh

Councillor J McHugh

Councillor R Nobbs

Councillor C Revitt

Councillor M Slater

Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, N Alecock - Deputy Town Clerk, SCC Cllr A Burton, one member of the Press and one member of the public.

Minute

26/05/1 Welcome

The Mayor welcomed everyone, opened the meeting, read the fire safety notice and asked if anyone intended to record the meeting.

Cllr Kavanagh joined the meeting at 6.18pm.

26/05/2 Election of Mayor

The Town Clerk advised that there was one nomination for the position of Mayor. Cllr Winter was nominated by Cllrs Yarrow and Drummond, seconded by Cllrs Harvey and Nobbs respectively. There were no other nominations. A vote was taken, and the following was agreed:

25/05/2.01 Resolved

That Cllr Winter be duly elected to serve as Mayor for Newmarket for 2026/2027 Municipal Year and the Declaration of Acceptance of Office be signed.

The Mayor thanked Members for electing her for another year.

26/05/3 Election of Deputy Mayor

The Town Clerk advised that there was one nomination for the position of Deputy Mayor. Cllr Harvey was nominated by Cllrs Winter and Drummond, seconded by Cllrs Nobbs and Hulbert respectively. There were no other nominations. A vote was taken, and the following was agreed:

25/05/3.01 Resolved

Cllr Harvey be duly elected to serve as Deputy Mayor for Newmarket for 2026/2027 Municipal Year and the Declaration of Acceptance of Office be signed.

Cllr Nobbs left the meeting at 6.20pm.

26/05/4 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Berry, Hood and Starkey.

26/05/5 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

None noted. There were no requests for Dispensation.

26/05/6 To Receive and Confirm the Minutes of the Town Council Meeting held on 27th April 2026 and any Matters Arising.

The minutes of the meeting held on 27th April 2026 were presented. Cllr Winter made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

26/05/5.01 Resolved

That the minutes of the meeting held on 27th April 2026 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

Cllr Nobbs returned to the meeting at 6.29pm.

26/05/7 Public Open Session

A member of the public asked SCC Cllr Burton about residual debris from a vehicle fire on Moulton Road. As a member of the Town Council's Neighbourhood Plan Working Group, they spoke regarding the new timetable for the review, estimating the referendum in October 2026/examination by the end of the summer. There was a need for a list of 'buildings of interest' in the town to be included in the Plan. Cllr Harvey responded that all Councillors should send forward suggestions regarding such buildings as soon as possible to fit in with this tight timetable.

26/05/8 Police Report

The report from the Community Policing Team was noted.

26/05/9 Councillor Reports

Ward Reports from Newmarket Town Councillors

Cllr Anderson reported regarding Newmarket Nexus and their achievements and activities over the past year and thanked them for work done to bring the community together.

Cllr Crissall gave thanks to District Cllr Whittle for arranging for an ill resident's garden to be cleared by Flagship Housing. She reported that WSC grass cutting team had missed half of the grass verges on a recent visit to the area.

Cllr Yarrow reported regarding The Silks building: the promised advert for occupation was still not placed by Homelink Social Housing. The delay was stated as being due to a grant process by Anchor Housing with Homes England. There is confusing and conflicting advertising for rental with various housing associations and companies named. Cllr Winter proposed that a strong letter from the Town Council be sent to Anchor Housing (copying in Homelink) stating serious concerns regarding the ambiguous information pertaining to rentals and service charges. Cllr Nobbs seconded the proposal. A vote was taken, which was unanimous and the following was agreed.

26/05/9.01 Resolved

That a strong letter be sent to Anchor Housing from the Town Council, stating its serious concerns regarding the ambiguous information pertaining to rentals and services charges for The Silks.

District Councillor Reports

Councillor Yarrow has attended the Transport Infrastructure Committee of WSC on 15/5/26, where discussion was had regarding a local cycling and walking infrastructure plan – a 10-year strategy planned by SCC with Section 106 finance provision. He spoke about a Green Access Masterplan indicates that, due to increased development, electrical sub-stations are no longer coping with demand; citing a recent 5% overload at an Exning sub-station. There is also a joint Suffolk/Norfolk Water Plan.

Cllr Jarvis spoke regarding the former St Felix School development site: the development is overbearing for existing property owners with no privacy, being too close to their boundaries. The WSC Planning Officer on the planning application was quoted as “the impact on boundaries would be insignificant and, if so, barrier fencing would be installed”. Appropriate screening/trees is required along the boundary. A WSC Planning Committee site visit should be required. Developers may be amenable to looking at the matter and the hope is that there could be a round-table discussion by all parties involved.

Councillor Drummond left the meeting at 6.40pm.

Councillor Jarvis continued: Nimbus Way – fencing is missing. SCC Highways have actioned to replace. High Street disabled access is poor in places and Rous Road car park also has issues which WSC are dealing with. A pot of money for a feasibility study regarding a recycling centre may be available; however, LGR (Local Government Reorganisation) has slowed down the process somewhat.

County Councillor Reports

Councillor Burton introduced himself as the Exning & Newmarket Division Councillor and sent apologies from Cllr Whittle. A challenge by the Reform-led Suffolk County Council has been placed regarding LGR. Basic training of new County Councillors is now completed, and he is beginning to pick up some cases locally. He is actively involved in discussions around the proposed sports hub, recycling centre, Exning/Burwell cycle path link and engaging with stakeholders and requested that all matters be sent to him. Cllr Jarvis and Cllr Yarrow questioned the legal basis for the challenge to LGR by SCC, concerned about the legal burden that this would present. Cllr Burton cited the costs, benefits and residents’ best interests are being considered by SCC and that the legal case is currently with the barristers. Cllr Yarrow requested a full and comprehensive report giving information regarding how much the legal challenge will cost.

Cllr Burton left the meeting at 6.50pm.

Outside Bodies

There were no reports from Council representatives on outside bodies.

26/05/10 Mayors Announcements

The Mayor reported that, in addition to attending committee meetings, working groups and other meetings, her activities included the following:

May 22nd – attended a reception celebrating a year of community and shared input at the Racing Centre.

26/05/11 To Receive the Minutes and Consider and Approve any Recommendations from the Development & Planning Committee Meetings held on 5th and 18th May 2026

The minutes and recommendations from the Development & Planning Committee meetings held on 5th and 18th May 2026 were presented. Cllr Harvey made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the minutes were adopted. There were no recommendations.

26/05/12 To Receive the Minutes and Consider and Approve any Recommendations from the Community Services Committee Meeting held on 5th May 2026

The minutes of the Community Services Committee meeting held on 5th May 2026 were presented. Cllr Winter made a proposal, seconded by Cllr Borda. A vote was taken which was unanimous and the minutes were adopted:

26/05/12.01 Resolved (C/26/05/4.01 Recommendation)

That the minutes of the Community Services Committee meeting held on 2nd March 2026 be adopted and signed as a true record by the Chair of the Community Services Committee.

26/05/13 To Receive the Minutes and Consider and Approve any Recommendations from the Finance & Policy Meeting held on 18th May 2026

The minutes of the Finance & Policy Committee meeting held on 18th May 2026 were presented. Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the minutes were adopted:

26/05/13.01 Resolved (F/26/05/4.01 Recommendation)

That the minutes of the Finance & Policy Committee meeting held on 12th January 2026 be adopted and signed as a true record by the Chair of the Finance & Policy Committee.

26/05/13.02 Resolved (F/26/05/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/03/2026 – 31/03/26 and 01/04/2026 – 30/04/2026 (Cash Books 1-5) be received and adopted.

26/05/13.03 Resolved (F/26/05/9.01 Recommendation)

That £1,100,000.00 be transferred from the Unity Trust Current Account to the CCLA PSDF account.

26/05/13.04 Resolved (F/26/05/10.01 Recommendation)

That the request from Newmarket NewsTalk for a grant be approved and be awarded at £250.00.

26/05/13.05 Resolved (F/26/05/10.02 Recommendation)

That the request from Racing Welfare for a grant be declined and that, rather than financial support, a suggestion be made that the Town Council liaises with Racing Welfare to roll out this initiative/promote education, awareness and personal responsibility.

26/05/13.06 Resolved (F/26/05/10.03 Recommendation)

That the request from Headway Suffolk for a grant be approved and awarded at £500.00.

26/05/13.07 Resolved (F/26/05/10.04 Recommendation)

That the request from Home-Start Suffolk for a grant be declined on the basis that, whilst the Council supports this project concept in principle, it is outside its remit and that other appropriate funding sources should be sought by the applicant.

26/05/14 Internal Audit Reports

This item will be deferred to the June agenda.

26/05/15 Annual Governance and Accountability Return 2025/26 – Sections 1 & 2

This item will be deferred to the June agenda.

26/05/16 Committee Terms of Reference and Membership

Book Number 4 2026 -2027

Minutes of the Meeting of Newmarket Town Council held on Monday 27th April 2026

The Terms of Reference and Membership for Committees were reviewed with Cllr Kavanagh stating concern for the future regarding the intention of the Reform Party's to reverse any Climate Emergency declaration and statements of intent to achieve Net Zero. Cllr Winter made a proposal, seconded by Cllr Harvey.

A vote was taken, which was unanimous, and the following was agreed:

26/05/16.01 Resolved

That the Committee Terms of Reference be approved for the Municipal Year 2026/2027.

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

26/05/16.02 Resolved

That the Committee Membership for the Municipal Year 2026/2027 be approved as:

Development & Planning Committee: Cllrs Berry, Drummond, Harvey, Hood, Hulbert, Jarvis, McHugh, Nobbs, Yarrow

Community Services Committee: Cllrs Borda, Harvey, Hulbert, Jarvis, Kavanagh, McHugh, Nobbs, Revitt, Winter, Yarrow

Leisure Services Committee: Cllrs Borda, Harvey, Jarvis, Kavanagh, McHugh, Winter

Finance & Policy Committee: Cllrs Drummond, Harvey, Hood, McHugh, Winter, Yarrow

Human Resources Committee: Cllrs Berry, Drummond, Harvey, Hood, Hulbert, Jarvis, McHugh, Winter, Yarrow

Performance & Audit Committee: Cllrs Drummond, Harvey, Hood, McHugh, Winter, Yarrow

Appeals Committee: Cllrs Anderson, Borda, Clover, Crissall, Kavanagh, Nobbs, Revitt, Slater, Starkey

26/05/17

Working Group Membership

The recently amended working group membership listing was received. Cllr Winter made a proposal, seconded by Cllr Nobbs. A vote was taken, which was unanimous, and the following was agreed:

26/05/17.01 Resolved

That the Working Group membership be approved as:

Climate/Environmental – Cllrs Borda, Drummond, Jarvis, Kavanagh, McHugh, Revitt, Winter

Enforcement – Cllrs Drummond, Harvey, Hood, Nobbs, Winter, Yarrow

Health and Well-Being – Cllrs Kavanagh, McHugh, Slater, Starkey

IT Systems – Cllrs Borda, Harvey, Nobbs, Winter

Litter – Cllrs Clover, Harvey, Jarvis, McHugh, Revitt

Local History and Tourism – Harvey, Kavanagh, Nobbs, Winter

Market – Cllrs Drummond, Harvey, Hood, Hulbert, Winter, Yarrow

Neighbourhood Plan – Cllrs Harvey, Hulbert, Hood, Jarvis, McHugh, Slater,

Starkey, Winter

Policies Update and Review – Cllrs Drummond, Harvey, Hood

Transport and Parking – Cllrs Drummond, Harvey, Hood, Hulbert, Winter

Town Twinning – Harvey, Hood, Nobbs, Revitt, Winter

26/05/18

Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations were reviewed and were approved with the following changes.

Cllr Winter made a proposal, seconded by Cllr Crissall. A vote was taken, which was unanimous, and the following was agreed:

26/05/18.01 Resolved

That the Standing Orders of Newmarket Town Council be approved for the Municipal Year 2026/2027 with the following amendment:

“Standing Order 3y: Members’ apologies for absence shall be given to the Clerk and Deputy Clerk and the Chair of the Committee of the meeting by 4pm on the day of the meeting and shall be in writing (via email or text, but not verbally). Apologies for absence must be made by the Member and not via another Member. If the apology is not received by 4pm on the day of the meeting, the Member shall be noted as absent.”

Cllr Winter made a proposal, seconded by Cllr Harvey. A vote was taken, which was 13 in favour, 0 against, 1 abstention, and the following was agreed:

26/05/18.02 Resolved

That the Financial Regulations of Newmarket Town Council be approved for the Municipal Year 2026/2027 with the following amendment:

Financial Regulation 5.6: the threshold amount at which Council seeks formal tenders from at least three suppliers will be increased to £60,000 including VAT – as per the recommendation from NALC (National Association of Local Councils).

26/05/19

Financial Risk Management Scheme and Internal Controls

The Financial Risk Management Scheme and Internal Controls systems were reviewed and approved. Cllr Yarrow made a proposal, seconded by Cllr Nobbs. A vote was taken, which was unanimous, and the following was agreed:

26/05/19.01 Resolved

That the Financial Risk Management Scheme for Newmarket Town Council be approved for the Municipal Year 2026/2027.

26/05/19.02 Resolved

That the system of Internal Controls for Newmarket Town Council be approved for the Municipal Year 2026/2027.

26/05/20

Delegation Arrangements

The Scheme of Delegation to Officers was reviewed and approved. Cllr Nobbs made a proposal, seconded by Cllr Hulbert. A vote was taken, which was unanimous, and the following was agreed:

26/05/20.01 Resolved

That the Scheme of Delegation to Officers for Newmarket Town Council be approved for the Municipal Year 2026/2027.

26/05/21

Subscriptions to other bodies

The Council/staff subscriptions to other bodies were reviewed. Cllr Crissall made a proposal, seconded by Cllr Nobbs. A vote was taken, which was unanimous, and the following was agreed:

26/05/21.01 Resolved

That the following subscriptions be approved for Newmarket Town Council for the Municipal Year 2026/2027:

Chamber of Commerce - £360

Institute of Cemetery and Crematorium Management (ICCM) - £105

Suffolk Association of Local Councils (SALC) – £1,932

Society of Local Council Clerks (SLCC) - £505

MARPA - £25

26/05/22 Arrangements with other local authorities

The Outside Services and Cemetery SLAs for West Suffolk Council and the Jockey Club for 2026/2027 were received and noted.

26/05/23 Town Council representation on other bodies and arrangements for reporting back

The following Councillor representation on other bodies was considered. Cllr Winter made a proposal, seconded by Cllr Nobbs. A vote was taken, which was unanimous, and the following was agreed:

26/05/23.01 Resolved

That the following Cllr Representatives on Other bodies be confirmed as:

Love Newmarket BID – Cllr Harvey

Suffolk Police & Crime Commissioner – Cllr Hood

Suffolk Association of Local Councils (SALC) – Cllr Harvey

West Suffolk Council Town & Parish Forum – Cllr Yarrow

Town Twinning Associations – Cllr Hood (Lexington) and Cllr Borda (Maison Lafitte)

National Association of Super Councils Network – Cllr Harvey

Newmarket Vision Steering Group – to be discussed and confirmed at a later date

WSC Disability Forum – Cllr Hulbert

MARPA – Cllr Hulbert

Newmarket Rail Group – Cllr Starkey

Newmarket Youth Strategy Group Cllr McHugh

Transport and Infrastructure Group – Cllr Starkey

Suffolk Chamber of Commerce – Cllr Starkey

Forest Heath Parish Alliance Group – Cllr Hood

Suffolk Parishes Road Safety Group – Cllr Winter

26/05/24 Asset Register

The Asset Register was considered. Cllr Nobbs made a proposal, seconded by Cllr Harvey. A vote was taken, which was unanimous, and the following was agreed:

26/05/24.01 Resolved

That the Asset Register for Newmarket Town Council as at 31/3/2026 be approved.

26/05/25 Insurance Cover

The Zurich Insurance Policy was presented. Cllr Winter made a proposal, seconded by Cllr Crissall. A vote was taken, which was unanimous, and the following was agreed:

26/05/25.01 Resolved

That the Zurich Insurance Policy for Newmarket Town Council, dated January 2026

to January 2027, be approved in respect of all insurable risks.

26/05/26 Meeting Dates

The meeting dates from May 2026 to May 2027 were considered. Cllr Nobbs made a proposal, seconded by Cllr Harvey. A vote was taken, which was unanimous, and the following was agreed:

26/05/26.01 Resolved

That the meeting dates from May 2026 to May 2027 be approved.

26/05/27 Memorial Gardens and Public Conveniences opening times

The current arrangements for the opening and closing of the Memorial Gardens and Public Conveniences were discussed following a recent security incident. Cllr Winter made a proposal, seconded by Councillor Hulbert. A vote was taken, which was unanimous, and the following was agreed:

26/05/27.01 Resolved

That, following some further investigation by the Town Clerk and working with the Mayor and Deputy Mayor, alternative options for the opening and closing and security of the Memorial Gardens and Public Conveniences will be found.

26/05/28 Christmas Lighting

A recommendation was received from the Mayor and Town Clerk regarding the tender process and results, recently carried out, for a new contract for Newmarket Christmas lighting starting in November 2026.

A proposal was made by Cllr Winter, seconded by Cllr Nobbs. A vote was taken, which was 13 for, 0 against, 1 abstention, and the following was agreed:

26/05/28.01 Resolved

That Gala Lighting Ltd be engaged on a five-year contract to provide Christmas lighting from Christmas 2026 at an annual cost of £20,216 plus VAT.

A proposal was made by Cllr Borda, seconded by Cllr Nobbs. A vote was taken, which was unanimous, and the following was agreed:

26/05/28.02 Resolved

That a Task and Finish Working Group be formed, consisting of The Mayor, Town Clerk and BID Manager, to select a suitable theme and design for the lights.

26/05/29 Correspondence

There was no correspondence.

26/05/30 Date of the next Meeting

Monday 22nd June 2026, 6.15pm in the Memorial Hall.

26/05/31 Exclusion of the Press and Public – Public Bodies (Admissions to Meetings) Act 1960

A proposal was made by Cllr Nobbs, seconded by Cllr Crissall. A vote was taken, which was unanimous, and the following was agreed:

26/05/31.01 Resolved

That, under the Public Bodies (Admissions to Meetings) Act 1960, the Press and Public be excluded for the remainder of the meeting because of the likely disclosure

of private and confidential information relating to individuals or private contracts.

26/05/32 Market Update

A WSC funding opportunity was discussed, which must be used before the end of December 2026. There are opportunities to improve the High Street.

A proposal was made by Cllr Winter, seconded by Cllr Hulbert. A vote was taken, which was 12 for, 0 against, 2 abstentions, and the following was agreed:

26/05/32.01 Resolved

That the available WSC funding be allocated exclusively for improvements to Newmarket High Street.

Meeting closed at 8.08pm.

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>25/05/2.01 Resolved</u>	Cllr Winter be duly elected to serve as Mayor for Newmarket for 2026/2027 Municipal Year and the Declaration of Acceptance of Office be signed.
<u>25/05/3.01 Resolved</u>	Cllr Harvey be duly elected to serve as Deputy Mayor for Newmarket for 2026/2027 Municipal Year and the Declaration of Acceptance of Office be signed.
<u>26/05/5.01 Resolved</u>	That the minutes of the meeting held on 27 th April 2026 be adopted and signed as a correct record by the Town Mayor.
<u>26/05/9.01 Resolved</u>	That a strong letter be sent to Anchor Housing from the Town Council, stating its serious concerns regarding the ambiguous information pertaining to rentals and services charges for The Silks.
<u>26/05/12.01 Resolved</u> <i>(C/26/05/4.01 Recommendation)</i>	That the minutes of the Community Services Committee meeting held on 2 nd March 2026 be adopted and signed as a true record by the Chair of the Community Services Committee.
<u>26/05/13.01 Resolved</u> <i>(F/26/05/4.01 Recommendation)</i>	That the minutes of the Finance & Policy Committee meeting held on 12 th January 2026 be adopted and signed as a true record by the Chair of the Finance & Policy Committee.
<u>26/05/13.02 Resolved</u> <i>(F/26/05/6.01 Recommendation)</i>	That the ratification of the schedules of payments for the period 01/03/2026 – 31/03/26 and 01/04/2026 – 30/04/2026 (Cash Books 1-5) be received and adopted.
<u>26/05/13.03 Resolved</u> <i>(F/26/05/9.01 Recommendation)</i>	That £1,100,000.00 be transferred from the Unity Trust Current Account to the CCLA PSDF account.
	That the request from Newmarket NewsTalk for a grant be approved and be awarded at £250.00.
<u>26/05/13.04 Resolved</u> <i>(F/26/05/10.01 Recommendation)</i>	<u>26/05/13.05 Resolved</u> <i>(F/26/05/10.02 Recommendation)</i> That the request from Racing Welfare for a grant be declined and that, rather than financial support, a suggestion be made that the Town Council liaises with Racing Welfare to roll out this initiative/promote education, awareness and personal responsibility.
<u>26/05/13.06 Resolved</u>	That the request from Headway Suffolk for a grant be approved

<u>(F/26/05/10.03 Recommendation)</u>	and awarded at £500.00.
<u>26/05/13.07 Resolved</u> <u>(F/26/05/10.04 Recommendation)</u>	That the request from Home-Start Suffolk for a grant be declined on the basis that, whilst the Council supports this project concept in principle, it is outside its remit and that other appropriate funding sources should be sought by the applicant.
<u>26/05/16.01 Resolved</u>	That the Committee Terms of Reference be approved for the Municipal Year 2026/2027.
<u>26/05/16.02 Resolved</u>	That the Committee Membership for the Municipal Year 2026/2027 be approved as: Development & Planning Committee: Cllrs Berry, Drummond, Harvey, Hood, Hulbert, Jarvis, McHugh, Nobbs, Yarrow Community Services Committee: Cllrs Borda, Harvey, Hulbert, Jarvis, Kavanagh, McHugh, Nobbs, Revitt, Winter, Yarrow Leisure Services Committee: Cllrs Borda, Harvey, Jarvis, Kavanagh, McHugh, Winter Finance & Policy Committee: Cllrs Drummond, Harvey, Hood, McHugh, Winter, Yarrow Human Resources Committee: Cllrs Berry, Drummond, Harvey, Hood, Hulbert, Jarvis, McHugh, Winter, Yarrow Performance & Audit Committee: Cllrs Drummond, Harvey, Hood, McHugh, Winter, Yarrow Appeals Committee: Cllrs Anderson, Borda, Clover, Crissall, Kavanagh, Nobbs, Revitt, Slater, Starkey
<u>26/05/17.01 Resolved</u>	That the Working Group membership be approved as: Climate/Environmental – Cllrs Borda, Drummond, Jarvis, Kavanagh, McHugh, Revitt, Winter Enforcement – Cllrs Drummond, Harvey, Hood, Nobbs, Winter, Yarrow Health and Well-Being – Cllrs Kavanagh, McHugh, Slater, Starkey IT Systems – Cllrs Borda, Harvey, Nobbs, Winter Litter – Cllrs Clover, Harvey, Jarvis, McHugh, Revitt Local History and Tourism – Harvey, Kavanagh, Nobbs, Winter Market – Cllrs Drummond, Harvey, Hood, Hulbert, Winter, Yarrow Neighbourhood Plan – Cllrs Harvey, Hulbert, Hood, Jarvis, McHugh, Slater, Starkey, Winter Policies Update and Review – Cllrs Drummond, Harvey, Hood Transport and Parking – Cllrs Drummond, Harvey, Hood, Hulbert, Winter Town Twinning – Harvey, Hood, Nobbs, Revitt, Winter
<u>26/05/18.01 Resolved</u>	That the Standing Orders of Newmarket Town Council be approved for the Municipal Year 2026/2027 with the following amendment: “Standing Order 3y: Members’ apologies for absence shall be given to the Clerk and Deputy Clerk and the Chair of the Committee of the meeting by 4pm on the day of the meeting and shall be in writing (via email or text, but not verbally). Apologies for absence must be made by the Member and not via another Member. If the apology is not received by 4pm on the day of the meeting, the Member shall be noted as absent.”
<u>26/05/18.02 Resolved</u>	That the Financial Regulations of Newmarket Town Council be approved for the Municipal Year 2026/2027 with the following

	amendment: Financial Regulation 5.6: the threshold amount at which Council seeks formal tenders from at least three suppliers will be increased to £60,000 including VAT – as per the recommendation from NALC (National Association of Local Councils).
<u>26/05/19.01 Resolved</u>	That the Financial Risk Management Scheme for Newmarket Town Council be approved for the Municipal Year 2026/2027
<u>26/05/19.02 Resolved</u>	That the system of Internal Controls for Newmarket Town Council be approved for the Municipal Year 2026/2027.
<u>26/05/20.01 Resolved</u>	That the Scheme of Delegation to Officers for Newmarket Town Council be approved for the Municipal Year 2026/2027.
<u>26/05/21.01 Resolved</u>	That the following subscriptions be approved for Newmarket Town Council for the Municipal Year 2026/2027: Chamber of Commerce - £360 Institute of Cemetery and Crematorium Management (ICCM) - £105 Suffolk Association of Local Councils (SALC) – £1,932 Society of Local Council Clerks (SLCC) - £505 MARPA - £25
<u>26/05/23.01 Resolved</u>	That the following Cllr Representatives on Other bodies be confirmed as: Love Newmarket BID – Cllr Harvey Suffolk Police & Crime Commissioner – Cllr Hood Suffolk Association of Local Councils (SALC) – Cllr Harvey West Suffolk Council Town & Parish Forum – Cllr Yarrow Town Twinning Associations – Cllr Hood (Lexington) and Cllr Borda (Maison Lafitte) National Association of Super Councils Network – Cllr Harvey Newmarket Vision Steering Group – to be discussed and confirmed at a later date WSC Disability Forum – Cllr Hulbert MARPA – Cllr Hulbert Newmarket Rail Group – Cllr Starkey Newmarket Youth Strategy Group Cllr McHugh Transport and Infrastructure Group – Cllr Starkey Suffolk Chamber of Commerce – Cllr Starkey Forest Heath Parish Alliance Group – Cllr Hood Suffolk Parishes Road Safety Group – Cllr Winter
<u>26/05/24.01 Resolved</u>	That the Asset Register for Newmarket Town Council as at 31/3/2026 be approved.
<u>26/05/25.01 Resolved</u>	That the Zurich Insurance Policy for Newmarket Town Council, dated January 2026 to January 2027, be approved in respect of all insurable risks.
<u>26/05/26.01 Resolved</u>	That the meeting dates from May 2026 to May 2027 be approved.
<u>26/05/27.01 Resolved</u>	That, following some further investigation by the Town Clerk and working with the Mayor and Deputy Mayor, alternative options for the opening and closing and security of the Memorial Gardens and Public Conveniences will be found.
<u>26/05/28.01 Resolved</u>	That Gala Lighting Ltd be engaged on a five-year contract to provide Christmas lighting from Christmas 2026 at an annual cost of £20,216 plus VAT.

<u>26/05/28.02 Resolved</u>	That a Task and Finish Working Group be formed, consisting of The Mayor, Town Clerk and BID Manager, to select a suitable theme and design for the lights.
<u>26/05/31.01 Resolved</u>	That, under the Public Bodies (Admissions to Meetings) Act 1960, the Press and Public be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information relating to individuals or private contracts.
<u>26/05/32.01 Resolved</u>	That the available WSC funding be allocated exclusively for improvements to Newmarket High Street.

Item 8

Mayors Announcements

May 22nd I attended ‘Celebrating a Year of Community and Shared Impact’ at The Racing Centre

June 9th I attended ‘The Untold Legacy’ at The Rowley Mile Racecourse

June 19th I attended a reception to welcome our guests for the Twinning weekend

June 21st Attended the reading of the Proclamation for Suffolk Day at The Athenaeum in Bury St Edmunds

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 1st June 2026 at 6:15pm

Attendance:

Councillor R Hood (Chair)
Councillor J Berry (from 6.18pm)
Councillor A Drummond
Councillor J Harvey (Vice Chair)

Councillor P Hulbert
Councillor J Jarvis
Councillor J McHugh

Also Present: C Whitaker - Town Clerk, N Alecock – Deputy Town Clerk, Tim Cleary – WSC, Cllr Winter as observer, Cllr J Borda as observer (from 7.07pm), C O'Reilly – Events Manager as observer (from 7.00pm), 3 Members of the public and 1 Member of the Press (from 6.16pm)

Minute	Action by
D/26/06/1 <u>Election of Chair</u> Cllr Hood took the Chair and asked for nominations for Chair of the Development and Planning Committee. Cllr Drummond nominated Cllr Hood for Chair, seconded by Cllr Hulbert. There were no other nominations, a vote was taken, and the following was agreed: <u>D/26/06/1.01 Resolved</u> That Cllr Hood be elected as the Chair of the D&P Committee for 2026/2027 Municipal Year.	
D/26/06/2 <u>Election of Vice Chair</u> Cllr Hood nominated Cllr Harvey, seconded by Cllr Drummond. There were no other nominations, a vote was taken, and the following was agreed: <u>D/26/06/2.01 Resolved</u> That Cllr Harvey be elected as the Vice Chair of the D&P Committee for 2026/2027 Municipal Year.	
D/26/06/3 <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 asked if anyone intended to record the meeting.	
D/26/06/4 <u>Apologies</u> Apologies were received from Cllrs Nobbs and Yarrow.	
D/26/06/5 <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/26/06/6 To Confirm the Minutes of the Meeting Held on 18th May 2026 and any Matters Arising

The Chair presented the minutes of the Development & Planning Committee held on 18th May 2026 and Cllr Drummond made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/26/06/6.01 Resolved

That the minutes of the Development & Planning Committee held on 18th May 2026 be adopted and be signed as a true record by the Chair of the Development & Planning Committee.

Councillor Berry joined the meeting at 6.18pm.

There were no matters arising.

The Chair made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/26/06/6.02 Resolved

That item 8 – Licensing be brought forward.

D/26/06/7 Licensing

Tim Cleary – Licensing Manager from WSC gave an overview on the remit of the Licensing Department at WSC.

1 Member of the Public joined the meeting at 6.21pm.

He provided clarification over pavement licences and the process for these and answered questions from Members.

1 Member of the Public left the meeting at 6.44pm.

Tim Cleary left the meeting at 6.46pm.

D/26/06/8 Public Open Session

No members of the public wished to speak.

D/26/06/9 Planning Applications

D/26/06/9/1 DC/26/0683/RM – Reserved matters application – submission of details under outline planning permission DC/24/0720/OUT – appearance, landscaping, layout and scale – for the construction of three commercial units (use class B2/B8 and E(g)) – Hatchfield Farm, Fordham Road, Newmarket. Cllr Drummond made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/26/06/9.01 Resolved

The Committee continues to strongly object to this application on numerous grounds: Traffic is frequently gridlocked already and no traffic survey has taken into account the additional traffic that will arise from the 400 houses on the Hatchfield development and 50 houses on the St Felix site development. If this application were to be approved, all HGV traffic must access and egress the site via the A14 to prevent a life threatening danger to residents and horses by vehicles passing through the town. The Committee are disappointed that this

application has been submitted with no consultation with the Planning Officer. They would prefer a mixed employment scheme of small and medium light industrial units that offer a higher employment density and which is more economically resilient, instead of over urbanisation. The development is out of odds with the needs of the town and the Committee are concerned that this development will be like Culina in Haverhill, enduring issues such as noise from HGV's and refrigeration units and light pollution. The Committee would much prefer a science park or similar with park and ride. We have received 4 significant objections from members of the public and local organisations which the Committee agree with.

1 Member of the Public left at 6.48pm.

1 Member of the Public returned at 6.54pm.

Events Manager joined the meeting as an observer at 7.00pm.

Councillor Borda joined the meeting as an observer at 7.07pm.

D/26/06/9/2 DC/26/0684/FUL – Planning application – Change of use from HMO (sui generis) to dwelling (class C3) – 15 The Avenue, Newmarket. Cllr Berry made a proposal, seconded by Cllr Jarvis. A vote was taken which was unanimous and the following was agreed:

D/26/06/9.02 Resolved

The Committee voiced no objection.

1 Member of the Public left at 7.11pm.

D/26/06/9/3 DC/26/0679/FUL – Planning application – electricity substation and concrete pad surround – International House, Willie Snaith Road, Newmarket. Cllr Berry made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/26/06/9.03 Resolved

Subject to the area being fully screened, the Committee voiced no objection.

D/26/06/10 Amended and Deferred Plans

None noted.

D/26/06/11 Planning Appeals

AP/26/0023/STAND noted.

D/26/06/12 East Cambs Planning Applications

Noted.

D/26/06/13 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing 13/05/2026 and 20/5/2026 were noted.

Applications	Description	Address	WSC Decision	NTC Decision
DC/26/0430/TPO	TPO 234(1972) tree preservation order – works stated on submitted	Gordon Richards Close,	Approved	No objection

	tree schedule of works	Newmarket			
DC/26/0379/HH	Householder planning application – single storey rear extension	88 Weston Way, Newmarket	Approve	No objection	
DC/26/0452/HH	Householder planning application – a. replace door with window on front elevation b. single storey rear extension (following demolition of existing extension)	Farley House, 1 Brazilian Terrace, Newmarket	Approved	No objection	
DC/26/0489/TPO	TPO 17 (1991) tree preservation order – one lime (T2 on plan and order) crown lift up to four metres above ground level and pole-think up to one third of regrowth stems from previous reduction points; one horse chestnut (T5 on plan and order) and one beech (T4 on plan and order) crown lift up to three metres above ground level, and prune back to suitable pruning points to provide up to 2.5 metres clearance from surrounding structures	Oakfields, Vicarage Road, Newmarket	Approved	No objection	
DC/26/0544/HH	Householder planning application – replacement fence and gates to front boundary	Barkway House, 18 Bury Road, Newmarket	Approved	No objection	

D/26/06/14 Delegation Panel Decisions

None Noted.

D/26/06/15 Licensing

None noted.

D/26/06/16 Enforcement

The appeal against the enforcement notice at 67A – 67C Exning Road was discussed. Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/26/06/16.01 Resolved

DTC to e-mail WSC / Inspector before the deadline 19th June 2026 reiterating the previous concerns raised by the Committee and refuting their 2 specific reasons for appeal i.e. retrospective granting and insufficient time to adhere to the notice, once the response is approved by the Chair.

D/26/06/17 Working Group Reports

No reports offered.

D/26/06/18 Newmarket Railway Station Signage

The Committee discussed the early designs of the signage. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/26/06/18.01 Resolved

That delegation be given to the Mayor and Deputy Mayor to submit comments

regarding the preferred colour and content of the signage.

D/26/06/19 Correspondence

An email has been received regarding kerbside cleaning along Fordham Road. Cllr Jarvis will meet with the resident and report back to the next meeting.

D/26/06/20 Date of Next Meeting

Monday 15th June 2026 at the Memorial Hall.

Meeting closed 7:23pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/26/06/1.01 Resolved</u>	That Cllr Hood be elected as the Chair of the D&P Committee for 2026/2027 Municipal Year.
<u>D/26/06/2.01 Resolved</u>	That Cllr Harvey be elected as the Vice Chair of the D&P Committee for 2026/2027 Municipal Year.
<u>D/26/06/6.01 Resolved</u>	That the minutes of the Development & Planning Committee held on 18 th May 2026 be adopted and be signed as a true record by the Chair of the Development & Planning Committee.
<u>D/26/06/6.02 Resolved</u>	That item 8 – Licensing be brought forward.
<u>D/26/06/9.01 Resolved</u>	The Committee continues to strongly object to this application on numerous grounds: Traffic is frequently gridlocked already and no traffic survey has taken into account the additional traffic that will arise from the 400 houses on the Hatchfield development and 50 houses on the St Felix site development. If this application were to be approved, all HGV traffic must access and egress the site via the A14 to prevent a life threatening danger to residents and horses by vehicles passing through the town. The Committee are disappointed that this application has been submitted with no consultation with the Planning Officer. They would prefer a mixed employment scheme of small and medium light industrial units that offer a higher employment density and which is more economically resilient, instead of over urbanisation. The development is at odds with the needs of the town and the Committee are concerned that this development will be like Culina in Haverhill, enduring issues such as noise from HGV's and refrigeration units and light pollution The Committee would much prefer a science park or similar with park and ride. We

	have received 4 significant objections from members of the public and local organisations which the Committee agree with.
<u>D/26/06/9.02 Resolved</u>	The Committee voiced no objection.
<u>D/26/06/9.03 Resolved</u>	Subject to the area being fully screened, the Committee voiced no objection.
<u>D/26/06/16.01 Resolved</u>	DTC to e-mail WSC / Inspector before the deadline 19 th June 2026 reiterating the previous concerns raised by the Committee and refuting their 2 specific reasons for appeal i.e. retrospective granting and insufficient time to adhere to the notice, once the response is approved by the Chair.
<u>D/26/06/18.01 Resolved</u>	That delegation be given to the Mayor and Deputy Mayor to submit comments regarding the preferred colour and content of the signage.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee

Held on Monday 15th June 2026 at 6:15pm

Attendance:

Councillor R Hood (Chair)

Councillor J Harvey (Vice Chair)

Councillor P Hulbert

Councillor J Jarvis

Councillor J McHugh

Councillor R Nobbs

Also Present: C Whitaker - Town Clerk, N Alecock – Deputy Town Clerk, Cllr Winter as observer, 3 Members of the public and 1 Member of the Press

Minute	Action by
D/26/06/21 <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 asked if anyone intended to record the meeting.	
D/26/06/22 <u>Apologies</u> Apologies were received from Cllrs Berry and Drummond.	
D/26/06/23 <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> Cllr Nobbs declared an other interest in item 6d – DC/26/0812/FUL. There were no requests for dispensation.	
D/26/06/24 <u>To Confirm the Minutes of the Meeting Held on 1st June 2026 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 1st June 2026 and Cllr Hulbert made a proposal, seconded by Cllr Jarvis. A vote was taken which was unanimous and the following was agreed: <u>D/26/06/24.01 Resolved</u> That the minutes of the Development & Planning Committee held on 1st June 2026 be adopted and be signed as a true record by the Chair of the Development & Planning Committee. There were no matters arising.	
D/26/06/25 <u>Public Open Session</u> The applicant of the planning application at 2 Sun Lane, Newmarket spoke in relation to the retrospective application that has been submitted to WSC to regulate to how it was previously. He recognised that there has been some confusion in the applications	

and it was noted that some work has not been carried out and some work is still in progress.

The Chair made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/26/06/25.01 Resolved

That item 6d – DC/26/0812/FUL be brought forward.

Councillor Nobbs left the meeting at 6.22pm

The applicant provided further information on the works and confirmed that there would be 17 studio flats in total; planning permission has been approved for 12 of these.

Andrew Woollard felt that there is a lack of clarity in the plans and can only see approval for 8 flats causing a discrepancy in numbers. There are concerns around fire regulations and waste provision and he would like a robust outlook by planners to ensure the owner is paying the correct rates.

Adam Olivant reported that no site notice has been displayed and he has concerns over the development and its approval. There are discrepancies on the plans and there are significant questions on the planning history and authorisation.

D/26/06/26 Planning Applications

D/26/06/26/1 DC/26/0812/FUL – Planning application – three additional studio apartments on first and second floors – 2 Sun Lane. Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/26/06/26.01 Resolved

In light of the complexity and the planning history and issues raised, the Committee deferred this application in order to request clarification from WSC.

Councillor Nobbs returned to the meeting at 7.05pm

2 members of the public left the meeting at 7.05pm

1 member of the public left the meeting at 7.06pm

D/26/06/26/2 DC/26/0780/FUL – Planning application – a. internal retail fit out to ground floor b. external wall louvers c. installation of AC condenser units to rear – 69 The Guineas Shopping Centre, The Rookery, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

D/26/06/26.02 Resolved

The Committee voiced no objection.

D/26/06/26/3 DC/26/0779/TPO – TPO 012 (1956) tree preservation order – two Horse chestnuts (in area A7 on plan and T1 and T2 on plan) reduce height by four metres – 17 Collings Place, Newmarket. Cllr McHugh made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/26/06/26.03 Resolved

The Committee supports responsible tree management and voiced no objection.

D/26/06/26/4 DC/26/0818/HH – Householder planning application – remove front ground floor window and replace with bay window – 70 Bill Rickaby Drive, Newmarket. Cllr Harvey made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

D/26/06/26.04 Resolved

The Committee voiced no objection.

D/26/06/26/5 DC/26/0859/TCA – Trees in a conservation area – one eucalyptus (marked on plan) fell – 3 Rockingham Villas, Church Lane, Newmarket. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/26/06/26.05 Resolved

The Committee supports responsible tree management and objects to the felling of healthy trees. If supported by the Tree Officer, the Committee requests a condition for the tree to be replaced with two lime trees as proposed.

D/26/06/26/6 DC/26/0861/TCA – Trees in a conservation area – one conifer (marked on plan) overall crown reduction of lateral branches by two metres – 12 The Avenue, Newmarket. Cllr Harvey made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

D/26/06/26.06 Resolved

The Committee supports responsible tree management. Subject to the support of the Tree Officer, the Committee voiced no objection.

Councillor Yarrow joined the meeting at 7.13pm.

D/26/06/27 Amended and Deferred Plans

D/26/06/27/1 DC/26/0694/ADV – Re-consultation to amend red line and location plan – 104 High Street, Newmarket. Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/26/06/27.01 Resolved

The Committee's previous comments still stand and a statement will be published in the Newmarket Journal and on our social media.

D/26/06/28 Planning Appeals

None noted.

D/26/06/29 East Cambs Planning Applications

Noted.

D/26/06/30 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing

27/05/2026 and 03/06/2026 were noted.

Applications	Description	Address	WSC Decision	NTC Decision
DC/26/0352/FUL	Planning application – a. existing front elevation and side elevation windows and doors replaced with black aluminium b. existing ground floor and first floor aluminium windows replaced with timber sash windows	182 High Street, Newmarket	Approved	No objection
DC/26/0509/HH	Householder planning application – single storey side and rear extension replacing existing side garage and rear extension and conservatory	38 Exning Road, Newmarket	Approve	No objection
DC/26/0582/TPO	TPO 02 (1980) tree preservation order – one Maple (T01 on plan T40 on order) fell	Linden Lodge, Rowley Drive, Newmarket	Approved	No objection
DC/26/0621/TCA	Trees in a conservation area notification – one Sycamore (T1 on plan) fell	20 The Maltings, Brewers Lane, Newmarket	Approved	Objected

D/26/06/31 Delegation Panel Decisions

DC/26/0612/TPO: TPO 04 (2012) tree preservation order – one Sycamore (T1 on plan, T26 on order) fell – 5 Mill Reef, Newmarket – no comments received.
Noted.

D/26/06/32 Licensing

D/26/06/32/1 Pavement Licence – Brazuca, 6 Sun Lane, Newmarket. Cllr Hood made a proposal, seconded by Cllr Jarvis. A vote was taken which was unanimous and the following was agreed:

D/26/06/32.01 Resolved

The Committee is supportive of these types of applications and voiced no objection.

D/26/06/33 Enforcement

The ongoing enforcement case at 128 High Street was discussed Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/26/06/33.01 Resolved

Cllr Yarrow to speak to WSC.

D/26/06/34 Working Group Reports

No reports offered.

D/26/06/35 Correspondence

An email from SCC regarding a proposed goods vehicle loading only bay outside nos 74 to 80 High Street, Newmarket was discussed and noted.

D/26/06/36 Date of Next MeetingMonday 6th July 2026 at 6.15pm at the Memorial Hall.

Meeting closed 7:31pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/26/06/24.01 Resolved</u>	That the minutes of the Development & Planning Committee held on 1st June 2026 be adopted and be signed as a true record by the Chair of the Development & Planning Committee.
<u>D/26/06/25.01 Resolved</u>	That item 6d – DC/26/0812/FUL be brought forward.
<u>D/26/06/26.01 Resolved</u>	In light of the complexity and the planning history and issues raised the Committee deferred this application in order to request clarification from WSC.
<u>D/26/06/26.02 Resolved</u>	The Committee voiced no objection.
<u>D/26/06/26.03 Resolved</u>	The Committee support responsible tree management and voiced no objection.
<u>D/26/06/26.04 Resolved</u>	The Committee voiced no objection.
<u>D/26/06/26.05 Resolved</u>	The Committee supports responsible tree management and objects to the felling of healthy trees. If supported by the Tree Officer, the Committee requests a condition for the tree to be replaced with two lime trees as proposed.
<u>D/26/06/26.06 Resolved</u>	The Committee supports responsible tree management. Subject to the support of the Tree Officer, the Committee voiced no objection.
<u>D/26/06/27.01 Resolved</u>	The Committee's previous comments still stand and a statement will be published in the Newmarket Journal and on our social media.
<u>D/26/06/32.01 Resolved</u>	The Committee supports these types of applications and voiced no objection.
<u>D/26/06/33.01 Resolved</u>	Cllr Yarrow to speak to WSC.

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Minutes of a Meeting of the Leisure Services Committee
Held on Monday 1st June 2026 at 7:25pm

Attendance:

Councillor J McHugh (Chair)
Councillor J Borda
Councillor J Harvey

Councillor J Jarvis
Councillor P Winter

Also Present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk, C O'Reilly – Events Manager, one member of the public

L/26/06/1 Election of Chair

Cllr Winter nominated Cllr McHugh; seconded by Cllr Harvey. A vote was taken, which was unanimous, and the following was agreed:

L/26/05/1.01 Resolved

That Cllr McHugh be elected as Chair of the Leisure Services Committee for the Municipal Year 2026-2027.

L/26/06/2 Election of Vice Chair

Cllr Winter nominated Cllr Jarvis; seconded by Cllr McHugh. A vote was taken, which was unanimous, and the following was agreed:

L/26/05/2.01 Resolved

That Cllr Jarvis be elected as Vice Chair of the Leisure Services Committee for the Municipal Year 2026-2027.

L/26/06/3 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting, announced that the fire safety notice was not required and confirmed that the meeting is not being recorded.

L/26/06/4 Apologies for Absence

Apologies were noted for Councillor Kavanagh.

L/26/06/5 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 dispensation.

L/26/06/6 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 7th April 2026 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 7th April 2026 and Cllr McHugh made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

L/26/05/6.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 7th April 2026 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

Cllr Harvey gave congratulations and thanks to the Event Manager and other staff involved in the very successful Earth Day event in April.

L/26/06/7 Public Open Session

No members of the public wished to speak.

L/26/06/8 Presentation

A digital presentation by Marketplace Arts was shown to Council – regarding a proposed 2027 illumination installation in the Memorial Gardens.

L/26/06/9 To Receive the Accounts

The draft accounts for May 2026 were received and noted.

L/26/06/10 Working Group Reports for LS

There were no reports.

L/26/06/11 Events Update

The Events Manager gave an update on events planned for 2026/2027.

Discussions regarding resurrection of the Newmarket Food Festival have not been successful. However, dialogue with Discover Newmarket regarding suggested future collaboration over the annual sausage festival from September 2027 which would involve some sponsorship funding. Cllr McHugh made a proposal, seconded by Cllr Borda. A vote was taken which was 4 in favour, 0 against, 1 abstain and the following was agreed:

L/26/05/11.01 Recommendation

That a collaborative approach be adopted with Discover Newmarket regarding the September 2027 Sausage Festival, including sponsorship funding – the amount to be decided in due course.

A series of spring 2027 days of entertainment is suggested with food trucks and music, with a possible pilot event to be hosted in summer 2026. Cllr Jarvis made a proposal, seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

L/26/05/11.02 Recommendation

That a series of entertainment days in spring 2027 and a pilot day in summer 2026 be planned with food trucks and music.

Newmarket Earth Day 2026 event was well attended and came in under budget at £5,490.

Current planned events:

June – Maisons Lafitte Twinning visit to Newmarket.

Book number 2 2026 -2027

June - Lexington Singers visiting Newmarket - Friday 26th June - joint concert with Newmarket Community Choir – Afternoon buffet reception at Heath Court Hotel. Concert at Memorial Hall.

July/August - Summer Entertainment 23rd and 30th July 2026, 6th, 13th, 20th and 27th August 2026 – Memorial Gardens and Memorial Hall

September – Grenadier Guards – Saturday 12th September 2026 - conferment of Freedom of the Town – High Street Parade to Tattersalls

November – Remembrance Service – Sunday 8th November 2026 – Service at the War Memorial followed by a High Street Parade to Tattersalls for a Service.

December – Christmas 2026 event(s)

L/26/06/12 Accessible Door

The entrance door system at the Memorial Hall requires works to make changes to comply with the Disability Discrimination Act (DDA). Cllr McHugh made a proposal, seconded by Cllr Borda. A vote was taken which was 4 in favour, 0 against, 1 abstain and the following was agreed:

L/26/05/12.01 Recommendation

That Record UK be engaged to carry out works to the entrance door system at the Memorial Hall to enable compliance with the Disability Discrimination Act at a value of £8,320.

L/26/06/13 Memorial Hall Reception Flooring

The flooring in the Memorial Hall Reception/Foyer area requires replacement. Cllr McHugh made a proposal, seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

L/26/05/13.01 Recommendation

That P&B Flooring be engaged to carry out the replacement of the Memorial Hall reception/foyer flooring at a value of £1,686.72.

L/26/06/14 Illumination installation proposal

A collaborative project with Marketplace Arts for January/February 2027 in the Memorial Gardens was considered, with multiple days of light art, community workshops and public activities which will be free for Newmarket residents. Council funding is requested to the value of £2,000. Cllr McHugh made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

L/26/05/14.01 Recommendation

That Newmarket Town Council collaborates with Marketplace Arts for an illumination project in the Memorial Gardens in January/February 2027, providing funding to the value of £2,000.

L/26/06/15 Correspondence

None noted.

L/26/06/16 Date of Next Meeting

Monday 3rd August 2026 at the Memorial Hall.

Book number 3 2026 -2027

Meeting closed at 8.22pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/26/06/1.01 Resolved</u>	That Cllr McHugh be elected as Chair of the Leisure Services Committee for the Municipal Year 2026-2027.
<u>L/26/06/2.01 Resolved</u>	That Cllr Jarvis be elected as Vice Chair of the Leisure Services Committee for the Municipal Year 2026-2027.
<u>L/26/06/6.01 Resolved</u>	That the minutes of the Leisure Services Committee meeting held on 7th April 2026 be adopted and signed as a true record by the Chair of the Leisure Services Committee.
<u>L/26/06/11.01 Recommendation</u>	That a collaborative approach be adopted with Discover Newmarket regarding the September 2027 Sausage Festival, including sponsorship funding – the amount to be decided in due course.
<u>L/26/06/11.02 Recommendation</u>	That a series of entertainment days in spring 2027 and a pilot day in summer 2026 be planned with food trucks and music.
<u>L/26/06/12.01 Recommendation</u>	That Record UK be engaged to carry out works to the entrance door system at the Memorial Hall to enable compliance with the Disability Discrimination Act at a value of £8,320.
<u>L/26/06/13.01 Recommendation</u>	That P&B Flooring be engaged to carry out the replacement of the Memorial Hall reception/foyer flooring at a value of £1,686.72.
<u>L/26/06/14.01 Recommendation</u>	That Newmarket Town Council collaborates with Marketplace Arts for an illumination project in the Memorial Gardens in January/February 2027, providing funding to the value of £2,000.



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Human Resources Committee

Held on Monday 18th May 2026 at 7:45pm

Attendance:

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

Councillor P Hulbert
Councillor J Jarvis
Councillor J McHugh
Councillor P Winter

Also present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk

Minute

-
- H/26/05/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The Fire Notice was not required, and proceedings were not being recorded.
- H/26/05/2 Apologies for Absence**
No apologies received. Cllr Berry was absent.
- H/26/05/3 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.
- H/26/05/4 To Receive and Confirm for Accuracy the Minutes of the Extraordinary Human Resources Meeting Held on Monday 12th January 2026 and Any Matters Arising**
Members received the minutes of the Human Resources Committee Meeting held on Monday 12th January 2026 and Cllr Yarrow made a proposal seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:

H/26/05/4.01 Resolved
That the minutes of the Human Resources Committee meeting held on Monday 12th January 2026 be adopted and be signed as a correct record by the Chair of the Human Resources Committee.

There were no matters arising.
- H/26/05/5 Public Open Session**
No members of the public were present.
- H/26/05/6 Exclusion of the Press & Public With the vote being unanimous, it was:**

H/26/05/6.01 Resolved
To resolve that under the Public Bodies (Admissions to Meetings) Act 1960,

Minutes of the Extraordinary Human Resources Committee held on 12th January 2026

the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.
Cllr Yarrow proposed and Cllr Winter seconded, with a unanimous vote.

H/26/05/7 Office Staff Post

An update regarding the office vacancy was given. Cllr Drummond made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

H/26/05/7.01 Resolved

That the position be renamed to ‘Receptionist/Admin’.

H/26/05/7.02 Resolved

That the position be for 30 working hours per week; six hours per day, Monday to Friday – hours to be negotiated between 8.30am and 3.30pm.

H/26/05/7.03 Resolved

That the position be re-banded to the starting point at SCP 12.

H/26/05/7.04 Resolved

That the position be advertised on social media, website, Newmarket Journal and Job Centre Plus online.

H/26/05/8 Date of Next Meeting

Monday 15th June 2026 at 7.15pm.

Meeting closed at 8.08pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/26/05/4.01 Resolved</u>	That the minutes of the Human Resources Committee meeting held on Monday 12th January 2026 be adopted and be signed as a correct record by the Chairman of the Human Resources Committee.
<u>H/26/05/6.01 Resolved</u>	To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.
<u>H/26/05/7.01 Resolved</u>	That the position be renamed to ‘Receptionist/Admin’.
<u>H/26/05/7.02 Resolved</u>	That the position be for 30 working hours per week; six hours per day, Monday to Friday – hours

	to be negotiated between 8.30am and 3.30pm.
<u>H/26/05/7.03 Resolved</u>	That the position be re-banded to the starting point at SCP 12.
<u>H/26/05/7.04 Resolved</u>	That the position be advertised on social media, website, Newmarket Journal and Job Centre Plus online.

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Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Human Resources Committee

Held on Monday 15th June 2026 at 7:35pm

Attendance:

Councillor K Yarrow (Chair)
Councillor J Harvey
Councillor R Hood
Councillor P Hulbert

Councillor J Jarvis
Councillor J McHugh
Councillor P Winter

Also present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk

Minute

H/26/06/1 Election of Chair

Cllr Hood nominated Cllr Yarrow; seconded by Cllr Jarvis. A vote was taken, which was unanimous, and the following was agreed:

H/26/06/1.01 Resolved

That Cllr Yarrow be elected as Chair of the Human Resources Committee for the Municipal Year 2026-2027.

H/26/06/2 Election of Vice Chair

Cllr Hood nominated Cllr Harvey; seconded by Cllr Yarrow. A vote was taken, which was unanimous, and the following was agreed:

H/26/06/2.01 Resolved

That Cllr Harvey be elected as Vice Chair of the Human Resources Committee for the Municipal Year 2026-2027.

H/26/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Fire Notice was not required, and proceedings were not being recorded.

H/26/06/4 Apologies for Absence

Apologies were received from Councillors Berry and Drummond.

H/26/06/5 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.

H/26/06/6 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 18th May 2026 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 18th May 2026 and Cllr Hood made a proposal seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

H/26/06/4.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 18th May 2026 be adopted and be signed as a correct record by the Chair of the Human Resources Committee.

There were no matters arising.

H/26/06/7 Public Open Session

No members of the public were present.

H/26/06/8 Date of Next Meeting

Monday 19th October 2026 at 7.15pm.

Meeting closed at 7.40pm,

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/26/06/1.01 Resolved</u>	That Cllr Yarrow be elected as Chair of the Human Resources Committee for the Municipal Year 2026-2027.
<u>H/26/06/2.01 Resolved</u>	That Cllr Harvey be elected as Vice Chair of the Human Resources Committee for the Municipal Year 2026-2027.
<u>H/26/06/4.01 Resolved</u>	That the minutes of the Human Resources Committee meeting held on Monday 18th May 2026 be adopted and be signed as a correct record by the Chair of the Human Resources Committee.

HEELIS & LODGE

Local Council Services • Internal Audit

Interim Internal Audit Report for Newmarket Town Council – 2025/2026

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2025. The following recommendations/comments have been made:

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within the accounts.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced. Sample audit trails were carried out between April 2025 – December 2025. No irregularities were found.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 27/5/2025 (Ref: 25/05/20.01)
Financial Regulations in place: Yes
Reviewed: 27/5/2025 (Ref: 25/05/20.02)

VAT reclaimed during the year: Yes
Registered: Yes Reg: 978481557

Submission Period:	Amount:
01/04/2025-30/06/2025	£47,871.24
01/07/2025-30/09/2025	£21,276.63
01/10/2025-31/12/2025	£54,986.26

General Power of Competence: No
The Council no longer hold the General Power of Competence (Ref: 11/5/2023 – 23/05/20).

Tenders during the year that exceeded the £30,000 Public Contract Regulations threshold were not advertised on Contract Finder due to the emergency situation and nature of the work. However, it is likely that the tender for the repairs of the public toilets should have been advertised on Contract Finder.

Recommendation: *To ensure that the Public Contract Regulations are followed.*

The Council reviewed the following documents during the year of audit:

27/5/2025

- *Committee Terms of Reference – Ref: 25/05/18*
- *Delegation Arrangements – Ref: 25/05/19*

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes Ref: ZA090217

Data Protection

The General Data Protection Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Insurance was in place for the year of audit (valid 14/1/2026 – 13/1/2027), with a review being undertaken at a meeting held on 27/5/2025 (Ref: 25/05/26). The Risk Assessment and Internal Controls were reviewed at a full Council meeting held on 27/5/2025 (Ref: 25/05/21.01 & 25/05/21.02).

The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions. The Performance and Audit Committee undertake a quarterly audit of resolutions (Ref: 13/10/2025 – P/25/10/6) and (Ref: 14/7/2025 – P/25/07/8).

Fidelity Cover: £1,000,000

The level of Fidelity cover is below the recommended guidelines of year end balances plus 50% of the precept. The year end balance at 31/3/2025 was £714,847, 50% of the precept received on 28/4/2025 equates to £503,485 so the recommended guidelines for Fidelity cover would be in the region of £1,218,332.

Recommendation: *To review the level of Fidelity cover.*

Transparency

Compliance with **Assertion 10**:

Website link: <https://www.newmarket.gov.uk/>

Privacy Policy published: **Yes**

Link: <https://www.newmarket.gov.uk/policies-finance/privacy-policy/>

IT Policy in place: **Partially**

IT Policy published: **Not found**

Link: <file:///C:/Users/heath/Downloads/P6-IT-Website-and-Email-Policy-19-0624-1.pdf>

Recommendation: *The current policy focuses on email and social media. It is suggested that the Council look at the model IT policy issued by NALC to bring their IT policy in line with the latest guidance.*

<https://www.nalc.gov.uk/resource/nalc-publishes-new-it-policy-template-to-support-parish-and-town-councils-in-meeting-governance-standards.html>

Data Protection Policy in place: **Yes**

Data Protection Policy published: **Yes**

Link: <https://www.newmarket.gov.uk/publications/p5-information-and-data-protection-policy/>

Accessibility Statement in place: **Yes**

Accessibility Statement published: **Yes**

Link: <https://www.newmarket.gov.uk/policies-finance/accessibility-statement/>

Generic Council email addresses for officials in place: **Yes**

Under **The Accounts & Audit Regulations** councils must publish on their website:

Audited AGAR:

2025 Annual Return, Section One Published – Yes

2025 Annual Return, Section Two Published – Yes

2025 Annual Return, Section Three Published – Yes

Notice of period for the exercise of public rights (2025)

Published – Yes

Notice of Conclusion of Audit (2025)

Published – Yes

Period of Exercise of Public Rights

Publication Date: **2/6/2025** Start Date: **3/6/2025** End Date: **14/7/2025**

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2020-21, 2021-22, 2022-23, 2023-24 and 2024-2025 on their website.

	Section 1	Section 2	Section 3 (Audited)
2020 - 2021	Yes	Yes	Yes
2021 - 2022	Yes	Yes	Yes
2022 - 2023	Yes	Yes	Yes
2023 - 2024	No	No	No
2024 - 2025	Yes	Yes	Yes

The Council have yet to meet the publication requirements.

Recommendation: *The Council should publish the missing information.*

Recommendation: *Generally, the documents published on the Council's website are in need of updating. It is suggested that this is carried out prior to the year end audit.*

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure over £200,000 should publish on their website from 1 April 2015:

Expenditure items over £500 (quarterly) published:
2024-2025 and 2025-2026 information not found

Procurement data published (contracts exceeding £5,000): Not found

Grants awarded to voluntary, community or external bodies published:
Not found

Senior salaries (over £50,000) published: Not found

Land and car parks published: Yes
Link: <https://www.newmarket.gov.uk/publications/a4-asset-register/>

Publication Scheme published: Yes
Link: <https://www.newmarket.gov.uk/publications/a6-publications-scheme-and-information-guide/>

The Council have yet to meet the requirements of the Transparency Code. Guidance on documents that need to be published can be found at <https://www.gov.uk/government/publications/local-government-transparency-code-2015/local-government-transparency-code-2015>

Recommendation: *To comply with the requirements of the Transparency Code in accordance with the attached guidance prior to the year end audit.*

Budgetary controls
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £1,006,971 (2025-2026) Date: 16/12/2024 (Ref: 24/12/11.02)

Effective budgetary procedures are in place. It is noted that in setting the 2025-2026, whilst the budget and the Band D rate have been minuted, the precept amount has been omitted. The figure above was taken from the bank statement and received on 28/4/2025.

The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.

Hire fees were reviewed at a meeting held on 6/10/2025 (Ref: L/25/10/9) and ratified by full Council at a meeting held on 27/10/2025 (Ref: 25/10/12.02).

The hire fee for the Pavilion was reviewed at a meeting held on 22/9/2025 (Ref: 25/09/16).

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from April 2025 to December 2025 and cross referenced with vouchers and the cash book.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment and pensions

PAYE System in place: Yes
Employer's Reference: 126/N254
P60s issued: Yes

The Council continue to operate RTI in accordance with HMRC regulations. Supporting paperwork is in place and P60s have been produced as part of the year end process. A sample of audit trails were undertaken between the months of April 2025 – December 2025. No irregularities were found.

Eligible employees have joined the nominated pension scheme.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place, with a review being undertaken on 27/5/2025 (Ref: 25/05/25.01). A further examination will take place at the year end including confirmation that the figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the accounts and bank reconciliations for all accounts.

Bank Balances at 31/12/2025 were confirmed as:

Unity Trust Current #1	xxxx4770	£104,092.51
Petty Cash		£150.00
Unity Trust Current #2	xxxx9458	£19,943.94
CCLA	xxxx7833	£654,417.24

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

To be examined at the year end audit.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

To be examined at the year end audit.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2024-2025 Year End Internal Audit report was considered by the Council at a meeting held on 27/5/2025 (Ref: 25/05/17).

Recommendation: *To formally minute the appointment of the Internal Auditor each year.*

External Audit

The Council formally approved the 2025 AGAR at a meeting of the full Council held on 27/5/2025 (Ref: 25/05/16).

The External Auditor's report was considered at a meeting held on 22/9/2025 (Ref: 25/09/17).

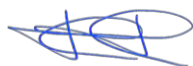
The following matters were brought to the attention of the Council:

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 4 and 5, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. These responses are consistent with the internal auditor's responses to internal control objectives C, M and N on the Annual Internal Audit Report.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 27/5/2025. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the quality of documentation provided for the audit.



Heather Heelis
Heelis & Lodge
19 January 2026

HEELIS&LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

INVOICE

To:

Newmarket Town Council
Memorial Hall
High Street
Newmarket
CB8 8JP

Invoice No: HL9653

Date 19 January 2026

Details	Quantity	Amount (£)	Total (£)
To carry out Interim Internal Audit for Newmarket Town Council for the year ended 31 March 2026	1	400.00	400.00
Total			400.00

Please make cheques payable to: H J Heelis

Bank Details: Account 92002930 Sort Code 40-47-80

NB Change to bank account details

Terms – 14 days

Thank you.

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

NEWMARKET TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✓	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

22/06/2026

and recorded as minute reference:

26/06/11.01 MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.newmarket.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

NEWMARKET TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	487,263	714,847	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	923,030	1,006,971	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	184,099	187,081	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	206,545	256,208	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	89,864	89,864	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	583,136	901,441	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	714,847	661,386	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	750,425	644,953	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,538,087	4,683,429	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	602,737	538,815	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

22/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

22/06/2026

as recorded in minute reference:

26/06/11.02 MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Report to	Full Town Council
Subject	Website
Purpose	Information/Decision
Classification	Unrestricted/Confidential
Meeting date	Monday 22nd June 2026
Item number	12
Written By	Naomi Alecock – Deputy Town Clerk

Summary: Town and Parish Councils are required to ensure website accessibility compliance (WCAG2.2AA) which has been updated to reflect the changes set out in SAPPP 2025 (Assertion 10)

1.	Introduction
a.	Town and Parish Council websites have to be accessible for those using reading aids to view the website and accompanying documents. Our current website does not meet these standards and following a recent accessibility report has identified layers of unreadable information and errors throughout the site.
2.	Context
a.	A question is being introduced on the AGAR for confirmation that compliance with Assertion 10 has been met
b.	We have identified an issue with our current website and its compliance
3.	Proposal/Options
a.	To move to a new provider that has knowledge of the Local Government sector and its compliance requirements in order to deliver a new, fully compliant website for NTC
b.	To ensure that the new provider is able to maintain the website to an acceptable standard
4.	Financial/Resource Implications
a.	Aubergine - £899 +VAT (as we are a SLCC member) – initial set up and year 1 £399 + VAT – year 2 £299 + VATpa – WCAG compliance monitoring scans and reports
b.	Cubiq - £8,360 + VAT – initial set up Hosting - £360 + VAT pa
c.	3 rd quote not received in given timescale
5.	Next Steps/Recommendations
a.	To appoint Aubergine to create, deliver and maintain a fully compliant website for NTC – they are a company which has extensive experience working with SLCC and are the official collaborators and authors of the NALC Website Accessibility & Publishing Guidebook, including an updated edition reflecting the changes to meet WCAG2.2AA requirements. They work with 650+ councils and also work closely with Cloudy IT, who provide our IT services. They have knowledge of how councils work and their statutory duties and also have functionality for Operation London Bridge if required.

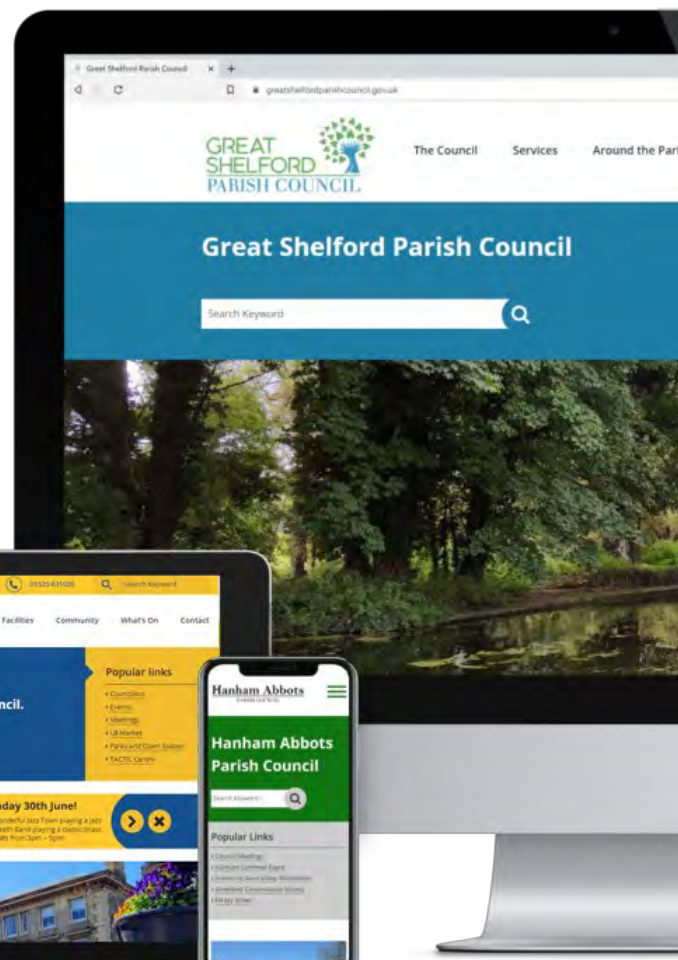


New council website proposal

Newmarket Town Council

Prepared by: Mark Tomkins, Director

Prepared for: Naomi Alecock, Deputy Clerk, Newmarket Town Council



13 March 2026

Snapshot – Newmarket Town Council

You have asked us to prepare a proposal and quotation for the provision of a new, fully compliant and accessible website for your council. Thank you. This document sets out an explanation of the legal requirements for compliance with accessibility regulations, how our system meets the requirements – both in terms of compliance as well as the features and functions of the website and then the costing and inclusions, which are on the next page.

The background to website accessibility

Since the introduction of The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (to give its full title) came into force on 23 September 2018 you have identified your Council needs a new compliant website. The aim of the Regulation is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. This means that all new public sector websites will need to meet accessibility standards and publish an accessibility statement unless they are exempt. Those affected include:

- Central government and local government organisations (including city, town and parish councils)
- Some charities and other non-government organisations

The breadth of WCAG (Website Content Accessibility Guidelines) compliance in respect to a website covers many areas, some relate to how it is technically constructed, how the information is presented and the alternative options for users if they cannot access the website's information in a way that works for them. You can read a helpful article here: ['Website W3C & WCAG 2.1 accessibility compliance: What it means for councils & public sector websites and what you need to do'](#).

WCAG has 3 ratings, A, AA & AAA. The following proposal outlines the provision of a WCAG 2.2 AA rated compliant website, the costs involved, what's included and what's not. It also outlines your responsibilities moving forward.

Meeting Accessibility Requirements

Since the release of the WCAG 2.1AA guidance, we have developed a website package solution that meets the compliance requirements that is both cost effective and provides clerks and those who manage a public body website with the tools needed to run the website.

In October 2024, the regulations rose to the requirement being WCAG2.2AA standard – which our platform already meets.

The Aubergine W3C & WCAG compliant website package service meets the requirements in terms of providing an AA-rated compliant framework and website at the point of launch. Once live, we also maintain your site to ensure the underlying code is supported correctly and kept up to date with all software requirements. Optionally, we can provide regular compliance scans of your website pages.

Continued >



What you get with our service:

- ✓ A W3C & WCAG2.2AA compliant website built on the easy-to-use WordPress-based CMS.
- ✓ A well-designed, professional and fully mobile-friendly website.
- ✓ Website admin tools to add new and update all the content on your website yourself.
- ✓ Training to get you started plus ongoing support.
- ✓ SSL-protected website hosting on our UK servers.
- ✓ We'll manage all software updates, so you don't have to.
- ✓ We will provide you with on-going support when you need it – email, online or phone.
- ✓ Access to our Website & Accessibility Learning Centre, full of helpful guidance videos on managing the website and making website content accessible.
- ✓ Free monthly drop-in Zoom training sessions to top up your web accessibility knowledge.
- ✓ We will ensure your website remains GDPR compliant.
- ✓ We will manage your domain name and make sure this remains active, should you need it.
- ✓ All our team & hosting data centre are UK-based (Bedfordshire & Hertfordshire).

Costing

Set up & year 1 consists of:

1. One-off set up and build of website: £999 + VAT (£899 + VAT for SLCC members)
2. Annual SSL-protected hosting with up to 2GB file storage & 2 hours of support
3. Uploading of content (documents, words and pictures) to your new website: 1 year of essential content uploaded free of charge – see opposite for details.
4. Training on the system: free of charge, via our monthly group training sessions
5. Access to our support team & Website Learning Centre: free of charge, included in the support
6. Access to monthly drop-in Council Website Zoom training refresher sessions: free of charge, included in the support

Total: £999 + VAT (£899 + VAT for SLCC members)

Additional (optional) items:

1. Uploading of all other content charged at £10 + VAT per page (+£1 per document down/upload).
2. Forms, poll & consultations builder module: £50 + VAT per year *recommended
3. Planning portal integration (where supported) £100 + VAT per year *recommended
4. Private members area: £100 + VAT per year
5. Online Payments Module (Sum Up/Gov Pay/Stripe/Worldpay compatible): £500 + VAT
6. Event Tickets Module (Online Payments module also required to sell tickets): £250 + VAT
7. WCAG compliance website compliance and monitoring scan & reports: £299 + VAT per year

Continued >



Years 2 costs:

1. Subscription to WCAG-compliant website platform, with up to 2GB file storage & 2 hours of support: £299 + VAT per year
2. .gov.uk domain name renewal and DNS management (£100 + VAT per year)

= Total year two renewal: £399 + VAT pa (+ any additional optional services)

Website Content (linked documents, words and images)

Website content ranges from words and pictures on a page to multiple files for meeting documents and other regulatory aspects.

Content included in upload: 2 full year of agendas & minutes, policies, councillors' details, finance & 6x years of AGAR plus 1x year of news and recent / planned events.

Optional, additional content upload: Often councils decide to have more years of document archives on their website. Your current website may also have additional, non-regulatory pages such as additional council and community information. We can provide you with a quote to upload these additional archives and pages, if required.

Email services

You will require the services of a .gov.uk email IT specialist service to provide mail services for the domain if you do not already have email/IT support services. If you do, they can remain as they currently are. However, we work with a recommended Microsoft-based email provider across hundreds of towns and parishes in a symbiotic way:

Cloudy IT (contact: hello@cloudyit.co.uk)

- Microsoft-based email service (cost depends on the Microsoft package you choose, usually from c.£5+VAT per email address, per month)
- UK-based, GDPR-compliant services
- Microsoft Office Suite services can be provided at extra cost.

"A Managed service" - Cloudy help you set up email addresses and devices → This option is best for councils who are willing to spend more for the full Microsoft package and setup / installation support.

Things to note

The above costing is based on your requirement specification and includes a 1.5hr video call group training session (additional remote training can be arranged, see overleaf), full admin area access, access to our Council Website Learning Centre library and our continued support to ensure the system continually meets WCAG requirements.



We will discuss with you the pages and documents that you require on your new website and provide a quote, should you request our help with further years of content upload. If the size of your files that need uploading exceeds 2GB (enough for 15,000 typical agenda PDFs), you will be required to purchase additional server host space for the storage and future files. This is charged at £100 + VAT per year for an additional 1GB storage.

Key Council Website Features

The website framework is configured to fully support all relevant content types to provide to your community in a fully WCAG 2.2AA compliant environment. The key functionality includes **meeting information and dates, document links, full page creation and building tools** to support your key messaging, **announcement tools for major alerts, reporting tools** that include **forms** and **redirections to County Council & District services, contact forms, news and other features** that include **digital noticeboards, events, community areas, community content, venue & feature areas and FAQs** - all of which controlled through the Wordpress admin system.

Consideration

Website hosting

Your new website will be hosted on our UK-based, SSL-protected servers. That way we can ensure GDPR and WCAG compliance of the system.

Your domain name

We can become your domain name registrar for a new domain and manage the domain and its DNS moving forward and are Cabinet Office & Nominet approved to manage the .gov.uk domain framework.

We also recommend looking into registering a shorter .gov.uk domain to reduce misspelling issues.

Branding & logos

We will require your brand media pack of logos, colours and other visual assets that your council use in its online identity. If you do not have one, we can provide a logo & identity design service by our experience graphic design team.

Project timeline

Whilst every website is slightly different in the number of pages and content, we recommend you consider the following timeline for the development of your website:

Stage 1	Discovery & scoping (sitemap/content planning):	2 weeks from initial enquiry
Stage 2	Development:	4 weeks from planned date
Stage 3	Content importing & your training:	4 weeks after development
Stage 4	Testing / snagging – then go-live:	1 week after content input

Final testing and debugging on development server before launching and making live. These timings are estimates based on a typical and average site size and content but may be subject to alteration subject to sight of content required for migration. You may require additional time to review the content.



Other aspects to note

You will need to ensure you have full DNS control and access to the domain your website will use. We can become your registrar and permitted to manage all forms of domains, including .gov.uk domains. If we are not your registrars, we will need access to the domain (or whoever has DNS control) to get the website live. We can include Google Analytics for performance reporting to ensure that a fuller picture of the website's traffic and use is understood and allow you to learn user behaviour and make subsequent improvements to the website. A Google Analytics account will be needed and is free. We also provide free training on using Google Analytics.

Training Staff

Training on a new website system is vital. As part of the basic package, we provide you with access to our Council Website Learning Centre that contains a library of simple, short videos to watch and learn how to use all areas of the website as well as remote-based training session for you and your staff members. Also included is a 1.5hr video call group training session for your staff by one of our experts. Our UK-based team is always on hand during office hours to provide any additional support.

We also hold free-to-attend Zoom sessions twice per month for all our members to join for refresher training on the website admin tools and functions.

Certification & accreditations

To provide assurance of both our processes and abilities, we are **Cyber Essentials certified, CDDO Cabinet Digital Data Office Authorised, Nominet Accredited** and are **Official Crown Commercial Suppliers for the UK Government**. [View certification.](#)

Credibility

- ✓ We are official SLCC Collaborators and have developed the WCAG compliant website package in partnership with them.
- ✓ We work with both SLCC & NALC to produce both written articles and present webinars and conferences on website accessibility.
- ✓ We work with regional CALCs, SLCC Branches and Council Associations to support their members with website accessibility queries.
- ✓ We are official Crown Commercial Suppliers of WCAG digital services to public bodies.
- ✓ We are members of the CDDO (Cabinet Digital Data Office) .gov.uk domain advisory group.
- ✓ We are the authors of the NALC Website Accessibility & Publishing Guidebook: <https://www.aubergine262.com/nalc-guide-to-website-accessibility-and-publishing/>



- ✓ We work with hundreds of town & parish councils using our platform and providing support and guidance on website compliance and publishing.

Compliance testing, limitation & ongoing

Both W3C & WCAG compliance are driven by many factors, some you have control over and others you don't. In most cases, as long as the base website build has been created in a natively compliant format, any deviation from compliance will typically be as a result of content being added to a web page is not compliant and then renders it non-compliant.

As such, the provision of our service to you is limited to:

- 1) the creation of a W3C & WCAG2.2AA compliant website plus its hosting and support
- 2) an optional quarterly report of your site that highlights any pages that may have rendered the website non-compliant and a recommended solution. (excludes uploaded documents)

We can also provide an optional technical support package to assist you with running the site, which you may choose to help you in meeting those ongoing support needs. Once live, it is your responsibility to ensure that any words, images or documents that you add are compliant.

We recommend you perform regular checks of the site using free online checkers or browser extension to ensure continued compliance – particularly for new pages and documents added since its launch. As part of our optional service to you we provide 4 checks and reports per year highlighting any problem areas, but recommend you review the site after each time you add content and to use any of the online free checkers as referenced by the Government's Digital Guidance department.

We will ensure that your website complies with W3C & WCAG compliance from a technical position at the point of launching and will notify you if we spot any page that is non-compliant as a result of content incompatibility for you to address prior to launch. Please note that this does not include uploaded documents.

In the event that you become aware of any part of your site that you feel falls outside of WCAG compliance, it is your responsibility to notify us so that it may be assessed by us and, should a problem be found, a solution scheduled for fixing.

Regular review

It's important to emphasise that your organisation needs to agree to a frequency of how often the website is checked for compliance and set that in your accessibility statement.

Delivering on Specification of Work

Given the requirements, it is our recommendation that the site be built on our **custom built WCAG 2.2AA compliant Wordpress framework designed specifically for councils**. It is the world's most



popular website platform and allows you to have full control over the site's pages and content in the most efficient way.

The website system is **natively search engine friendly** and **well supported**. We ensure that the Core Wordpress framework and its plugins are kept up to date to ensure full functionality is maintained.

We also recommend a multiple layer of admin user permission controls so that you can have multiple administrators of the content but provide publishing, content and member control to only those you wish.

Our proposal includes:

- ✓ Project scheduling and planning
- ✓ Technical analysis of your existing set-up to ensure continuation of services ✓ Development of the website from your choice of our preconfigured design templates ✓ Review and compliance testing ✓ Content migration (optional) ✓ Analytics integration (optional)
- ✓ Website training and access to Learning Centre. In person training available at extra cost
- ✓ Pre-live WCAG compliance check and report ✓ Ongoing support and website hosting
- ✓ Domain registration & management

Additionally, the following "behind the scenes" features will be built into the website:

- ✓ High speed page loading
- ✓ Anti-spam features on contact forms
- ✓ WCAG, W3C & GDPR best practice guidance for the website framework

Support

We ensure that all sites are tested thoroughly prior to launch and Wordpress and plugin updates are handled by us as part of the package. Nonetheless, we recommend an additional support package be put in place to help you manage the website after it is set live.

Support package options available on the 'costs' page in this document.

References

- 1) Sarah Sandiford, head of central services, Leighton Linlade Town Council
sarah.sandiford@leightonlinlade-tc.gov.uk 01525 631920: www.leightonlinlade-tc.gov.uk
- 2) Sheryl Birtles, Nantwich Town Council, www.nantwichtowncouncil.gov.uk
- 3) Emma Coleman, Anglesey Parish Council, clerk@anglesey.staffslc.gov.uk
- 4) Arren Roberts, Oswestry Town Council, www.oswestry-tc.gov.uk
- 5) Cliff Spong, Teignmouth Town Council, www.teignmouth-devon.gov.uk,
facilities@teignmouth-devon.gov.uk
- 6) Joe Cooney, Keighley Town Council, www.keighley.gov.uk joe.cooney@keighley.gov.uk



Frequently asked questions

Why do you use WordPress?

WordPress is open source content management software and currently powers around 30% of all websites on the Internet. The project is contributed to by tens of thousands of developers all over the world and is growing from strength to strength. WordPress allows us to develop flexible and customisable websites to modern standards and observes web development best practices. Furthermore, the community of web developers that use WordPress reaches far and wide and allows us to tap into this collective intelligence and bring that wealth of experience to your project. WooCommerce is an eCommerce engine and extension that integrates with the WordPress CMS.

What is information architecture?

Information architecture is the relationship of how all the different pages of a website are related to each other. This is communicated visually through a sitemap.

Where is the website hosted?

Your website needs to be hosted by a hosting company that specialises in business hosting. We provide UK-based WordPress-optimised hosting services for all our clients' websites to better able provide support and software updates.

Who do I call if something goes wrong with the website or I can't figure something out? Provided you subscribe to one of our ongoing website support packages, we will be your first point of call should something go wrong with your website. In accordance with our SLA, we will determine what the problem is and respond with a fix-time or the information for you to address the solution yourself. We will provide training and tutorials to assist you in using your website once it is launched.

What happens after the website is launched?

Once your website is launched, we will provide 3 months of support to make sure any bugs have been ironed out and that you are confident using your new website. After this you will need to subscribe to one of our ongoing website care plans to make sure your website is looked after and maintained. These website care plans include updating your software, regular backups, security checks and making sure your website is online and open for business 24/7/365.

How long will it take to appear at the top of Google?

The time it takes for your website to appear on page 1 of Google depends on a number of factors. It depends on the search people are using to find your website and the number of other websites that are also available for those searches. Nobody can truly say how long it will take for your website to appear at the top of search engine results pages (including people who actually work for Google), however there are a number of factors that can improve your chances. Building your website on WordPress is a good start as WordPress has some great Search Engine Optimisation fundamentals built-in.

Continued >



Creating unique and interesting content on a regular basis for your website is also critical to increase your visibility amongst search engines. Launching your website and then forgetting about it is a surefire way to get lost amongst the noise. We are happy to talk to more about your search engine strategy (if we haven't already.)

How will I know if anyone is visiting my website?

We will install Google Analytics tracking on your new website and show you how to log into your Google Analytics account where you can see a wide range of statistics about your website including number of visits, pageviews the amount of time people are spending on your website.

Once you subscribe to one of our website support plans you can choose to receive more detailed analysis about your website performance and recommendations on how to improve. Please ask for more details about what's included in these support plans.

What happens if I want to add some features to the website while you're building it?

Whilst we like to be flexible and responsive to your needs, we also like to deliver what we promise within the timeframes and budgets we have allowed. If you ask us to add new features to your website while we are building it, we will most likely ask why? If we all agree that your new request will help us achieve our objectives then we will be more than happy to oblige. If this new feature is something you would like to add to your website but is not directly tied to your original objectives then we will suggest to schedule it for a second iteration of the website once it has been launched. This will require a new proposal.

Payment terms

All build and hosting fees are due on engagement and agreement of project inclusions. Work can only begin upon cleared funds or an approved PO.

Your support and renewal date will commence from the date the website goes live.

If you are paying monthly on a 12-month contract package, you will be invoiced in the month prior to the fee falling due and it must be paid by the last day of the month.

Payment is to be made by BACs or cheque in GBP. We do not accept credit or debit card. Any failure to meet these payment terms will result in the deactivation of your site until the cleared fees are received.

If we are inputting content for you and are unable to supply all of the right content at each stage we require, it does not mean we have not done our job. Once the site has been built & tested and is ready to go live, either with your content or placeholder images and dummy text, we will issue the final invoice. Once the final invoice is paid we will 'hand over the keys' and make the site live to the public internet but will ensure that you are fully trained to maintain the content yourself thereafter.

Continued >



If any final invoice is not paid within the credit terms we have given you, we are under no obligation to keep the site on our testing server or continue with the project in anyway.

Renewals

Your hosting, support and any extra services, such as domain name registrations are annually renewable and you will be sent an invoice 60 days prior to the expiration date of your annual service contract. If payment is not received by the due date, your service will be suspended until the payment is made.

All sound good? The next steps:

To accept the proposal by replying in writing with your acceptance of the proposal.

- 1) Please reply by email to the person you received the proposal from notifying them of your intention to accept the proposal.
- 2) We will send you our KYC (Know Your Customer) questionnaire to perform our required due diligence and gather necessary information to begin the project.
- 3) We will send you an invoice for the work along with an engagement letter for signing. This will set out a schedule of works.
- 4) Submit your payment of the project fees. We prefer a BACs payment rather than a cheque to avoid the need to go to the bank.

Once these steps have been completed, we will begin the project.

Terms, service level agreement (SLA) and definitions

The full terms & conditions of our service, to which you are agreeing, are available on our website here www.aubergine262.com/terms of-trade, along with our Service Level Agreement (SLA) & definitions.

What Do Both Parties Agree To Do?

As our customer, you have the power and ability to enter into this contract on behalf of your company or organisation. You agree to provide us with everything that we'll need to complete the project – including text, images and other information – as and when we need it and in the format we ask for. You agree to review our work, provide feedback and approval in a timely manner too.

Prices at the beginning of this document are based on the amount of work we estimate we'll need to accomplish everything that you have told us you want to achieve. If you do want to change your mind, add extra pages or templates or even add new functionality, that won't be a problem.

However, you will be charged accordingly and these additional costs will need to be agreed to before the extra work commences. This additional work will affect deadlines and they will be moved accordingly.

We'll be up front about all of this if and when it happens to make sure we're all on the same page before proceeding. We may also ask you to put requests in writing so we can keep track of changes.



If the nature or functions of the project change significantly throughout the process, we reserve the right to deem the current project cancelled. At this point you will pay us in full for all the work we have done and may commission us to complete the new project based on the new requirements. This will require a new quote and contract.

Technical Support

You may already have professional website hosting, you might even manage that hosting in-house; if that's the case, great. If you don't manage your own website hosting, or your current hosting environment does not support the solution we are providing, we can provide you with professional, business-class WordPress hosting for your website. The basic hosting package includes 2 hours free support during the time of your hosting that can be used against general support, bug-fixing or guidance you may need. All support requirements outside of the use of these 2 hours will require you to provide us with a full specification of your requirements against which we will issue a quotation for the work. Any work we provide as part of a separate contract of service falls without our standard terms of support and service.

If you require technical support services that exceed 2 hours annually, we recommend you discuss these requirements with us and a suitable support plan can be provided at additional cost.

Service level agreement (SLA)

We provide our support services in accordance with our service level agreement. The full description of what support is provided and when, along with the definition of terms, can be found here:

www.aubergine262.com/terms

Legal stuff

We can't guarantee that the functions contained in any web page templates or in a completed website will always be error-free and so we can't be liable to you or any third party for damages, including lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate this website and any other web pages, even if you have advised us of the possibilities of such damages. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

GDPR – General Data Protection Regulation compliance

It is your responsibility to ensure that your website remains GDPR compliant. The website will be launched and conform to GDPR compliance guidance, but we cannot be responsible for any aspect once it is launched. You must maintain your own data protection review processes to ensure that any data you capture on the site conforms to current laws. If we are your website hosts, as Data Processors, we will share with you our Privacy Statement that explains ours and your responsibilities in relation to GDPR.

Copyrights

You guarantee to us that any elements of text, graphics, photos, designs, trademarks, or other artwork that you provide us for inclusion in the website are either owned by your good selves, or that you have permission to use them.

When we receive your final payment, copyright is automatically assigned as follows:



You own the graphics and other visual elements that we create for you for this project. If you like, we'll give you a copy of all files and you should store them really safely as we are not required to keep them or provide any native source files we used to make them.

You also own text content, photographs and other data you provided, unless someone else owns them. We own the HTML markup, CSS and other code and we license it to you for use on only this project. We love to show off our work and share what we have learned with other people, so we reserve the right to display and link to your completed project as part of our portfolio and to write about the project on websites, in magazine articles and in books about web design.

But where's all the horrible small print?

Just like a parking ticket, you can't transfer this contract to anyone else without our permission. This contract stays in place and need not be renewed. If, for some reason, one part of this contract becomes invalid or unenforceable, the remaining parts of it remain in place. Although the language is simple, the intentions are serious, and this contract is a legal document under exclusive jurisdiction of the courts of the United Kingdom.

Our full terms and conditions can and must be read at: www.aubergine262.com/terms If you have a few questions give us a call on 07810 753878 as it makes sense to talk over the finer detail in person.

Aubergine 262 Ltd, 12 Church Square, Leighton Buzzard, Bedfordshire, LU7 1AE. 01525 373020. Offices: Leighton Buzzard, Milton Keynes and London. Visit our website: www.aubergine262.com

This proposal is prepared in good faith and knowledge provided and is subject to our terms of business, EO&E.



Newmarket Town Council

Proposal

01





Welcome to Cubiq

We are Cubiq, a creative agency with over 20 years' experience in building, evolving and activating brands **that engage audiences, drive growth and deliver results**





About Cubiq

Founded in 2004 and still privately owned and managed by John and Gemma Treby, Cubiq has been recognised as a Top 10 UK Agency. With over 20 years of experience building brands, the agency has grown to a team of over 20 creatives who are all highly skilled in their fields.

Over the years, we have received recognition from **The Drum, Recommended Agency Register, Suffolk Future 50 and various Top 100 listings.**

We work across all sectors and all sizes of clients, from top UK brands, SMEs to global companies. Each client receives the same level of care, insight, knowledge and creativity, which is why we have such an expansive client list. We're proud to say that some clients have been with us on our exciting journey since day dot.

We're different to the other guys out there, and it's not something we're ashamed to admit. We don't believe in pointless jargon or smoke and mirrors, just creating bespoke solutions that deliver for our clients.





Scope of services

4

Our core skill set includes:

Brand.

Brand Evolution / Brand Development / Strategy / Guardianship

Design.

Digital Design / Social Design / Ecomm Design / Print Design / Art Direction,
Animation / AI & Photoshop CGI / AI Video / Product Photography / Social Video Content.

Web.

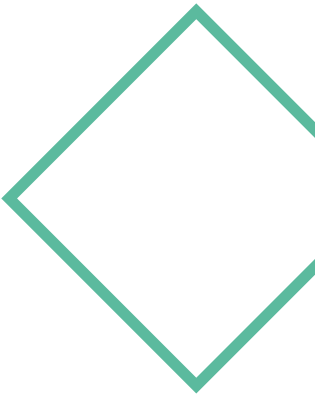
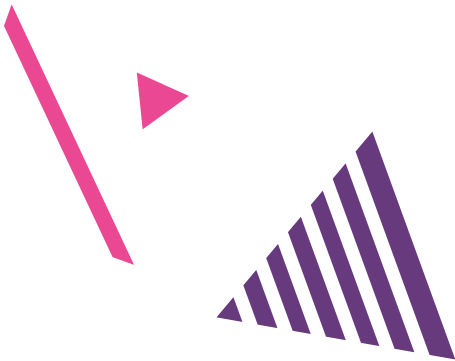
Sitemap Creation / Wireframing / Website Design / UI Design / Front End Development
Back End Development / WordPress / Shopify

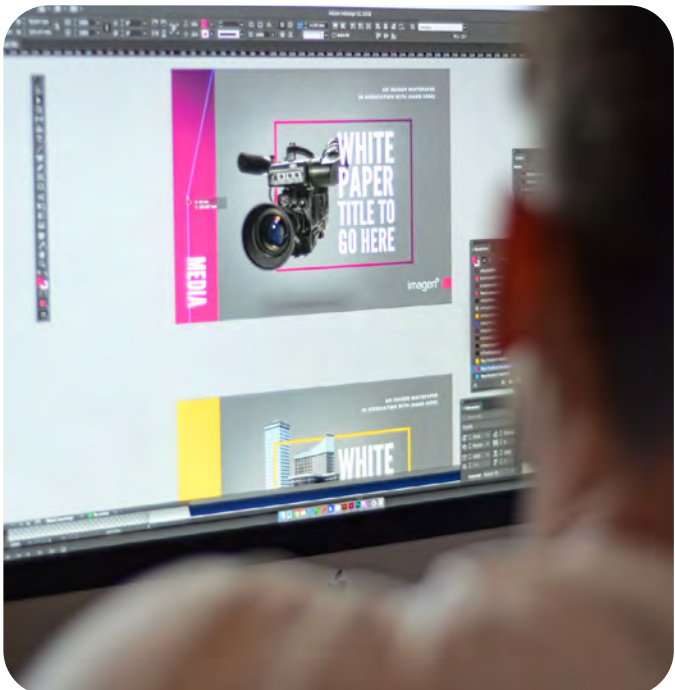
Marketing.

Strategy / Content Creation / Messaging Creative / Planning & Management / Paid Advertising
Social Content & Paid / Search Marketing / Email Marketing / Analytics and Reporting

Management.

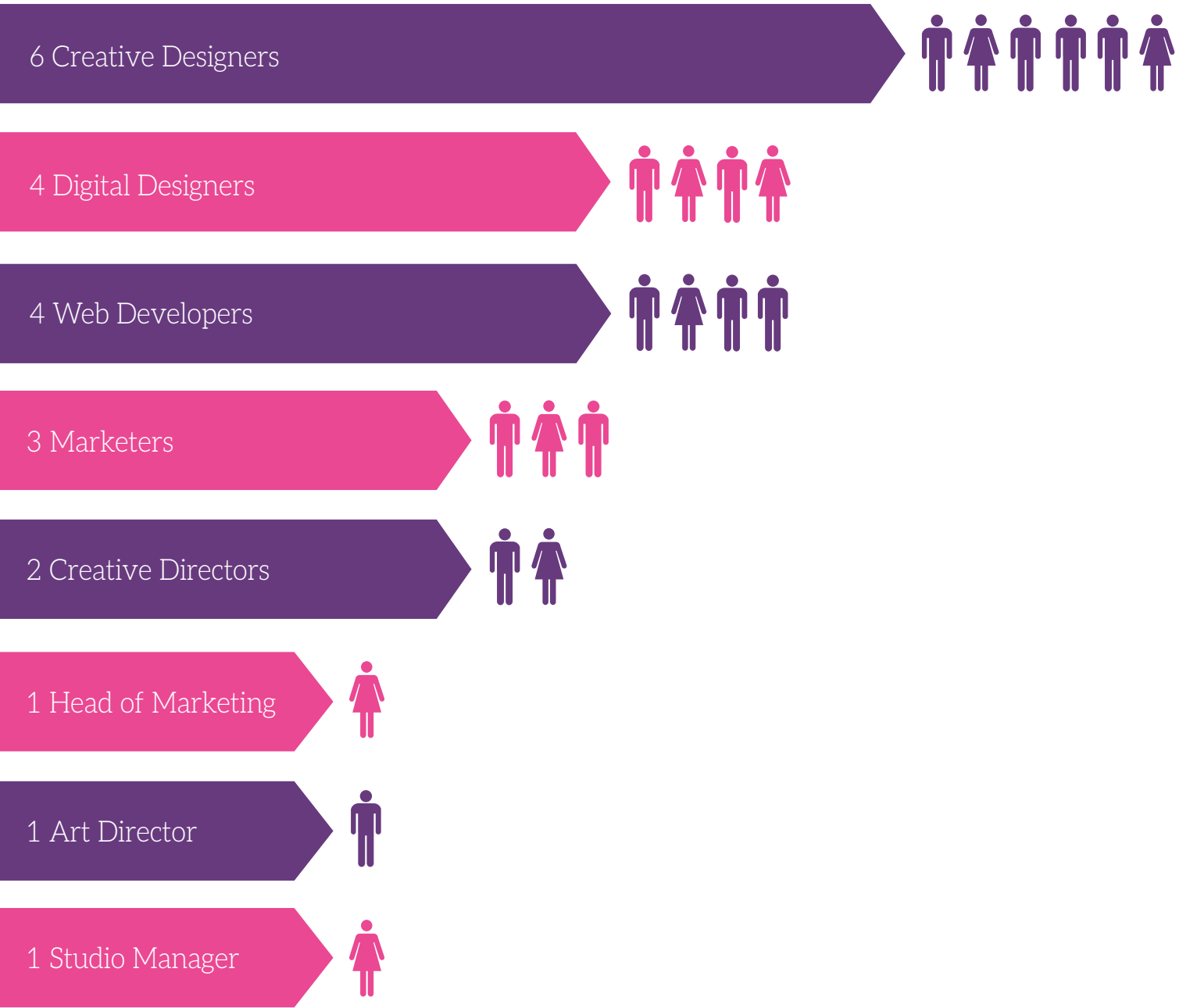
Account Management / Reporting / Liasing with suppliers / Fulfilment if required





Our team

Our core team is fully in-house, with no reliance on freelancers. This gives us greater control over projects, faster turnarounds, and a closer, more collaborative relationship with our clients.



Here's just a few of the
**amazing brands we've
partnered with.**



We work hard to develop long-lasting relationships with the companies and people we work with and are proud to say that some of our clients have been with us for years.

We...

listen.

question.

consult.

innovate.

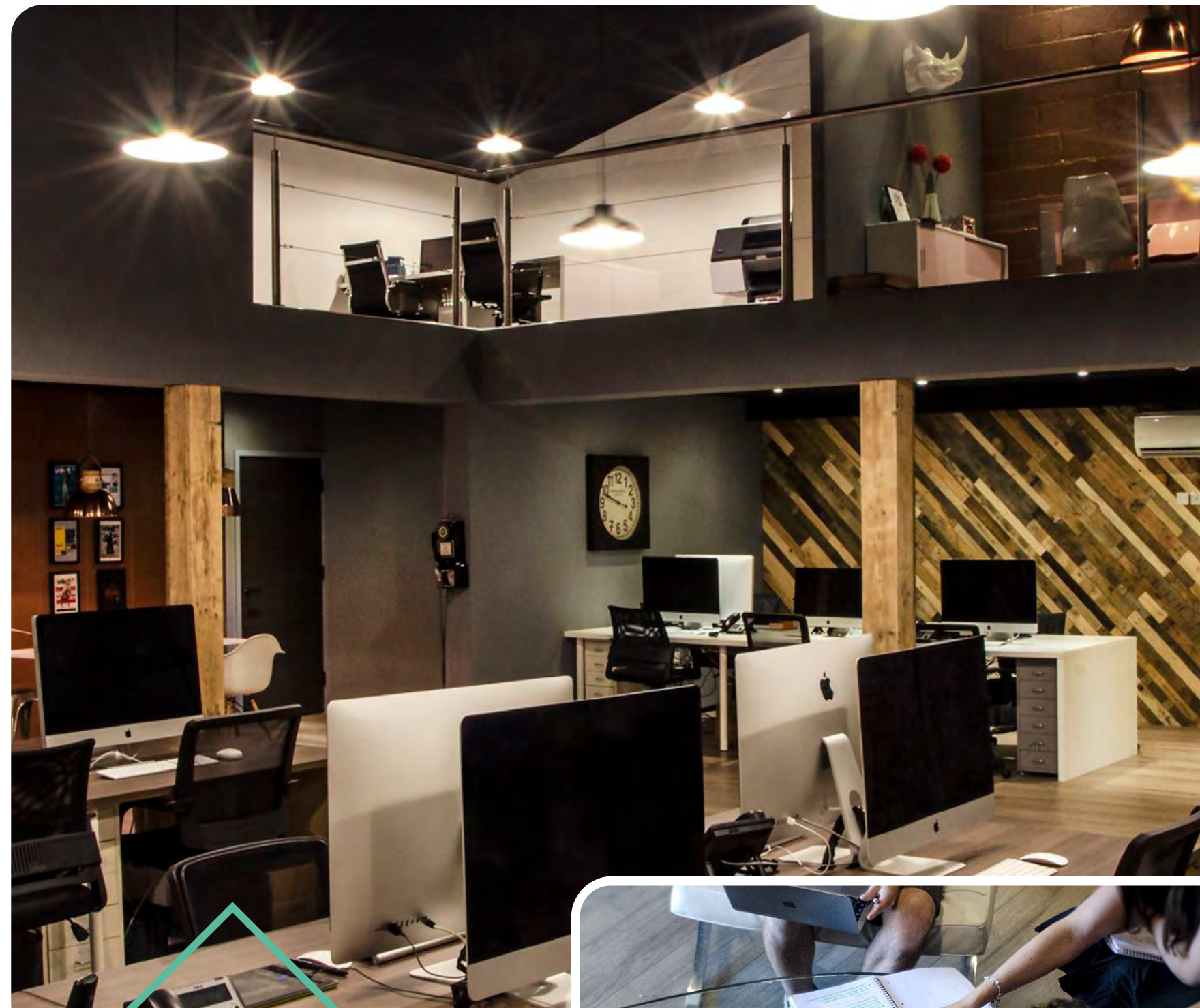
create.

communicate.

collaborate.

develop.

deliver.



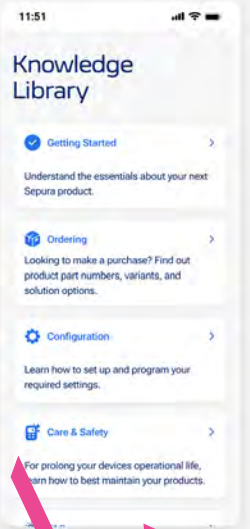
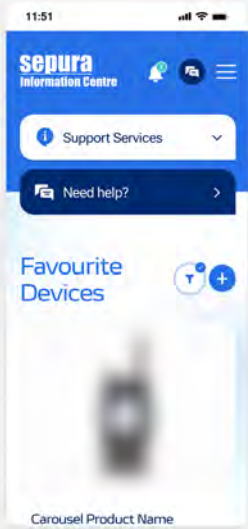
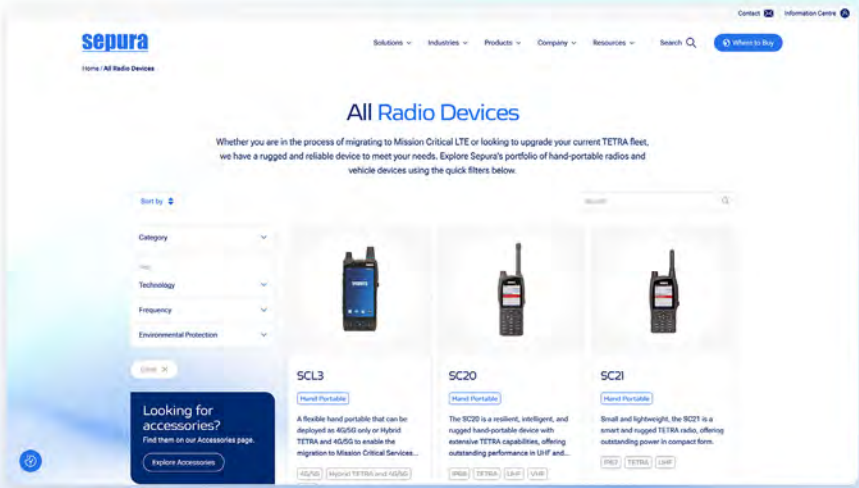
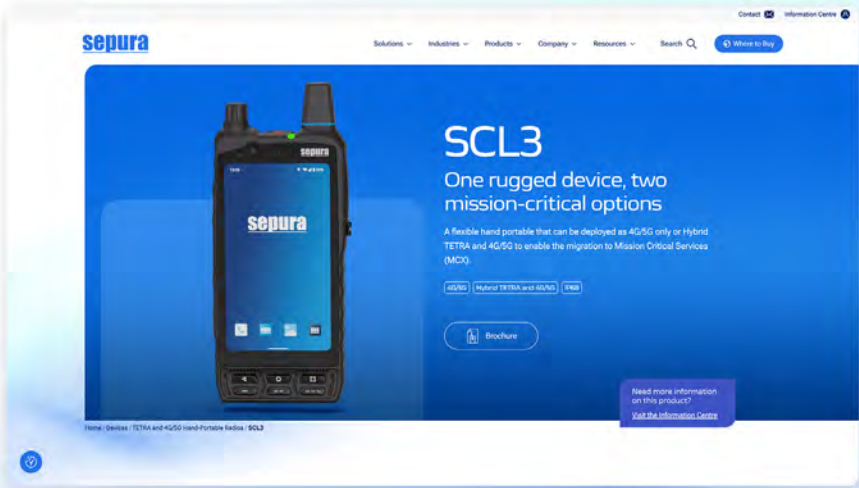
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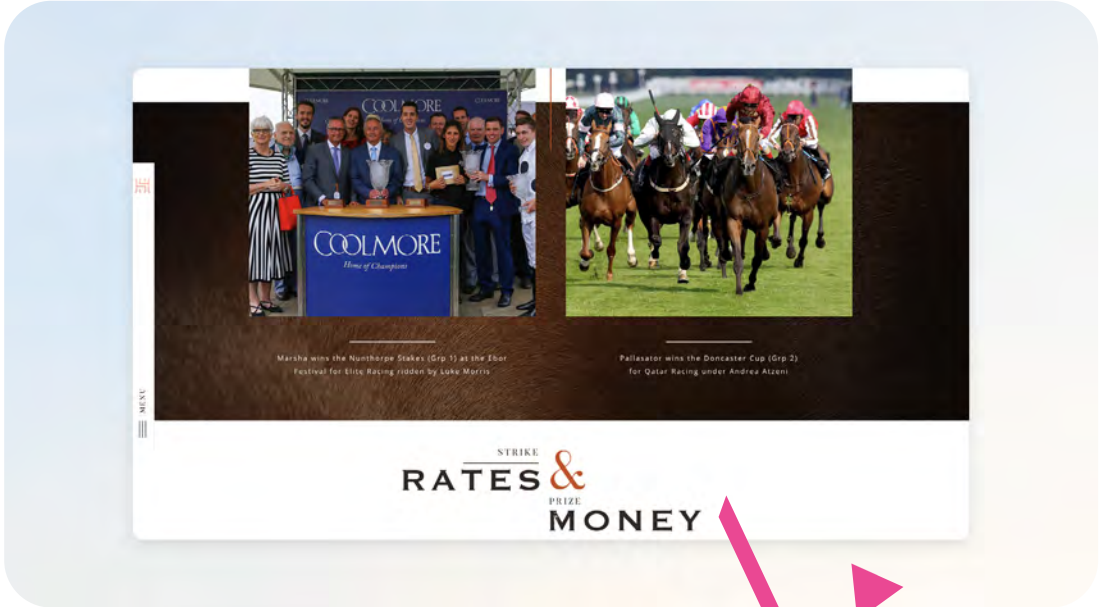
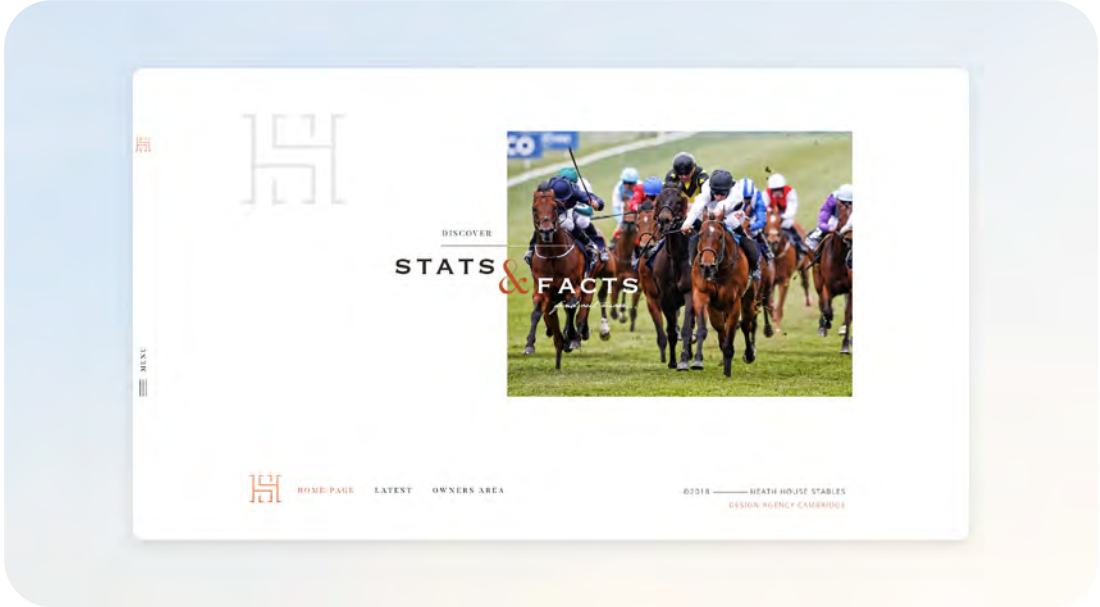
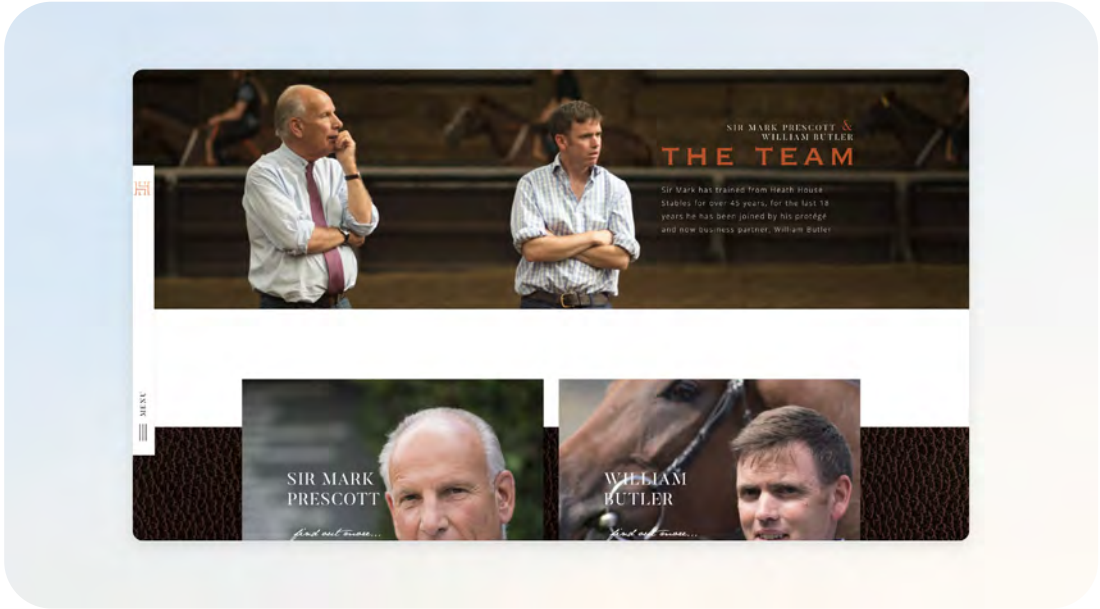
Website Examples

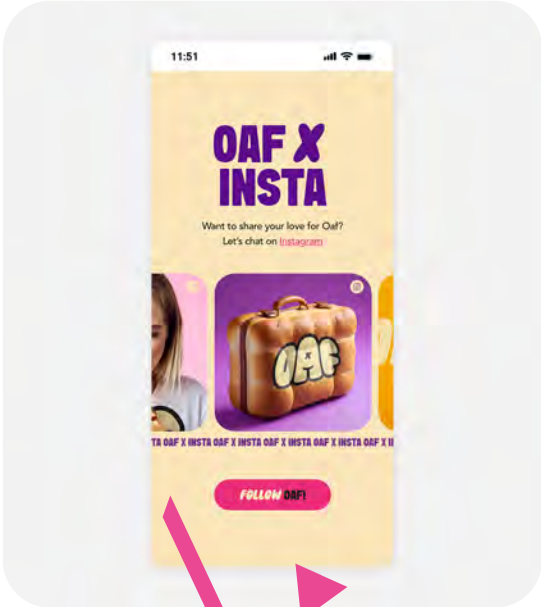
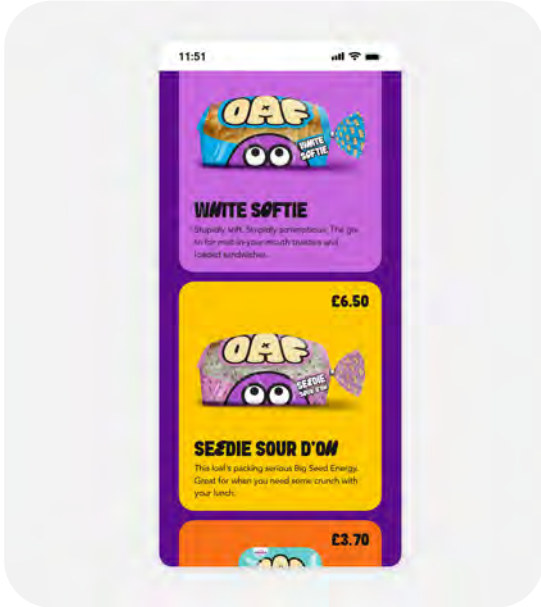


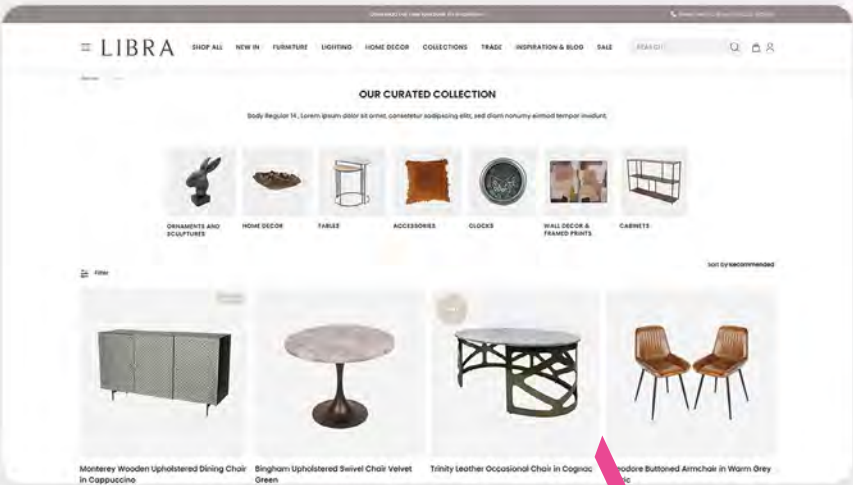
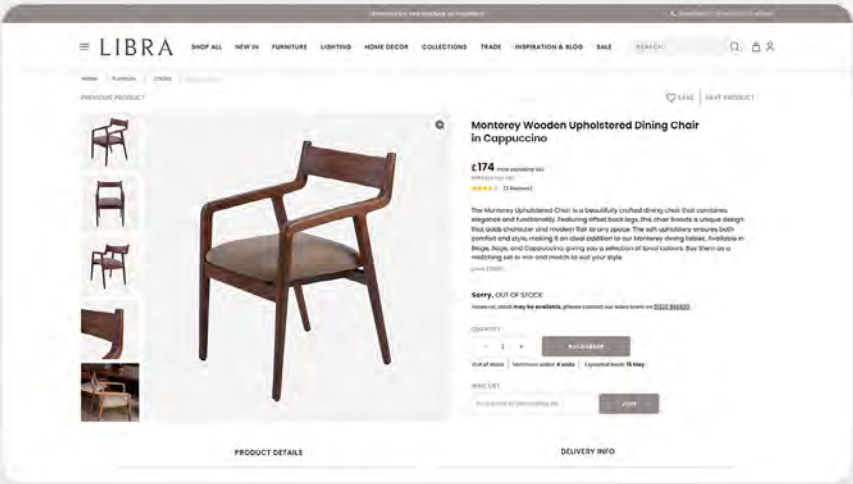
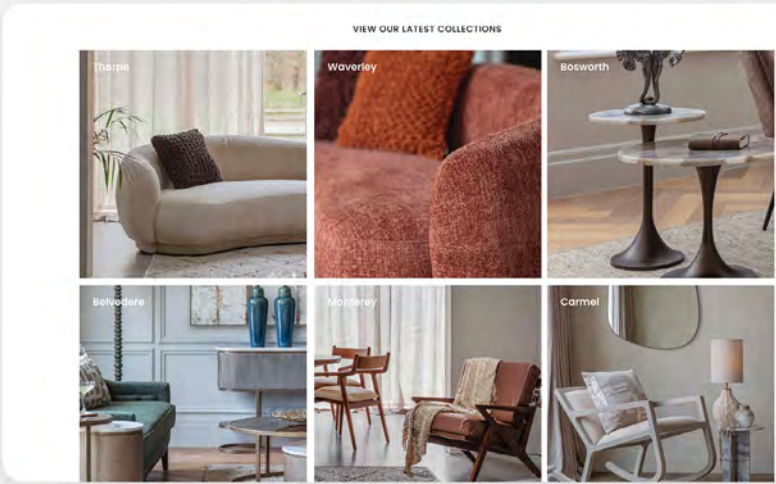
Sepura: Web Design and Development with Bespoke WordPress Build

[Visit Website](#)









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Our Proposal



We'd propose the following stages...

Concept and Stylesheet.

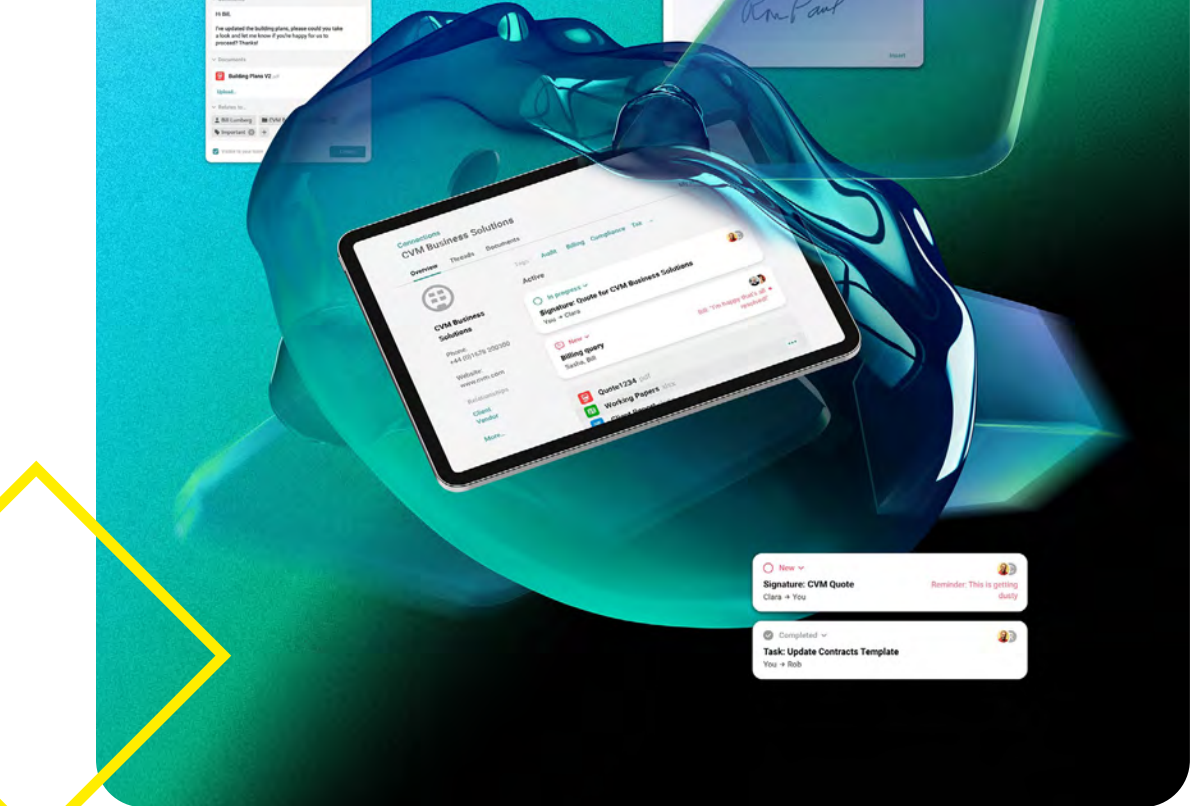
Content Mapping.

Page Design.

Development.

Population, Test & Launch.





Our Process

We'll work closely with you to design and build a website that works for your audience. Our process blends strategic thinking, creative design, and technical expertise to create a site that is visually distinctive, easy to use, and optimised for search engines. Our approach is structured yet flexible.

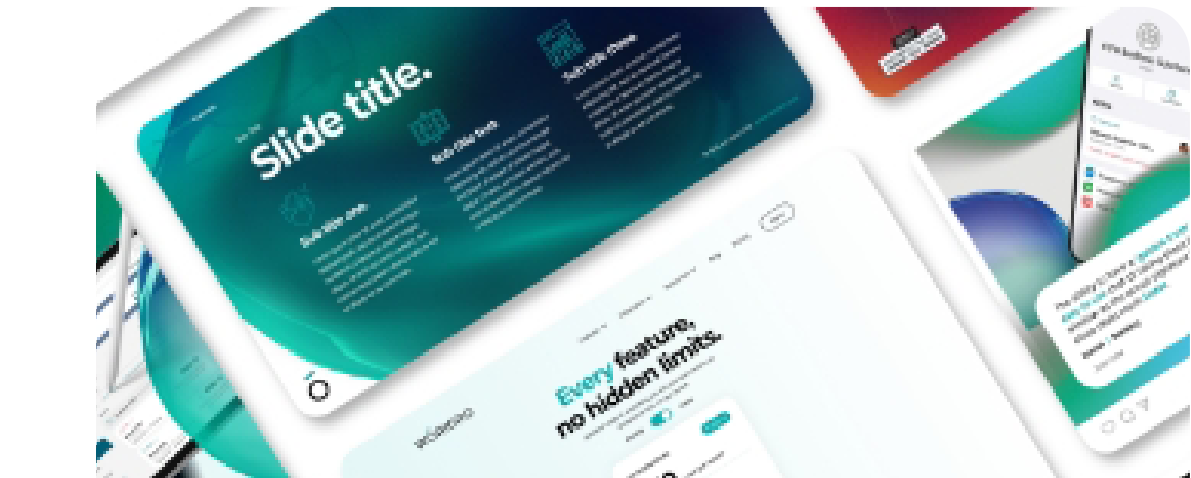
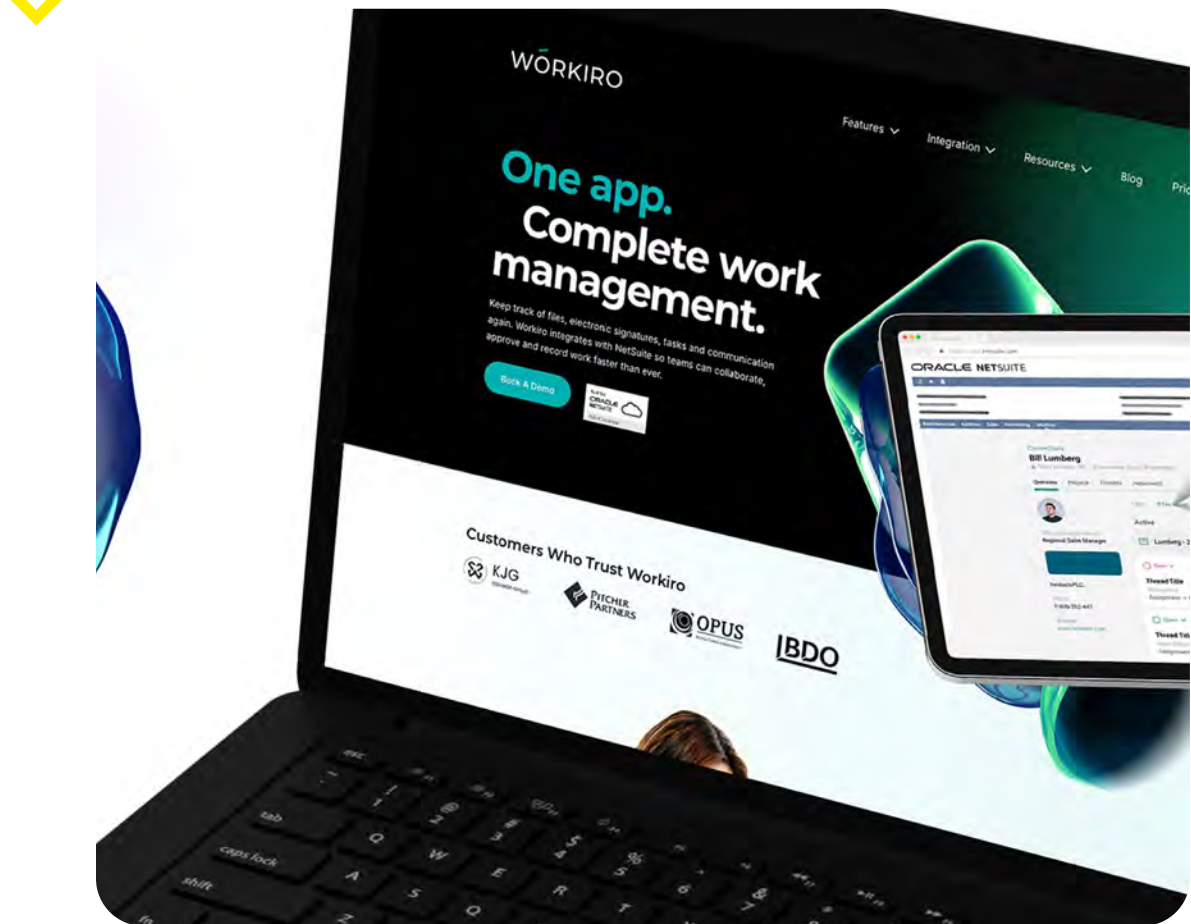
Following sign off of the sitemap, we'll start with the concept look—developing the overall look and stylesheet for the site using any brand guides or brand elements you have in place. This will set the direction for all page designs throughout the website.

To make the process simple, we'll provide an outline of recommended content sections for each page. This ensures that we design with content in mind, resulting in a better overall site flow.

We'll then design all pages for both mobile and desktop, including two rounds of revisions to refine the designs into the finished article.

Once signed off, our developers will build the website in WordPress with flexible content sections, making it easy for the Newmarket Town Council team to update on an ongoing basis. The website will first be previewed on a development link. Depending on how we decide to populate the site, we can either provide training on how to update content or handle the population ourselves.

After final testing and fixes, we'll set up redirects and launch the new website.



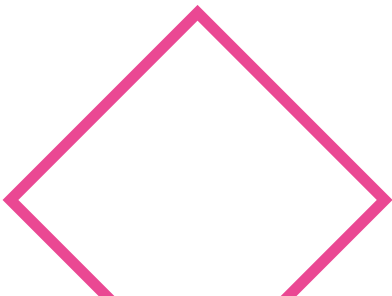


Proposed Sitemap

- **Home**
- **Your Council**
 - About Us
 - Council Meetings and Town Councillors
 - Weatherby Crossing
 - Newmarket Cemetery
 - Bill Tuite Memorial (external link)
 - Newmarket Allotments (external link)
 - Vacancies
- **Your Town**
 - Town History
 - Town Directory
 - Useful Links
 - Report It
 - Things to Do
 - Clubs & Societies
 - Town Flyer (external link)
 - Town Band (external link)
 - Town Crier (external link)
 - Visitor Guide (external link)
 - Gallery
 - Individual Galleries

- **Policies & Finance**
 - Newmarket Constitution
 - Individual PDFs
 - Financial Statements
 - Individual PDFs
 - Accessibility Statement
- **Events**
 - Events Calendar Page
- **News**
 - Individual News Article
- **Newmarket Railway Heritage**
- **Neighbourhood Plans**
 - Individual PDFs
- **Contact Us**
- **Grenadier Guards**
- **Terms**
- **Privacy**

Based on 12 templates





Proposed Costings

Stage 1. Homepage Design

Concept design for the new look homepage and stylesheet

Including two rounds of changes

£760 + vat

Stage 2. Design of Templates

To take the approved homepage look and design all the templates within the sitemap, including responsive template. This would include working with Newmarket Town Council to allow the website to work with the desired content.

Based on 12 templates

Including 2 rounds of amends to the final designs

£3,800 + vat

Stage 3. Development

Development of the website in WordPress, based on the sitemap on the previous page.

- The build will include population of all pages and sub pages listed in the sitemap based on the content provided by Newmarket Town Council
- Population includes 10 news articles.
- Handover of website including training on using WordPress back end.
- Based on the build of 12 templates.
- HTML5 and CSS3 / WCAG 2.0 AA standard
- Full Responsive & Modern Browser compatibility: (IE11, Firefox, Safari, Opera, Chrome)
- A fresh up-to-date WordPress platform
- A bespoke WordPress build with acf fields. This means the overall look, and brand is fixed, but all imagery and content can be updated quickly and easily by Newmarket Town Council.
- Full testing of website
- 4 weeks of support once the website has been launched

£3,040 + vat

Stage 4. Pre launch SEO redirects

Create all title tags and meta data, setup GA4, all redirects

Optimisation of all imagery

Launch of website

£760 + VAT

Total Cost.

£8,360 + vat

Hosting (optional)

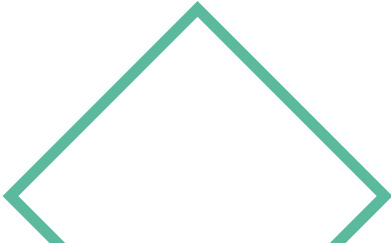
Hosting per annum £360 + vat

Content

To populate further news articles would be based on 3 news articles per hour £95 + vat.

Timeline

We would estimate an 8 week timeline for the project.



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Thank You



Item 13

Environment and Climate working group report 1.

First meeting of group Friday May 29th 2026

Cllrs J.Borda, C.Revitt, J.Jarvis, S.Kavanagh, J.McHugh, Town Clerk C.Whitaker

In light of recent changes in policy direction at Suffolk County Council, the Environment and Climate Working Group believes Newmarket Town Council should take a clear, practical and locally focused approach to environmental responsibility. This report considers how Newmarket can protect its environment, support residents, improve resilience, and make sensible decisions for the long-term benefit of the town.

One of our challenges is to know where to begin. The environment and the Climate are obviously enormous and complex whilst affecting everyone and everything in an immediate personal way.

We have recently all experienced extraordinary warm weather and the impact. The BBC weather man on Sunday 31st May described this as "Climate change" it would be hard to disagree that the climate is changing. The reasons and solutions if there are any are easily debated and often argued.

This report attempts to present the Environment and Climate working group perspective and offers a very local to Newmarket approach to what is more often referred to, not as climate change, but a climate emergency.

For some parts of the world the emergency is already here, floods, landslides, melting ice walls, rising sea levels, crop failures, and drought. These are catastrophic consequences of a changing weather system: air and sea currents, global warming.

We cannot make changes alone if the system is breaking. However, "the accumulated actions of a unified community can impact political, social, and economic structures. If we work together, things will happen. We can be the catalysts of structural change."
(The children of the Anthropocene* :Bella Black :p224 publ.2022 Penguin Random House UK)

The Environment and Climate group is advocating for the Town Council to act in such a way where we are explicitly more aware of and committed to environmental priorities, and for these priorities to be more part of planning, development, leisure and community services. The Environment and Climate Working Group therefore requests to make a proposal: to declare a climate emergency.

Declaring this could give authority to our decisions, and an opportunity to evaluate and if necessary, adjust our policies. Policies to become more grounded on a strong commitment to include reference to environmental needs. This could be a first step towards making more positive differences to our environment.

This would show a firm direction and focus on what is important. Recycling, conservation and preservation of habitat, considering space for wildlife ,plants, insects, birds, mammals

and our own mental health and wellbeing Our successful Earth Day in April would be a foundation and springboard for further development and action to enhance Newmarket and support its International reputation as a unique town .

It is worth noting that over 300 local councils have already declared a climate emergency. London Boroughs and Cities such as Wandsworth, Islington, Lambeth and Lewisham. Birmingham, Oxford and Cambridge have made the pledge. District and Unitary Councils such as, Lewes District Council, Walden District Council and Runnymede Borough Council have formally passed climate emergency motions. Towns and Parish Councils such as Frome, Glastonbury and Alnwick have committed.

For further information on developing interactive map and a database please see Climate Emergency UK Database or mySociety CAPE Council Finder.

*Anthropocene: a proposed term for our current geological epoch used to describe a period in which human activity has become the primary, dominant influence on Earth's climate, ecosystems, and geology.

Recommendations for Full Council:

- 1) **Declaration of a Climate Emergency by Newmarket Town Council – This Council declares a Climate Emergency, recognising the urgent need to address climate change.**
- 2) **That Newmarket Town Council writes to the Leader and relevant Cabinet Members at Suffolk County Council to seek formal clarification and reassurance that any changes to county-level climate or environmental policy will not weaken practical work affecting Newmarket, including waste and recycling, biodiversity, tree planting, active travel, public transport, air quality, flooding, heat resilience and access to future environmental funding.**
- 3) **That Newmarket Town Council commits to including a new budget line and earmarked reserve for funding for local climate/environmental action.**
- 4) **That Newmarket Town Council hosts a further showing of the 'People's Climate Emergency' film at the Memorial Hall.**



West Suffolk Council Public Space Protection Order and Dog Exclusion Zone Consultation 2026

West Suffolk Council Public Space Protection Order and Dog Exclusion Zone Consultation 2026

Public space protection orders (PSPOs) were introduced by the Anti-Social Behaviour Crime and Policing Act 2012 to tackle anti-social and nuisance behaviour. The need for them has to be supported by evidence and they have to be reviewed every three years to either update or renew or expire.

We want to hear views from members of the public and statutory consultees on our Public Spaces Protection Orders (PSPOs). This survey is intended to gather views from local stakeholders so that West Suffolk can make an informed decision on all PSPO renewals. If you find that once you finish the survey, you would like to comment on a different section, please retake the survey.

PSPO (alcohol, begging and non congregation of vehicles) - this is used to tackle specific antisocial behaviour (ASB) issues in a local area and gives the council and police greater powers to act. **PSPO for dog walkers (dog fouling and dog exclusion zones)** - this is a PSPO, but focused on preventing dog fouling as well as excluding dogs from some public areas.

In addition, West Suffolk Council has received a request from the Forestry Commission to consider the introduction of a Public Space Protection Order covering their land that falls within West Suffolk ([map of proposed PSPOs](#)). The Forestry Commission have seen an increase in accidental and near miss fires within the forest area, with the use of disposable barbeques, campfires and other open flames being a consistent factor in these incidents. The Forestry Commission have requested West Suffolk Council consult on a proposed PSPO prohibiting the use of disposable barbeques and open fires.

The deadline to complete this survey is Friday 10 July 11:59pm. Responses will remain anonymous.

Please note: As you complete this survey, we will collect your personal information (as a legitimate interest under the Localism Act 2011) to help us assess and improve service delivery in the council's area and share these improvements to our services with you through regular communications. Your feedback may be included in any

reports, publications and/or website updates relating to this project. Your individual responses and personal details may be shared with other local authorities in Suffolk. Any responses will be anonymised and aggregated so that no individuals can be identified. For more information, visit our website: [How we use your information](#)

Should you need a preview of the full survey (for example, to compile a group response) or if you would like to complete the survey offline please contact policy@westsuffolk.gov.uk for instructions. If you require this survey in another language or format (such as audio, large print, or Braille), please contact the council by emailing policy@westsuffolk.gov.uk or phoning 01284 757638

What would you like to comment on?

- ☐ PSPOs - antisocial behaviour related
- ☐ PSPO – dog walkers (dog fouling and dog exclusion zones)
- ☐ Forestry Commission Land (new request)

Public space protection order (PSPOs)

PSPOs allow councils to tackle antisocial behaviour which takes place in a specific, geographical area (as opposed to criminal behaviour orders and injunctions which are directed at individuals). A PSPO is tailored for defined activities, meaning that anyone carrying them out in an area under one of these orders can be prosecuted. Examples of these include antisocial behaviour, drinking and urinating in public. We have five PSPOs in West Suffolk listed below with links to the maps showing the location of the PSPOs:

- [Brandon](#) – order against drinking in public streets and open spaces
- [Bury St Edmunds Town Centre](#) - order against drinking in public streets and begging
- [Haverhill](#) - order against drinking in public streets and open spaces
- [Newmarket](#) - order against drinking in public streets and open spaces
- [Bury St Edmunds Moreton Hall](#) - order in relation to gathering and disturbance from motor vehicle enthusiasts.

The current requirements and maps can be found on the [West Suffolk Council website - Public spaces protection orders \(PSPOs\) for alcohol, begging and non congregation of vehicles.](#)

Please specify which PSPO area you would like to comment on:

- ☐ Brandon
- ☐ Bury St Edmunds
- ☐ Haverhill
- ☐ Newmarket
- ☐ Moreton Hall

In which capacity are you responding?

- ☐ A local resident who lives within the PSPO area
- ☐ A local resident who lives outside the PSPO area
- ☐ A person who works within the PSPO area
- ☐ A person who works outside of the PSPO area
- ☐ A business owner within the PSPO area
- ☐ A business owner outside the PSPO area

☐ A county, district or town councillor

☐ A representative of a local community group

PSPO area

Do you support the renewal of the current PSPO?

☐ Yes

☐ No

☐ Don't know

Please explain your selection:

Is there anything else you would like to comment on?

Public spaces protection orders (PSPOs) for dog fouling

If you are in charge of a dog(s), then you must immediately clear up if it fouls in any area open to the public in West Suffolk. This is a legal requirement, introduced on 1 October 2017, so that all public spaces within West Suffolk are subject to a public space protection order (PSPO).

Allowing a dog to foul in an area open to the public without picking it up could result in a Fixed Penalty Notice of £80. If you do not pay the Fixed Penalty Notice, then you could be taken to court and fined up to £1000.

Additional information on the PSPO (Dogs) can be found here: [Public Spaces Protection Orders \(PSPOs\) for dog walkers](#)

Current order: [Anti-social Behaviour Crime and Policing Act 2014, Section 59, public spaces protection orders](#)

In addition, dogs are excluded from some public areas, including play areas and fenced sports pitches (during the playing season). Maps setting out the location of these zones can be found here:

Exclusion zones: [public spaces protection orders \(PSPOs\) for dog walkers](#)

Do you support the renewal of the PSPO for dogs?

☐ Yes

☐ No

☐ Don't know

Please explain your answer:

Forestry Commission Land (new request)

West Suffolk Council has received a request from the Forestry Commission to consider the introduction of a Public Space Protection Order covering their land that falls within the West Suffolk are ([map of proposed PSPOs](#)). The Forestry Commission have seen an increase in accidental and near miss fires within the forest area, with the use of disposable barbeques, campfires and other open flames being a consistent factor in these incidents. The Forestry Commission have asked West Suffolk Council consult on a proposed PSPO prohibiting the use of disposable barbeques and open fires.

Do you support the proposed PSPO which will cover Forestry Commission land within West Suffolk?

☐ Yes

☐ No

Please explain your selection:

Equalities monitoring

In order to make sure that we engage with people from a range of backgrounds, please let us know some information about you by answering the following questions. The information will be used for equality monitoring purposes only and individuals cannot be identified. These questions are optional and you can still complete the survey without answering them if you would prefer not to.

Do you think this has a disproportionate impact on any individual or group who has protected characteristics under the equalities legislation (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation)?

- ☐ Yes
- ☐ No
- ☐ Don't know

If yes, please provide details below:

Please tell us your postcode leaving out the last two digits. This will help ensure we understand the geographical spread of responses to the survey. Individual properties cannot be identified by this information.

Which of the following best describes how you think of yourself?

- ☐ Male
- ☐ Female

☐ In another way (please specify)

☐ Prefer not to say

If 'In another way', please specify below:

Your age category:

☐ Under 18

☐ 18-24

☐ 25-34

☐ 35-44

☐ 45-59

☐ 60-69

☐ 70+

Do you have any long standing illness, disability or infirmity?

☐ Yes

☐ No

Please select your ethnic origin

White

☐ English, Welsh, Scottish, Northern Irish, British

☐ Irish

☐ Gypsy or Irish Traveller

☐ Any other White background (you will have the option to self-describe on the next page)

Mixed or multiple ethnic groups

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed or Multiple ethnic background (you will have the option to self-describe on the next page)

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background (you will have the option to self-describe on the next page)

Black, African, Caribbean or Black British

- ☐ African
- ☐ Caribbean
- ☐ Any other Black/African/Caribbean background (you will have the option to self-describe on the next page)

Other ethnic group

- ☐ Arab
- ☐ Any other ethnic group

How did you hear about this consultation?

- ☐ Word of mouth
- ☐ Direct contact with the council
- ☐ Council website
- ☐ Local newspaper
- ☐ Facebook
- ☐ Twitter
- ☐ Other (please specify):

Equalities monitoring

Please tell us how you describe your ethnicity:

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Governance Review for Newmarket Vision, 2026

1. Background

Established in 2012, Newmarket Vision is a partnership of public, private and voluntary sector groups working to improve Newmarket's town centre, tourism and educational opportunities, traffic and community planning.

The Prince's Foundation was initially asked to collate and analyse the opinion of a variety of community groups in Newmarket in order to identify how people felt the area should develop over the coming years. The resulting 20 year vision for Newmarket and the action plan can be seen in the report: [Newmarket Vision, enquiry by design](#)

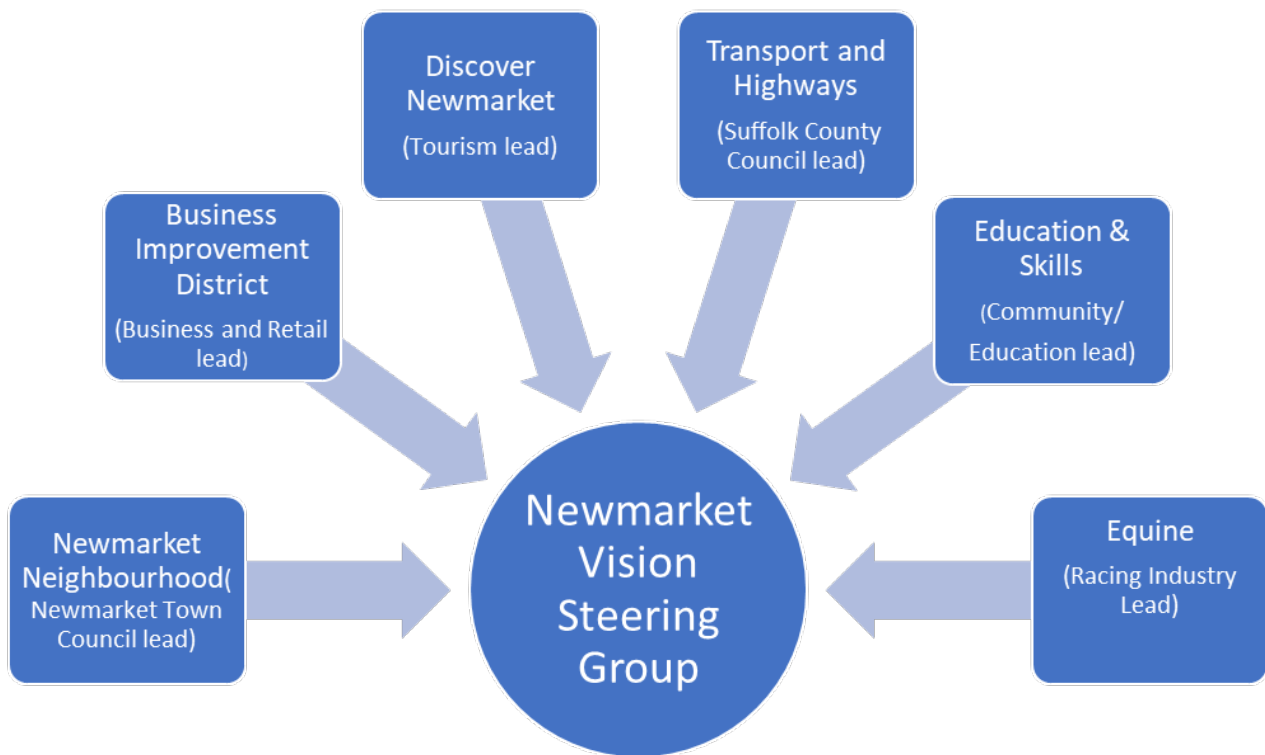
In the 14 years since it was adopted, much has been achieved as a result of the partnership's work, which will be reflected in an upcoming progress report. Equally, there is much still to do in relation to the original ambitions. There are now also other complementary strategies and initiatives for the town, many of which can trace their origins back to the 2012 work by the partnership. To highlight just a few examples: the NTRBIF's [Case for Newmarket](#); the projects of the [Newmarket Charitable Foundation](#); and the work of the Town Council on [Neighbourhood Plans](#).

It was agreed at the outset of the Vision, and in subsequent discussions of its terms of reference, to review the governance arrangements on an annual basis if needed, and for them to take account of the collective priorities, projects and ambitions of the partnership. With the Suffolk County Council (SCC) elections in 2026 there is also a need to review membership of the Steering Group and some of its working groups. It would also be opportune to take into account new forums that now exist as well as looking ahead to Local Government Reorganisation (LGR) in 2028.

West Suffolk Council (WSC), which provides administration for the Steering Group, is therefore seeking the views of the partners before it next convenes a meeting. This will need to be a collective decision by all of the partners of the Vision.

2. Current governance arrangements

When last reviewed in 2023, it was agreed to continue to organise the partnership around working groups and appoint a Steering Group. The broad structure of the working groups is as follows, although some have been superseded by other initiatives/approaches by the various lead bodies.



The Vision partnership is then led by a Steering Group that coordinates and agrees priorities between members. As terms of reference, the group:

1. Is accountable to the partnership through its member bodies and normal public scrutiny.
2. Will comprise a single elected representative of the Town, District and County councils*, and the Chair of each of the Working Groups/associated groups.
3. Will appoint a Chair for a twelve-month period to set the agenda, facilitate its meetings and where necessary act as spokesperson (last agreed in 2023 to be a County Councillor for Newmarket).
4. Have an oversight of the different activities within the working groups.
5. Will reach agreement by consensus, or where necessary a simple majority vote.
6. Will make its discussions and affairs public through publication of summary of agreements and achievements of steering group in an accessible way.
7. Is not a decision-making body but makes recommendations to appropriate bodies.
8. Is not a budget holding body, a political body or a committee of any Council.

**Includes East Cambs DC*

Prior to May 2026, the steering group was meeting four times a year, in person, and its last meeting was in March 2026.

3. Options for the future

WSC has not recommended any particular future option, and needs to reach its own corporate view as part of the consultation. However, to support the partners in their own deliberations, it has highlighted that there is a spectrum of choices, broadly ranging as set out below (with hybrids of the options possible).

WSC has also highlighted that all of the potential options it has identified provide for the work of the Vision partnership, and the current dialogue between partners, to continue in some form. As a governance review, the aim is simply to ensure this work is taken forward appropriately and proportionately to the resources of the partners, and avoids duplication of effort.

As a range of options to consider:

A. No change (but review the current meeting arrangements)

Clearly, continuing things as they are now is the default option for the partners, hence being listed first.

However, as administrator, WSC has asked for the views of partners on the timing and frequency of meetings, and whether they are held in person or not.

B. Continue the partnership, but utilise other mechanisms in place of standalone Vision governance

This option recognises that, since the Vision was first set up, governance in the town has evolved. There would be multiple ways to achieve this option, but as an example:

1. The Partnership could prepare and publish an annual report (coordinated by WSC as it currently supports the Steering Group) on progress and next steps for the Vision, to take it up to 2028 (after which the new unitary councils will have been formed and be able to review their involvement).
2. Ownership of the various 2012 Vision commitments could be assigned to specific lead bodies, and they would be asked to manage any specific engagement and governance required (using existing meetings wherever possible or maintaining the current working groups).
3. In lieu of the existing Vision Steering Group meetings:
 - (a) As the democratically elected body with the sole task of representing the town, the Town Council would continue to play its existing advocacy and delivery role for Newmarket, complementing the work of the other councils and partners (which will not change either). This reflects the new relationship envisaged between town and parish councils and the new unitary councils in the business case for LGR.

- (b) The existing interaction between the Newmarket Thoroughbred Racing and Breeding Industry Forum and Suffolk and Cambridgeshire local authorities would continue. The Forum's Case for Newmarket has a strong focus on the wellbeing of the town as well as the racing industry itself. All of the partners who currently form the Vision Steering Group are involved in these existing discussions.
- (c) WSC and SCC would continue to engage directly with their own local councillors on a regular basis.
- (d) WSC would continue to have regular direct discussions with the other Vision partners, including the Town Council.

C. Bring to a close the partnership's coordination of work on the Vision and hand over the work to other forms of governance / initiatives.

This option would be almost identical to option B in terms of what it required practically of the partners, and meant in terms of the Vision work continuing. But, instead of the annual report in 1, the Partnership could prepare and publish a final report to capture what has and has not been achieved in the first 14 years, and then identify which new bodies/initiatives will now take forward the legacy of the original 2012 vision into LGR in 2028 (and where any new focus needs to be).

Like options A and B, this third consultation option would also be part of clearly signalling that the work on the Vision is not ending, and that the baton is being passed to others. Unlike the other options, however, it would allow for a more fundamental review of the 2012 Vision itself.

D. Any other new or hybrid option put forward by partners in the consultation

For completeness, WSC has highlighted partners may have their own ideas for different ways of organising the work of the partnership and these are welcomed.