

Membership from May 26

Councillor Borda
 Councillor Harvey
 Councillor Jarvis (Vice)
 Councillor Kavanagh
 Councillor McHugh (Chair)
 Councillor Winter

Members = 6

Quorum = 3



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
LEISURE SERVICES COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on Monday 3rd August 2026 at 7.15pm

**or following on from the Development and Planning
 Committee meeting, whichever is the later time**

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting. This is a public arena, therefore anything you say including your name if given, may be published by the press, social media and in Council committee minutes.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- film, photograph or make an audio recording of the meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- 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

- Chair to read** the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
- Apologies** - To receive and accept apologies for absence
- Declaration of interests**
 - Councillors are invited to raise any declarations of interest concerning items on the agenda
 - To consider any requests for dispensation
- Minutes of the previous meeting held 1st June 2026**
 - To consider and adopt the minutes as a true record of the proceedings
 - To consider any matters arising
- Public participation** – an invitation to members of the public to make representations to Councillors.
 Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
- Accounts** – To receive and note the accounts for Leisure Services for the previous month
- Working Group Reports for LS** – to receive any reports from the NTC Working Groups that report directly to the Leisure Services Committee
- LOTT** – to receive a report regarding Legends of the Turf town trail
- Events updates by the Events Manager for 2026/2027**
- Pavilion** – to receive a request for in principle consideration of exclusive hire of the Pavilion as classroom space
- Correspondence**
- Date of next meeting Monday 5th October 2026**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 28th July 2026

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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.

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.

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.

Detailed Income & Expenditure by Budget Heading as at 28/07/2026

Month No: 4

Committee Report Leisure Services DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Leisure Services								
120 Memorial Hall								
1001 Hall Hire Standard Rate	0	5,819	20,000	14,181			29.1%	
1016 Refreshments Income	(1,744)	0	0	0			0.0%	
1181 Grant Received WSC	0	1,000	0	(1,000)			0.0%	
Memorial Hall :- Income	(1,744)	6,819	20,000	13,181			34.1%	0
4011 Rates	0	7,546	9,360	1,814		1,814	80.6%	
4012 Water Rates	0	11	4,500	4,489		4,489	0.2%	
4014 Electricity	662	2,936	8,000	5,064		5,064	36.7%	
4015 Gas	84	2,204	7,500	5,296		5,296	29.4%	
4016 Cleaning	134	476	3,500	3,024		3,024	13.6%	
4017 Fire Precautions	874	892	500	(392)		(392)	178.4%	
4036 R&M - Buildings	923	20,718	70,000	49,282		49,282	29.6%	
4038 Furniture/Fixtures/Fittings	625	649	3,000	2,351		2,351	21.6%	
4040 Trade Refuse Collections	118	2,300	2,500	200		200	92.0%	
4044 Public Toilet Cleansing	12	16	400	384		384	4.1%	
4078 Refreshment Costs-Venues	2	37	2,000	1,963		1,963	1.8%	
4080 PWLB Loan Charges (CAP + INT)	0	44,932	89,864	44,932		44,932	50.0%	
4095 Assets Purchased	268	926	0	(926)		(926)	0.0%	
Memorial Hall :- Indirect Expenditure	3,702	83,644	201,124	117,480	0	117,480	41.6%	0
Net Income over Expenditure	(5,446)	(76,825)	(181,124)	(104,299)				
301 Arts								
1043 Income - Tea Dance	0	166	1,000	834			16.6%	
Arts :- Income	0	166	1,000	834			16.6%	0
4440 Costs - Childrens' Events	5,310	5,347	15,000	9,653		9,653	35.6%	
4443 Costs - Tea Dance	12	265	2,000	1,735		1,735	13.3%	
Arts :- Indirect Expenditure	5,322	5,612	17,000	11,388	0	11,388	33.0%	0
Net Income over Expenditure	(5,322)	(5,446)	(16,000)	(10,554)				
302 Winter Event								
4453 Cost - Winter Event	0	0	10,000	10,000		10,000	0.0%	
Winter Event :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				

Detailed Income & Expenditure by Budget Heading as at 28/07/2026

Month No: 4

Committee Report Leisure Services DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
4179 Events/Entertainment General	0	1,571	5,000	3,429		3,429	31.4%	
Entertainments :- Indirect Expenditure	0	1,571	5,000	3,429	0	3,429	31.4%	0
Net Expenditure	0	(1,571)	(5,000)	(3,429)				
304 Tourism								
4311 Christmas Tree	0	0	1,000	1,000		1,000	0.0%	
4318 Town Tourism	0	0	4,000	4,000		4,000	0.0%	
Tourism :- Indirect Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	0	(5,000)	(5,000)				
305 Carnival								
4312 Newmarket Carnival	0	0	10,000	10,000		10,000	0.0%	
Carnival :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
306 Memorial Gardens								
4012 Water Rates	0	212	2,500	2,288		2,288	8.5%	
4016 Cleaning	0	196	3,000	2,805		2,805	6.5%	
4037 R&M - Grounds	0	407	5,000	4,593		4,593	8.1%	
4041 R&M - play-equipment	795	1,046	5,000	3,954		3,954	20.9%	
4046 Opening/Closing Costs	663	2,565	6,500	3,935		3,935	39.5%	
4112 Water Feature	0	2,632	5,000	2,368		2,368	52.6%	
Memorial Gardens :- Indirect Expenditure	1,458	7,057	27,000	19,943	0	19,943	26.1%	0
Net Expenditure	(1,458)	(7,057)	(27,000)	(19,943)				
307 Twinning								
1005 Misc Income	1,744	1,744	0	(1,744)			0.0%	
Twinning :- Income	1,744	1,744	0	(1,744)				0
4189 MLF twinning expenses	2,362	5,710	10,000	4,290		4,290	57.1%	
Twinning :- Direct Expenditure	2,362	5,710	10,000	4,290	0	4,290	57.1%	0
4181 LEXLINK twinning expenses	2,243	4,656	10,000	5,344		5,344	46.6%	
Twinning :- Indirect Expenditure	2,243	4,656	10,000	5,344	0	5,344	46.6%	0
Net Income over Expenditure	(2,861)	(8,622)	(20,000)	(11,378)				

Detailed Income & Expenditure by Budget Heading as at 28/07/2026

Month No: 4

Committee Report Leisure Services DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	1,848	7,000	5,152			26.4%	
The Severals Sports Facilities :- Income	0	1,848	7,000	5,152			26.4%	0
4011 Rates	0	2,567	2,740	173		173	93.7%	
4012 Water Rates	(64)	206	1,500	1,294		1,294	13.7%	
4014 Electricity	0	0	2,500	2,500		2,500	0.0%	
4015 Gas	4	317	2,500	2,183		2,183	12.7%	
4016 Cleaning	0	0	500	500		500	0.0%	
4017 Fire Precautions	112	112	600	488		488	18.7%	
4036 R&M - Buildings	42	3,612	15,000	11,388		11,388	24.1%	
4037 R&M - Grounds	0	0	8,000	8,000		8,000	0.0%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	814	880	66		66	92.5%	
4041 R&M - play-equipment	0	0	1,000	1,000		1,000	0.0%	
4044 Public Toilet Cleansing	0	4	150	146		146	2.9%	
The Severals Sports Facilities :- Indirect Expenditure	94	7,633	36,370	28,737	0	28,737	21.0%	0
Net Income over Expenditure	(94)	(5,785)	(29,370)	(23,585)				
Leisure Services :- Income	0	10,577	28,000	17,423			37.8%	
Expenditure	15,181	115,883	331,494	215,611	0	215,611	35.0%	
Movement to/(from) Gen Reserve	(15,181)	(105,306)	(303,494)	(198,188)				
Grand Totals:- Income	0	10,577	28,000	17,423			37.8%	
Expenditure	15,181	115,883	331,494	215,611	0	215,611	35.0%	
Net Income over Expenditure	(15,181)	(105,306)	(303,494)	(198,188)				
Movement to/(from) Gen Reserve	(15,181)	(105,306)	(303,494)	(198,188)				

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Report to	Leisure Services Committee
Subject	Legends of the Turf (LOTT) Town Trail
Purpose	Decision
Classification	Unrestricted
Meeting date	3rd August 2026
Item number	7
Written By	Cathy Whitaker – Town Clerk
Summary: This report outlines the current status of the LOTT town trail and suggests a way forward.	
1.	Introduction
a.	www.legendsoftheturf.org.uk The Newmarket Walk of Fame – the above website gives the history and content of the street plaques.
b.	There is a small committee which decides the content of the plaques and has historically then arranged with SCC Highways for installation.
c.	This project has stalled somewhat in recent years; although there are some new plaques waiting to be installed currently.
2.	Context
a.	The Town Council has not had any input into the selection, manufacture, installation process to date.
b.	The Town Council holds an ear-marked reserve for the funds that were gained from past grants and sponsorship and it pays the invoices for the plaque purchases.
c.	Highways have currently installed free of charge, but the process is extremely slow.
3.	Proposal
a.	That the LOTT Committee continues to make all decisions regarding the content of the street plaques.
b.	That the Town Council takes over the ownership of the trail; working with the LOTT committee to expand the number of plaques, update the website and publicise the trail – also working with SCC Highways to gain permission for new installations and possible renovation work of existing plaques.
c.	That replenishment of the LOTT EMR is budgeted for from April 2027 onwards to enable the project to stay relevant.
3.	Financial/Resource Implications
a.	Budget accommodation annually out of the Leisure Services Committee (Tourism).
b.	If installation by SCC Highways becomes unworkable, the Committee can consider engaging Meads Construction who are authorised to work on the highway with relevant qualification.
c.	The current LOTT EMR stands at £1,614.00.
5.	Next Steps/Recommendations
a.	That NTC takes ownership of the trail for further expansion and maintenance.
b.	That NTC budgets annually for funding LOTT costs.
c.	That NTC works with the LOTT Committee regarding content and publicity and with SCC Highways or other qualified construction organisation to maintain/install further or existing plaques.

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Report to	Leisure Services Committee
Subject	Events update for 2026/2027
Purpose	Information
Classification	Unrestricted
Meeting date	3rd August 2026
Item number	9
Written By	Charlotte O'Reilly – EVENTS MANAGER
Summary: This report gives summary information regarding events 2026/27 planned so far.	
MLF Twinning 2026 – feedback and update for the continuation of the twinning	
When:	Friday 19 th - Monday 22 nd June 2026
Lexlink Twinning 2026 – feedback on visit	
When:	Friday 26 th June.
Summer Entertainment 2026 x 6 dates	
When:	July 23 rd , 30 th , August 6 th , 13 th , 20 th and 27 th
Where:	Memorial Gardens and Memorial Hall
Summary Details:	Some new roaming and theatre performances booked for 2026.
Times:	12-3pm
Budget:	£15,000
Grenadier Guards 2026 – Freedom of the Town	
When:	Saturday 12 th September 2026
Where:	High Street/ Tattersalls
Times:	TBC
Summary Details:	Road Closure, Parade to Tattersalls, Scroll, Concert. 1 st phase of ticket released. Sales going well. Grenadiers to visit Newmarket post Trooping of Colour to discuss finer logistics
Remembrance Sunday 2026	
When:	Sunday 8 th November 2026
Where:	War Memorial/ Tattersalls/ Masonic
Times:	1.30- 4pm
Budget:	£2,500
Christmas 2026 4-6th December – Memorial Hall	
When:	Friday 4 th - Sunday 6 th December 2026
Where:	Memorial Hall
Times:	TBC
Summary Details:	Series of events in Gardens and Hall including story time, walkabout polar bear and rides/stalls.
Budget:	£10,000
Events for 2027	
Spring 2027 Event: Wellbeing theme/ W International focus.	
Summer 2027: A series of events in the Memorial Gardens with music and food trucks.	

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Report to	Leisure Services Committee
Subject	Pavilion Hire
Purpose	Decision
Classification	Unrestricted
Meeting date	3rd August 2026
Item number	10
Written By	Charlotte O'Reilly – EVENTS MANAGER

Summary: This report gives summary information on a proposed exclusive hire of Pavilion

1.	Introduction
a.	Newmarket Town Council have been approached by Fairstead House regarding exclusive hire of the Pavilion on the Severals as additional classroom space.
2.	Context
a.	Fairstead have run out of classroom space and are interested in using the Pavilion due to its proximity to the main school building
b.	They would want exclusive hire so that they can leave displays/classroom set ups overnight.
3.	Proposal/Options
a.	If Newmarket Town Council is successful in acquiring an additional property to hire to community groups. Many current pavilion hirers will choose to use that venue due to better parking and kitchen facilities
b.	Fairstead have also offered a reciprocal agreement where any of our current hirers could use their performing arts building which has private parking after 6pm
4.	Financial/Resource Implications
a.	Fairstead House would be willing to pay a commercial rent and sign a contract.
b.	This commercial rent would offset future running/maintenance costs of the Pavilion and our prospective new building.
5.	Next Steps/Recommendations
a.	To make a resolution in principal on whether this would be something the Council would be willing to consider and what rate we would need to charge to make it financially viable.