

Membership from May 2025

Councillor Borda
Councillor Harvey
Councillor Hulbert
Councillor Jarvis
Councillor Kavanagh
Councillor McHugh (Vice)
Councillor Nobbs
Councillor Revitt
Councillor Winter (Chair)
Councillor Yarrow

Members = 10

Quorum = 3



Newmarket
TOWN COUNCIL

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

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

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on **Monday 7th September 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

- 1) Election of Chair** – to elect a Chairperson for the Community Services Committee for the Municipal Year 2026/27
- 2) Election of Vice Chair** – to elect a Chairperson for the Community Services Committee for the Municipal Year 2026/2027
- 3) Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 4) Apologies** - To receive and accept apologies for absence
- 5) Declaration of interests**
 - Councillors are invited to raise any declarations of interest concerning items on the agenda
 - To consider any requests for dispensation
- 6) Minutes of previous meeting held 6th July 2026**
 - To consider and adopt the minutes, as a true record of the proceedings
 - To consider any matters arising
- 7) 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.
- 8) Accounts** – To receive and note the accounts for Community Services for the previous month
- 9) Planters on High Street** – to consider the installation of fixed planters on the pavement area adjacent to the Jockey Club entrance
- 10) Correspondence**
- 11) Date of next meeting Monday 2nd November 2026 at 7.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 1st September 2026

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

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee **Held on Monday 6th July 2026 at 7:15pm**

Attendance:

Councillor P Winter (Chair)
Councillor J Borda
Councillor P Hulbert
Councillor S Kavanagh

Councillor J McHugh (Vice Chair)
Councillor R Nobbs
Councillor C Revitt
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk and N Alecock – Deputy Town Clerk
Minute

The Town Clerk announced that 2 emergency items needed to be added at C/26/07/1 and C/26/07/2.

C/26/07/1 Election of Chair

Cllr Winter took the Chair and asked for nominations for Chair of the Community Services Committee. Cllr Nobbs nominated Cllr Winter for Chair, seconded by Cllr McHugh. There were no other nominations, a vote was taken and the following was agreed:

C/26/07/1.01 Resolved

That Cllr Winter be elected as the Chair of the Community Services Committee for 2026/2027 Municipal Year.

C/26/07/2 Election of Vice Chair

Cllr Winter nominated Cllr McHugh for Vice Chair of the Community Services Committee, seconded by Cllr Yarrow. There were no other nominations, a vote was taken and the following was agreed:

C/26/07/2.01 Resolved

That Cllr McHugh be elected as the Vice Chair of the Community Services Committee for 2026/2027 Municipal Year.

C/26/07/3 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting and announced that the Fire Safety Notice was not needed.

C/26/07/4 Apologies for Absence

Apologies were received from Cllrs Harvey and Jarvis.

C/26/07/5 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 dispensations.

Book number 3 2026 -2027

C/26/07/6 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Tuesday 5th May 2026 and Any Matters Arising
Members received the minutes of the Community Services Committee meeting held on 5th May 2026 and Cllr Winter made a proposal, seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

C/26/07/6.01 Resolved

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

There were no matters arising.

C/26/07/7 Public Open Session

No members of the public were in attendance.

C/26/07/8 To Receive the Accounts

The accounts for June 2026 were received and noted.

C/26/07/9 Correspondence

None noted.

C/26/07/10 Date of Next Meeting

Monday 7th September 2026 at the Memorial Hall.

Meeting closed at 7:35pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/26/07/1.01 Resolved</u>	That Cllr Winter be elected as the Chair of the Community Services Committee for 2026/2027 Municipal Year.
<u>C/26/07/2.01 Resolved</u>	That Cllr McHugh be elected as the Vice Chair of the Community Services Committee for 2026/2027 Municipal Year.
<u>C/26/07/6.01 Resolved</u>	That the minutes of the Community Services Committee meeting held on 5th May 2026 be adopted and signed as a true record by the Chair of the Community Services Committee.

Detailed Income & Expenditure by Budget Heading as at 31/08/2026

Month No: 5

Committee Report Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>								
<u>200 Outside Services</u>								
4029 General Equipment	58	400	2,000	1,600		1,600	20.0%	
4039 Vehicle Costs	380	2,789	7,700	4,911		4,911	36.2%	
4095 Assets Purchased	0	149	0	(149)		(149)	0.0%	
4326 Outside Services SLA	18,483	68,887	135,500	66,613		66,613	50.8%	
Outside Services :- Indirect Expenditure	18,921	72,225	145,200	72,975	0	72,975	49.7%	0
Net Expenditure	(18,921)	(72,225)	(145,200)	(72,975)				
<u>201 General Town Planting</u>								
1007 Sponsorship Income	4,830	4,830	5,000	170			96.6%	
1009 Roundabout Sponsorship	0	0	5,000	5,000			0.0%	
General Town Planting :- Income	4,830	4,830	10,000	5,170			48.3%	0
4037 R&M - Grounds	0	0	6,000	6,000		6,000	0.0%	
4100 Seasonal Planting	0	2,559	5,000	2,441		2,441	51.2%	
4101 Hanging Baskets	0	3,042	4,000	958		958	76.0%	
4102 Sponsored Roundabouts	0	0	5,000	5,000		5,000	0.0%	
General Town Planting :- Indirect Expenditure	0	5,601	20,000	14,399	0	14,399	28.0%	0
Net Income over Expenditure	4,830	(771)	(10,000)	(9,229)				
<u>202 Cemetery</u>								
1000 Burial Fees	0	5,690	29,000	23,310			19.6%	
1020 Interment(Ashes) Income	0	519	4,000	3,481			13.0%	
1021 Monumental Income	0	586	4,000	3,414			14.7%	
1022 Grave Space Purchase Income	0	1,177	15,000	13,823			7.8%	
Cemetery :- Income	0	7,972	52,000	44,028			15.3%	0
4011 Rates	0	4,376	5,110	734		734	85.6%	
4012 Water Rates	0	201	1,000	799		799	20.1%	
4014 Electricity	35	340	2,500	2,160		2,160	13.6%	
4016 Cleaning	0	110	500	391		391	21.9%	
4036 R&M - Buildings	1,250	4,692	20,000	15,308		15,308	23.5%	
4037 R&M - Grounds	588	7,891	22,000	14,109		14,109	35.9%	
4047 Grave Digging	0	1,797	11,500	9,703		9,703	15.6%	
4325 Cemetery SLA	0	3,241	14,500	11,259		11,259	22.4%	
Cemetery :- Indirect Expenditure	1,873	22,646	77,110	54,464	0	54,464	29.4%	0
Net Income over Expenditure	(1,873)	(14,674)	(25,110)	(10,436)				

Detailed Income & Expenditure by Budget Heading as at 31/08/2026

Month No: 5

Committee Report Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Disused Churchyards								
4037 R&M - Grounds	0	895	6,000	5,105		5,105	14.9%	
Disused Churchyards :- Indirect Expenditure	0	895	6,000	5,105	0	5,105	14.9%	0
Net Expenditure	0	(895)	(6,000)	(5,105)				
204 Memorial - War,Cooper,Tutte								
4014 Electricity	35	172	450	278		278	38.2%	
4036 R&M - Buildings	0	10,400	1,500	(8,900)		(8,900)	693.3%	
4037 R&M - Grounds	0	16,365	11,500	(4,865)		(4,865)	142.3%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	35	26,937	13,450	(13,487)	0	(13,487)	200.3%	0
Net Expenditure	(35)	(26,937)	(13,450)	13,487				
205 Clocks								
4014 Electricity	21	90	600	510		510	15.0%	
4036 R&M - Buildings	0	207	1,000	794		794	20.6%	
4177 Clock Tower Expenses	125	625	1,800	1,175		1,175	34.7%	
Clocks :- Indirect Expenditure	146	921	3,400	2,479	0	2,479	27.1%	0
Net Expenditure	(146)	(921)	(3,400)	(2,479)				
206 Bus Shelters								
4036 R&M - Buildings	0	195	5,000	4,805		4,805	3.9%	
Bus Shelters :- Indirect Expenditure	0	195	5,000	4,805	0	4,805	3.9%	0
Net Expenditure	0	(195)	(5,000)	(4,805)				
207 General Town Maintenance								
4037 R&M - Grounds	0	250	12,000	11,750		11,750	2.1%	
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0%	
4108 Town Centre Regeneration	0	0	8,000	8,000		8,000	0.0%	
4140 Dog Waste Collection/Disposal	0	836	1,000	164		164	83.6%	
General Town Maintenance :- Indirect Expenditure	0	1,086	23,500	22,414	0	22,414	4.6%	0
Net Expenditure	0	(1,086)	(23,500)	(22,414)				
208 Public Conveniences								
1005 Misc Income	0	4,600	0	(4,600)			0.0%	
1181 Grant Received WSC	3,300	3,300	3,300	0			100.0%	
Public Conveniences :- Income	3,300	7,900	3,300	(4,600)			239.4%	0

Detailed Income & Expenditure by Budget Heading as at 31/08/2026

Month No: 5

Committee Report Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Rates	386	386	1,000	614		614	38.6%	
4014 Electricity	67	338	1,400	1,062		1,062	24.2%	
4016 Cleaning	0	298	3,600	3,303		3,303	8.3%	
4036 R&M - Buildings	390	5,518	3,000	(2,518)		(2,518)	183.9%	
4044 Public Toilet Cleansing	0	3	0	(3)		(3)	0.0%	
4046 Opening/Closing Costs	405	1,464	4,400	2,936		2,936	33.3%	
Public Conveniences :- Indirect Expenditure	1,248	8,006	13,400	5,394	0	5,394	59.7%	0
Net Income over Expenditure	2,052	(106)	(10,100)	(9,994)				
<u>211 The Queens Statue</u>								
4037 R&M - Grounds	0	97	3,000	2,903		2,903	3.2%	
The Queens Statue :- Indirect Expenditure	0	97	3,000	2,903	0	2,903	3.2%	0
Net Expenditure	0	(97)	(3,000)	(2,903)				
<u>213 Public Realm</u>								
4116 Town Maintenance	0	0	25,000	25,000		25,000	0.0%	
4117 Town Improvement	0	3,400	33,000	29,600		29,600	10.3%	
Public Realm :- Indirect Expenditure	0	3,400	58,000	54,600	0	54,600	5.9%	0
Net Expenditure	0	(3,400)	(58,000)	(54,600)				
<u>215 Allotments</u>								
1010 Allotment Fees	0	0	900	900			0.0%	
Allotments :- Income	0	0	900	900			0.0%	0
4037 R&M - Grounds	0	0	2,000	2,000		2,000	0.0%	
Allotments :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	0	(1,100)	(1,100)				
<u>220 Studlands</u>								
4045 Street Lighting - Maint Cont	0	0	30,000	30,000		30,000	0.0%	
4052 Street Lighting - Repair	0	0	5,000	5,000		5,000	0.0%	
Studlands :- Indirect Expenditure	0	0	35,000	35,000	0	35,000	0.0%	0
Net Expenditure	0	0	(35,000)	(35,000)				
<u>308 Christmas</u>								
4310 Christmas Lights	0	0	20,000	20,000		20,000	0.0%	

Detailed Income & Expenditure by Budget Heading as at 31/08/2026

Month No: 5

Committee Report Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4811 CP - Christmas Lights Infrast	0	0	3,500	3,500		3,500	0.0%	
Christmas :- Indirect Expenditure	0	0	23,500	23,500	0	23,500	0.0%	0
Net Expenditure	0	0	(23,500)	(23,500)				
Community Services :- Income	8,130	20,702	66,200	45,498			31.3%	
Expenditure	22,223	142,009	428,560	286,551	0	286,551	33.1%	
Movement to/(from) Gen Reserve	(14,093)	(121,307)	(362,360)	(241,053)				
Grand Totals:- Income	8,130	20,702	66,200	45,498			31.3%	
Expenditure	22,223	142,009	428,560	286,551	0	286,551	33.1%	
Net Income over Expenditure	(14,093)	(121,307)	(362,360)	(241,053)				
Movement to/(from) Gen Reserve	(14,093)	(121,307)	(362,360)	(241,053)				



Report to	Community Services Committee
Subject	Planters on High Street
Purpose	Decision
Classification	Unrestricted
Meeting date	7th September 2026
Item number	9
Written By	Cathy Whitaker – Town Clerk

Summary: This report outlines a proposal to install planters on the High Street, primarily to prevent unauthorised pavement parking and increase safety.

1.	Introduction
a.	Unauthorised parking on pavements at the Jockey Club entrance area is ongoing.
b.	NTC already holds a SCC Licence to install planters in that area.
c.	SCC will not authorise the installation of bollards, but are in favour of the installation of planters.
2.	Context
a.	SOS Bus parks there on weekend nights, but SCC has confirmed that this is not authorised; nor would it be.
b.	SOS Bus could park in the lay-by outside the Memorial Hall instead of current location, which would be legally allowed.
c.	NTC could provide use of outside electrical point and pavement cable safety covers for SOS Bus use when required.
3.	Financial/Resource Implications
a.	Six planters (cast iron troughs as per outside the Memorial Hall) to be purchased at £1,000 each, from budget account 4117/213 Town Improvement
b.	Cost of filling, planting and watering from 1 st April 2027 within the Service Level Agreements – estimated at est. at £7K pa. in total for 6 planters. Budget account 4326/200 – to start April 2027 and be provided for within 27/28 budget.
5.	Next Steps/Recommendations
a.	To purchase and install six cast iron trough planters at the Jockey Club entrance on pavements.

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