

**Membership from May 2026**

Councillor Harvey (**Chair**)

Councillor Drummond

Councillor Hood

Councillor McHugh

Councillor Winter

Councillor Yarrow

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  
**PERFORMANCE & AUDIT COMMITTEE**

to be held at

**Memorial Hall, High Street, Newmarket, CB8 8JP**  
on **Monday 12<sup>th</sup> October 2026 at 6.15pm**

## **A G E N D A**

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

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

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

- 1) **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded and to ask if anyone present intends to record the meeting
- 2) **Apologies** - To receive and accept apologies for absence
- 3) **Declaration of interests**
  - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
  - b) To consider any requests for dispensation
- 4) **Minutes of previous meeting held 13<sup>th</sup> July 2026**
  - a) To consider and adopt the minutes, as a true record of the proceedings
  - b) To consider any matters arising
- 5) **Public participation** – an invitation to members of the public to make representations to Councillors.  
Resolutions can only be made on items on the agenda  
*Rules of public participation: no person may speak for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.*
- 6) **Resolution Audit** – to receive information regarding resolution progress for:-
  - a) Q2 financial year 2026/2027
  - b) 2022/23, 2023/24, 2024-2025, 2025-2026 and Q1 2026-2027 – outstanding resolutions
- 7) **Neighbourhood Plan** –to receive the latest report from the NNP Working Group, if any
- 8) **Working Group Reports** – to receive update reports regarding all active Working Groups
- 9) **Correspondence**
- 10) **Date of next meeting 11<sup>th</sup> January 2027 at 6.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 6<sup>th</sup> October 2026

To: Chairman and Members of Performance & Audit Committee, Other Council Members, The Press

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# Newmarket

## TOWN COUNCIL

### **Minutes of a Meeting of the Performance & Audit Committee** **Held on Monday 13<sup>th</sup> July 2026 at 6:15pm**

#### **Attendance:**

Councillor A Drummond (Chair of the Meeting)  
Councillor J McHugh

Councillor P Winter  
Councillor K Yarrow

Also present: C Whitaker – Town Clerk, 1 member of the public.

#### **Minute**

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#### **P/26/07/1 Election of Chair**

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

#### **P/26/07/1.01 Resolved**

**That Cllr Harvey be elected as Chair of the Performance and Audit Committee for the Municipal Year 2026-2027.**

#### **P/26/07/2 Election of Vice Chair**

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

#### **P/26/07/1.01 Resolved**

**That Cllr Drummond be elected as Vice Chair of the Performance and Audit Committee for the Municipal Year 2026-2027.**

#### **P/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 read the Fire Notice and announced that proceedings were not being recorded.

#### **P/26/07/4 Apologies for Absence**

Apologies were received from Cllrs Harvey and Hood.

#### **P/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 Member's Dispensation**

None noted. There were no requests for dispensations.

#### **P/26/07/6 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 13<sup>th</sup> April 2026 and Any Matters Arising**

The Chair presented the minutes of the Performance & Audit Committee Meeting held on Monday 13<sup>th</sup> April 2026 and Cllr McHugh made a proposal seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

#### **P/26/07/6.01 Resolved**

Minutes of Performance & Audit Committee held on Monday 13<sup>th</sup> July 2026

Book Number 12 2026 - 2027

**That the minutes of the Performance & Audit Committee meeting held on Monday 13<sup>th</sup> April 2026 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.**

There were no matters arising.

**P/26/07/7     Public Open Session**

No members of the public wished to speak.

**P/26/07/8     Resolution Audit**

The resolution progress for Q1 financial year 2026/2027 was received, updated, and noted. It was noted that good progress was being made with the resolutions.

The outstanding resolutions for 2022/23, 2023/24, 2024-2025 and 2025-2026 were received, updated, and noted.

**P/26/07/9     Neighbourhood Plan**

There was no report submitted.

**P/26/07/10    Working Group Reports**

The updated status of the Working Group was received and discussed, noting the new activity of the Climate and Environment Working Group and the recent and future activity of the Town Twinning Working Group.

**P/26/07/11    Correspondence**

None noted.

**P/26/07/12    Date of Next Meeting**

Monday 12<sup>th</sup> October 2026.

Meeting closed at 7.02pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Summary of Recommendations**

| <b>Recommendation</b>               | <b>Recommendation Wording</b>                                                                                               |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b><u>P/26/07/1.01 Resolved</u></b> | <b>That Cllr Harvey be elected as Chair of the Performance and Audit Committee for the Municipal Year 2026-2027.</b>        |
| <b><u>P/26/07/1.01 Resolved</u></b> | <b>That Cllr Drummond be elected as Vice Chair of the Performance and Audit Committee for the Municipal Year 2026-2027.</b> |

|                                     |                                                                                                                                                                                                       |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>P/26/07/6.01 Resolved</u></b> | <b>That the minutes of the Performance &amp; Audit Committee meeting held on Monday 13th April 2026 be adopted and signed as a true record by the Chair of the Performance &amp; Audit Committee.</b> |
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QUARTER 2 (JULY - SEPTEMBER 2026)

NTC Resolutions July 2026 page 1 of 3

| Resolution Ref / Subject                                                                               | Resolution Wording                                                                                                                                                                                                                                                                                                                                               | Allocated Officer / Staff | Status | Action / Notes                    | Updated since last report |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|-----------------------------------|---------------------------|
| <b>26/07/12.01 Resolved</b><br><i>(Recommendation: F/26/07/7.02)</i><br>Flag Flying Policy             | That the changes to the Flag Flying Policy for Newmarket Town Council be approved, subject to consideration of Appendix A where necessary.                                                                                                                                                                                                                       | TC                        |        | policy approved                   |                           |
| <b>26/07/12.02 Resolved</b><br><i>(Recommendation: F/26/07/7.03)</i><br>Flag Flying Schedule           | That the schedule for the flying of a flag on the ground-based flagpole at the Memorial Hall be amended to include Suffolk Day on 21 <sup>st</sup> June and that a Suffolk Day flag be purchased. That other suggested dates be considered for inclusion within the schedule for displaying flags and / or illuminating the Clock Tower in the relevant colours. | TC                        |        | Flag purchased / schedule amended |                           |
| <b>26/07/12.03 Resolved</b><br><i>(Recommendation: F/26/07/7.04)</i><br>Illumination of Mem Hall Flags | That investigation be carried out into the night time illumination of the Memorial Hall angled flags, as per protocol within the Flag Flying Policy.                                                                                                                                                                                                             | TC                        |        | research underway                 |                           |
| <b>26/07/12.05 Resolved</b><br><i>(Recommendation: F/26/07/12.01)</i><br>NTC Locality Budget Policy    | That the Newmarket Town Councillor Annual Locality Budget Policy be approved.                                                                                                                                                                                                                                                                                    | TC                        |        | policy approved                   |                           |

## QUARTER 2 (JULY - SEPTEMBER 2026)

NTC Resolutions August 2026 page 2 of 3

| Resolution Ref / Subject                                                            | Resolution Wording                                                                                                                                                                                                                                                                                                                                                  | Allocated Officer / Staff | Status | Action / Notes                       | Updated since last report |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|--------------------------------------|---------------------------|
| <b><u>26/08/10.01 Resolved</u></b><br><i>(Recommendation: L/26/08/6.01)</i><br>LOTT | Newmarket Town Council approve:<br>a)To take on the ownership of the trail for further expansion and maintenance.<br>b)To budget annually for funding LOTT costs<br>c)To work with the LOTT Committee regarding content and publicity and with SCC Highways or other qualified construction organisation to maintain/install further or existing plaques.           | TC                        |        | first meeting 1/10/26                |                           |
| <b><u>26/08/14.01 Resolved</u></b><br>RPZ                                           | That a request be made to West Suffolk Council: i)to instruct Suffolk County Council to proceed with implementing the proposals (outlined in the letter to residents) for All Saints Road and Park Lane (such as any required road marking and signage). ii)to make the necessary arrangements for permits for residents on-street and for the All Saints Car Park. | TC                        |        | JH ?                                 |                           |
| <b><u>26/08/14.02 Resolved</u></b><br>RPZ                                           | That a request be made to West Suffolk Council to consider further proposals for Rous Road.                                                                                                                                                                                                                                                                         | TC                        |        | JH ?                                 |                           |
| <b><u>26/08/14.03 Resolved</u></b>                                                  | That, should it be required, the relevant funds provided in the EMR towards the costs of implementing the scheme be released.                                                                                                                                                                                                                                       | TC                        |        | to be used on receipt of WSC invoice |                           |
| <b><u>26/08/15.01 Resolved</u></b>                                                  | To refuse the application by The Other Farah for grant funding.                                                                                                                                                                                                                                                                                                     | TC                        |        | informed                             |                           |

QUARTER 2 (JULY - SEPTEMBER 2026)

NTC Resolution September 2026 page 3 of 3

| Resolution Ref / Subject                                             | Resolution Wording                                                                                                                                                   | Allocated Officer / Staff | Status | Action / Notes                                                                             | Updated since last report |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|--------------------------------------------------------------------------------------------|---------------------------|
| <u>26/09/10.01 Resolved</u><br><i>(Recommendation: C/26/09/9.01)</i> | That this item be deferred to allow further research regarding an alternative location for the SOS bus on Friday and Saturday evenings between 9.30pm and 4am.       |                           |        | round-table meeting with SOS, SCC, WSC, police, NTC, JCE to be arranged to discuss options |                           |
| <u>26/09/13.01 Resolved</u>                                          | That a budget of £2,500 be agreed for the annual grant to the Newmarket Twinning Association and that a welcome reception would be provided on hosting years by NTC. |                           |        | for 2027-28 budget                                                                         |                           |
| <u>26/09/13.02 Resolved</u>                                          | That the Twinning EMR balance of £597 be transferred into the newly re-formed Newmarket Twinning Association bank account, once confirmed.                           |                           |        | awaiting bank details for NTA                                                              |                           |
| <u>26/09/13.03 Resolved</u>                                          | That advice and assistance would be provided, as necessary, to the NTA by the Council staff.                                                                         |                           |        | process in place                                                                           |                           |

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**TRAFFIC LIGHT STATUS = Green/Fully Completed. Amber/In Progress. Red/Needs Action.**

| NTC Resolutions June 2022   | Resolution Wording                                                                                                                                                                                                                                                                                                                                                                                                                          | Current Status | Action Taken/Notes                                                                                                                                                                                                                                                                                                                      | updated |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <u>22/06/18.03 Resolved</u> | To pursue research into alternative options for the siting of a Local History Museum in the future. To make contact with other Local History Museums (e.g. Mildenhall, Bury St Edmunds, Burwell, Haverhill). To look into a Summer Season of “Pop-Up” exhibitions in vacant shops on the High Street. To work with the NLHS on other initiatives on the High Street: e.g. History Trail / Local History vinyl’s for empty shop fronts, etc. |                | Working Group to meet again to form up and decide a strategy.<br><b>Possibility of Town Trails proposal which would provide an unlimited number of virtual trails regarding tourism, history, environment, etc.</b><br>TOWN MUSEUM WG TO MEET APRIL/MAY<br><b>WG RENAMED - LOCAL HISTORY AND TOURISM WORKING GROUP - MET IN NOV 24.</b> |         |
| <u>22/06/18.04 Resolved</u> | That grant funding possibilities are investigated and to look into charitable status application in readiness for potential future opportunities and to prepare an onward business case and budget longer term for a museum facility.                                                                                                                                                                                                       |                | <b>WORKING GROUP MET ON 19 MARCH 2026 FOR A RESET. LINKED TO TOWN OF CULTURE APPLICATION.</b>                                                                                                                                                                                                                                           |         |

**TRAFFIC LIGHT STATUS = Green/Fully Completed. Amber/In Progress. Red/Needs Action.**

| NTC Resolutions July 2022                                                     | Resolution Wording                                                                                                                                                                                                          | Current Status | Action Taken/Notes                                                                                                                                    |                           |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <u>22/07/8.02 Resolved</u><br><u>(D/22/07/17.01</u><br><u>Recommendation)</u> | <p>That subject to the recommended clarifications in point</p> <p>2, to proceed on the RPZ scheme for All Saint's Ward</p> <p>with WSC; agreeing to the underwriting of the scheme</p> <p>by NTC should it not proceed.</p> |                | <p>Cons notice out March 26</p> <p>TRO PUBLISHED</p> <p>Go ahead given by NTC to WSC/SCC to</p> <p>progress the implementation of RPZ All Saints.</p> | <p>updated</p> <p>yes</p> |

| NTC Resolutions January 2023                                                                                           | Resolution Wording                                                                           | Current Status | Action Taken/Notes                                                                                                                                                                                                              | updated |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <p><b><u>23/01/21.01 Resolved</u></b></p> <p><b><u>LAUREATE SCH RD /</u></b></p> <p><b><u>WILLIE SNAITH RD</u></b></p> | <p>That an application for a DMMO for the original footpath to be recorded be submitted.</p> |                | <p>The pathway is now fenced and opened by the new owners.</p> <p>NTC to progress application procedure for DMMO. AD - WS attempting signing up owners with a PPCA - Public Path Creation Agreement - Highways Act 1980 s25</p> |         |

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## QUARTER 3 - (OCTOBER 2023 - DECEMBER 2023)

NTC Resolutions November 2023 page 1 of 1

| Resolution Ref / Subject                                                                                    | Resolution Wording                                                                                                                                                                                                                               | Allocated Officer / Staff | Status | Action / Notes                                                                                                                                                                                    | Updated since last report |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 23/11/8.03 Resolved (D/23/11/18.01 Recommendation)<br>Working group for unauthorised signage                | That a Task and Finish Working Group be set up consisting of Cllrs Nobbs, Hood, Hulbert and the Town Clerk with a remit to research and provide recommendations to Full Council regarding unauthorised signage, street advertising and A-boards. | TC                        |        | RECENT ISSUES WITH CIRCUS SIGNAGE. MTG WITH WSC OFFICER TBA INCLUDING BID MEETING HELD WITH WSC OFFICER AND BID. PROPOSALS AGREED REGARDING CIRCUS SIGNAGE FOR FUTURE.<br><b>ENFORCEMENT WGRP</b> |                           |
| 23/11/10.06 Resolved (F/23/11/14.01 Recommendation)<br>Approve phase 1 of Cloudy IT                         | That the plan for phase 1 - Cloudy-IT for options a, and b, for cloud-based system and agenda pack creation software within current financial year (23/24) be approved.                                                                          | TC                        |        | <b>Training delayed - est implementation now Nov 26</b>                                                                                                                                           | YES                       |
| 23/11/10.07 Resolved (F/23/11/14.02 Recommendation)<br>Approve Phase 2 hybrid and broadcasting in principle | That the plan for phase 2 - hybrid and broadcasting of council meetings and councillor devices, options c, and d, in the next financial year (24/25) be approved in principle subject to specification, investigation and review.                | TC                        |        | BROADCASTING QUOTES SOUGHT FOR APPROVAL                                                                                                                                                           |                           |
|                                                                                                             |                                                                                                                                                                                                                                                  |                           |        |                                                                                                                                                                                                   |                           |

**QUARTER 4 - (JANUARY 2024 - MARCH 2024)**

NTC Resolutions March 2024 page 1 of 1

| Resolution Ref / Subject                                                              | Resolution Wording                                                                                                                                                                                                                                                          | Allocated Officer / Staff | Status | Action / Notes                                                       | Updated since last report |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|----------------------------------------------------------------------|---------------------------|
| <u>24/03/11.03 (C/24/03/07.03 Recommendation)</u><br><i>Cemetery memorial benches</i> | That memorial benches would continue to be provided with stricter controls and be administered by Town Council staff. That alternative options continue to be provided, such as memorial bushes and metal plaques to offset the costs of benches. That a policy be created. |                           |        | POLICY PENDING - to be reviewed at policy schedule meeting 14 Jan 26 |                           |

## QUARTER 2 - (JULY 2024 - SEPTEMBER 2024)

NTC Resolutions September 2024 page 1 OF 1

| Resolution Ref / Subject                                                                                           | Resolution Wording                                                                                                                                           | Allocated Officer / Staff | Status | Action / Notes                           | Updated since last report |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|------------------------------------------|---------------------------|
| <b><u>24/09/11.01 Resolved</u></b><br><i>(C/24/09/7.01 Recommendation)</i><br><i>Cemetery Flint Chapel repairs</i> | That the flintwork renovations to the cemetery building bell tower be approved, including a safety survey and report for the remaining parts of the building |                           |        | ON-GOING CURRENTLY                       |                           |
| <b><u>24/09/11.01 Resolved</u></b><br><i>(C/24/09/7.01 Recommendation)</i><br><i>All Saint's Wall repairs</i>      | That hoarding be purchased, and the essential repairs be approved as time allows over the following years until the wall structure is fully stable.          |                           |        | HOARDING IN PLACE AND WORKS ARE ONGOING. |                           |

QUARTER 3 - (OCTOBER 2024 - DECEMBER 2024)

NTC Resolutions November 2024 page 1 of 1

| Resolution Ref / Subject                                                                                   | Resolution Wording                                                                                                                                                                                                                                                          | Allocated Officer / Staff | Status | Action / Notes                                                                                                                                          | Updated since last report |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>24/11/11.02 Resolved</b><br><i>(C/24/11/8.01 Recommendation)</i><br><i>Street Column Banner project</i> | That an application be submitted to install banner infrastructure on 8 lighting columns. That the banner infrastructure be used to publicise Town Council events and activities and those of our collaborating stakeholders where appropriate and with a contributing cost. | DTC                       |        | New columns being installed July 26. A new application to be placed with SCC for permission for banners once completed.<br><b>New columns in place.</b> | YES                       |

QUARTER 4 - (JANUARY 2025 - MARCH 2025)

| Resolution Ref / Subject                                                          | Resolution Wording                                                  | Allocated Officer / Staff | Status | Action / Notes                                                                                                                                             | Updated since last report |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <u>25/03/12.04 (F/25/03/10.01 Recommendation)</u><br><i>Annual Policy reviews</i> | That policies be delegated to the Policies Working Group for review | TC                        |        | Review date and process ongoing<br><b>SCHEDULE REVISION IN PROGRESS</b><br><b>HR AND H&amp;S POLICIES BEING DEALT WITH AS A PRIORITY WITH CONSULTANTS.</b> |                           |

QUARTER 2 - (JULY 2025 - SEPTEMBER 2025)

NTC Resolutions July 2025 page 1 of 2

| Resolution Ref / Subject                               | Resolution Wording                                                                         | Allocated Officer / Staff | Status | Action / Notes                | Updated since last report |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------|--------|-------------------------------|---------------------------|
| <u>25/07/9.01 Resolved</u><br><i>Shop Front Policy</i> | That Delegated Powers be given to the NNP Working Group to draft the NTC Shopfront Policy. | DTC                       |        | NNP working group considering |                           |

QUARTER 2 - (JULY 2025 - SEPTEMBER 2025)

NTC Resolutions September 2025 page 2 of 2

| Resolution Ref / Subject                                                                 | Resolution Wording                                                                                                                                             | Allocated Officer / Staff | Status | Action / Notes                                                                            | Updated since last report |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|-------------------------------------------------------------------------------------------|---------------------------|
| <b>25/09/13.02 Resolved</b><br><i>(C/25/09/13.02 Recommendation)</i><br>Bus Shelters/RTI | That collating all costs for both bus shelters overhaul/replacement and RTI installation continues. To research and apply for all relevant funding available.  | DTC                       |        | FUNDING FOR THE RTI ONGOING - meeting with SCC on 22/7/26                                 | YES                       |
| <b>25/09/18.01 Resolved</b><br>Railway 200                                               | That the expenditure for a Red Railway 200 Commemoration Plaque and the interpretation boards at the rail station and remote historical locations be approved. | TC                        |        | Station info board and plaque installed on 17/4/26.<br>Remote location artwork under way. | YES                       |

QUARTER 3 - (OCTOBER 2025 - DECEMBER 2025)

NTC Resolutions October 2025 page 1 of 1

| Resolution Ref / Subject                                           | Resolution Wording                                                                                 | Allocated Officer / Staff | Status | Action / Notes   | Updated since last report |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------|--------|------------------|---------------------------|
| <u>25/10/18.02 Resolved</u><br>Bus shelter replacement High Street | That SCC be approved to supply, install and take ownership of two new shelters on the High Street. | DTC                       |        | Installed July26 | YES                       |

QUARTER 4 - (JANUARY 26 - MARCH 26)

NTC Resolutions January 2026 page 1 of 3

| Resolution Ref / Subject                                                                                     | Resolution Wording                                                                                                                                                                                                           | Allocated Officer / Staff | Status | Action / Notes                                                           | Updated since last report |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|--------------------------------------------------------------------------|---------------------------|
| <b>26/01/10.02 Resolved</b><br><i>(C/26/01/7.01 Recommendation)</i><br>High Street Heritage Lighting Columns | That 46 of the High Street heritage columns be upgraded, transferring the recently upgraded lamps and utilising the £102K Section 106 funding from WSC; NTC to fund the balance from current and next year budgets and EMRs. | TC                        |        | Scheduled for installation 29/6-6/8/26<br><b>completed early Sept.26</b> | YES                       |

QUARTER 4 - (JANUARY 26 - MARCH 26)

NTC Resolutions February 2026 page 2 of 3

| Resolution Ref / Subject                                   | Resolution Wording                                                                                               | Allocated Officer / Staff | Status | Action / Notes                                                                  | Updated since last report |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------|--------|---------------------------------------------------------------------------------|---------------------------|
| <u>26/02/14.01 Resolved</u><br>Commemorative plaque for MH | That a plaque to commemorate the Royal Visit in July 2025 be installed at the Memorial Hall at a cost of £900.00 | TC                        |        | On order - Ivett and Reed - within 3/4 weeks quoted<br><b>completed 11/9/26</b> | YES                       |

QUARTER 4 - (JANUARY 26 - MARCH 26)

NTC Resolutions March 2026 page 3 of 3

| Resolution Ref / Subject                                                                                                     | Resolution Wording                                                                                                                                                                                                                                                                                                              | Allocated Officer / Staff | Status | Action / Notes                                                                            | Updated since last report |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|-------------------------------------------------------------------------------------------|---------------------------|
| <b>26/03/12.03 Resolved</b><br><i>(C/26/03/7.02 Recommendation)</i><br><b>War Memorial clean/replace flag stones</b>         | That the quote from Collaboration 23 Construction for £13,500 + VAT to clean the War Memorial, re-paint the lettering by hand and to repair the flagged area at the War Memorial be accepted.                                                                                                                                   | DTC                       |        | completed Aug26                                                                           |                           |
| <b>26/03/12.04 Resolved</b><br><i>(C/26/03/7.03 Recommendation)</i><br><b>War Memorial CCTV unit installation</b>            | That the quote from True Tech for £2,388.90 with ongoing maintenance and monitoring costs from WSC of £750.00 pa for the installation and monitoring of WSC CCTV at the War Memorial be accepted. Approval will be required from SCC for use of their lighting column to power the CCTV which will be in the form of a licence. | DTC                       |        | Delayed until after the new heritage light columns installation                           | YES                       |
| <b>26/03/12.07 Resolved</b><br><i>(C/26/03/8.03 Recommendation)</i><br><b>Cem CCTV unit installation (car park entrance)</b> | That the quote from True Tech for £5,875.30 + VAT and an increase in £250pa for maintenance by WSC for the installation and monitoring of WSC CCTV at the cemetery be accepted.                                                                                                                                                 | DTC                       |        | Delayed until after the new heritage light columns installation - <b>completed Sept26</b> | YES                       |
| <b>26/03/12.08 Resolved</b><br><i>(C/26/03/8.04 Recommendation)</i><br><b>Cemetery area - bulb planting</b>                  | That the quote from Lubbe & Sons for £3,400 + VAT for planting bulbs at the cemetery car park be accepted.                                                                                                                                                                                                                      | TC                        |        | Scheduled for autumn 2026                                                                 |                           |

QUARTER 1 - (APRIL 26 - JUNE 26)

NTC Resolutions May 2026 page 1 of 2

| Resolution Ref / Subject                                             | Resolution Wording                                                                                                                                                                                                                                                 | Allocated Officer / Staff | Status | Action / Notes                                                                                                   | Updated since last report |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>26/05/13.05 Resolved</b><br><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. | DTC                       |        | in initial contact with Sonya Tawse at Jclub. To be invited to T&P meeting to discuss. <b>Mtg held 29/9/2026</b> | YES                       |

## QUARTER 1 - (APRIL - JUNE 26)

NTC Resolutions June 2026 page 2 of 2

| Resolution Ref / Subject                                                    | Resolution Wording                                                                                                                                                                                                                                                                                                                                                                                                                                        | Allocated Officer / Staff | Status | Action / Notes                                                                      | Updated since last report |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|-------------------------------------------------------------------------------------|---------------------------|
| <b><u>26/06/6.02 Resolved</u></b>                                           | 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. | TC                        |        | letter to be formulated by the WGrp <b>sent Sept26</b>                              |                           |
| <b><u>26/06/6.04 Resolved</u></b>                                           | That Newmarket Town Council hosts a further showing of the 'People's Climate Emergency' film at the Memorial Hall.                                                                                                                                                                                                                                                                                                                                        | TC                        |        | working with Nkt Climate Action Group to arrange <b>date arranged for 14/10/26</b>  | Yes                       |
| <b><u>26/06/6.05 Resolved</u></b>                                           | That the Climate/Environmental Working Group provides a climate action plan, with associated costs and actions, to dramatically reduces this Council's impact on the environment.                                                                                                                                                                                                                                                                         | TC                        |        | Working with NTC Env/Climate Working Group - next mtg 16/7/26                       |                           |
| <b><u>26/06/11.01 Resolved</u></b><br><i>(L/26/06/11.01 Recommendation)</i> | 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.                                                                                                                                                                                                                                                                   | EM                        |        | CO liaise with TH (DN)                                                              |                           |
| <b><u>26/06/11.02 Resolved</u></b><br><i>(L/26/06/11.02 Recommendation)</i> | That a series of entertainment days in spring 2027 and a pilot day in summer 2026 be planned with food trucks and music.                                                                                                                                                                                                                                                                                                                                  | EM                        |        | CO liaise with TH(DN) and BID - <b>not for 2026 - six summer 27 dates scheduled</b> | Yes                       |
| <b><u>26/06/11.03 Resolved</u></b><br><i>(L/26/06/12.01 Recommendation)</i> | 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.                                                                                                                                                                                                                                                                           | DTC                       |        | completed 28/8/26                                                                   |                           |
| <b><u>26/06/11.04 Resolved</u></b><br><i>(L/26/06/13.01 Recommendation)</i> | 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.                                                                                                                                                                                                                                                                                                                          | DTC                       |        | 7/8th August installation                                                           |                           |
| <b><u>26/06/11.05 Resolved</u></b><br><i>(L/26/06/14.01 Recommendation)</i> | 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.                                                                                                                                                                                                                                                                    | DTC                       |        | funding provided. Awaiting further details of event early 2027                      |                           |
| <b><u>26/06/15.01 Resolved</u></b>                                          | That Aubergine will be appointed to create, deliver and maintain a full compliant website for NTC at an initial cost of £899 for setup and year one, reducing to £399 for subsequent years. Additional annual costs to be £299 pa for WCAG compliance monitoring and £100 pa for the Councillor portal module.                                                                                                                                            | DTC                       |        | engaged - awaiting process start - est. November                                    |                           |
| <b><u>26/06/16.01 Resolved</u></b>                                          | That a response to the PSPO Consultation 2026 be made in favour of retaining all existing orders and requesting an additional Dog Exclusion Zone at the fenced outdoor gym at the Severals.                                                                                                                                                                                                                                                               | TC                        |        | submitted - awaiting confirmation                                                   |                           |



# Newmarket TOWN COUNCIL

THE KING EDWARD VII MEMORIAL HALL  
HIGH STREET, NEWMARKET, SUFFOLK, CB8 8JP  
**Telephone: 01638 667227**

Town Mayor: Councillor Philippa Winter

Town Clerk: Cathy Whitaker

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## **Meeting Notes of the Newmarket Neighbourhood Plan Working Group meeting on 14<sup>th</sup> September 2026; 10.30am**

### **Those present:**

R Wood, Cllrs Harvey, Winter and McHugh, N Alecock (Deputy Town Clerk)

**1: Chair's Welcome and Apologies:** R Wood welcomed everyone to the meeting.

Cllrs Hood and Hulbert, and S Beckett, M Jefferys, A Starkey sent apologies. Apologies were also received from Cllr Revitt from the Environmental working group.

**2: To approve the notes of the meeting held on 03 Feb 2026:** Approved

**3: Update:** There has been a delay in the drafting of the plan due to R Wood's personal circumstances. It is hoped that the writing of the plan will be completed by R Wood and S Beckett by Christmas with a referendum in May 2027 (to take advantage of the Town and District elections being held then). It was agreed to approach Ian Poole for a quote to prepare a Condition Statement for consideration.

**4: Environmental Group input:** The Environmental Working Group would like to ensure that the Environment Policy feeds into the objective.

They would like the desire for more trees to be more forceful in the plan and for the tree cover figure to be included (treeequityscore.uk). RW explained the importance of evidence to make it Newmarket specific rather than duplicating what is in the Local Plan as this would be removed by the Inspectorate. The NNP is used as a material consideration and has limitations. Community actions can be an aspiration and actions for the TC which are allocated to committees and monitored by the Performance & Audit Committee. RW would welcome feedback from these. RW would be happy to meet with Cllr. Revitt regarding the community actions.

A question was raised as to whether taxis could be made to be electric – WSC would need to be liaised with regarding this as taxi's fall within their remit.

5.7 – The population figures can only include those in the West Suffolk area of Newmarket and not those in Cambridgeshire.

5.5 – How can the management of horse waste be of benefit to us as a resource? Speak to Nick Patton.

NKT31 – the stream has been managed as a drainage ditch and therefore not managed correctly.

The policy on air quality had to be removed; however a community action for air quality maybe could be included again.

A question was raised as to whether junction 37 of the A14 should be included in the plan. What are the official diversion routes? Sat navs may also divert through the town creating congestion. The congestion on the High Street should be monitored to gather evidence on traffic issues in the town centre which can then be used to liaise with other organisations to find a resolution. Things need to be challenged at the outline planning application stage if it has the potential to increase traffic (e.g.. Fordham Road) – we need to learn from previous planning applications.

5.5b – composting and log piles – can we ask developers to ensure this is implemented? or at least ensure that provision is made to facilitate these.

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5.5c – swift bricks – is this the best option? Should it be changed to on average, over the development?

Trees alongside roads were discussed and that they are not supported by SCC as roots can cause damage including to the pavements and require an onerous maintenance programme to accompany them (watering for 2 years, pruning, etc).

**5: Next actions and allocation of tasks:**

**JH, RW, JMCH** – to compile a list of Listed Buildings and buildings of interest. Once compiled Alison Hayes will be asked for her input and then a request be published in the Journal asking for public input.

**DTC** – to clarify the housing figures with WSC, Flagship and Racing Welfare.

RW has confirmed with the TC that NTC are no longer a member of the Land Trust but suggests leaving the policy in with the recognition that NTC are no longer members.

JH reported that a Residents' Permit scheme for All Saints Road and Park Lane has been approved whereby on-street parking is still available for those visiting for a limited time. It is hoped that the same scheme could be rolled out to areas where there is parking stress. A Park and Ride was suggested at Hatchfield but this is not going to happen as it is not included in the recent approved planning application (but is there potential elsewhere?).

It was noted that we need to gather evidence on traffic by monitoring it.

St Felix / Sports hub – awaiting update – Consultant's report due in October 2026

The market will be on Market Square for the foreseeable future; however it is still an aspiration of the Council that this will be moved to the High Street.

**DTC** - The free 1 hour parking scheme is a WSC initiative for them to manage; there was initial confusion with the new machines. DTC to contact WSC for usage stats.

A question was raised over the possibility of pedestrianising Exeter Road or using it for taxi parking.

**DTC** – Find out what Foley House are offering in terms of services.

Sports Forum met a week ago Friday; a feasibility study is needed for the sports hub. The TC are meeting with WS and SCC to consider sites and future needs, capital costs, specification, and community facility. There is an earmarked £4m available but a scheme is likely to need maybe a further £4m from other sources (e.g. third party, borrowing). A joint use facility would be more viable. An option suggested is for Paddocks School to move to the old Scaltback site combined with a sports hub and the Paddocks School site (apart from the green space) developed for housing.

Icewell Hill/ Rowley Drive – Phase 1 planning application is due to be submitted. NTC has reservations including that open spaces should be suitable for all demographics, roof lines are unclear, height ("opportunity" for 6 storeys), resident density, parking provision, waste and laundry arrangements, etc.

Queensbury Lodge / White Lion –The current planning application is for 101 homes, leaving around half the site for infiltration pond / green space, a shop on the High Street next to the petrol station, renovation of the White Lion pub for business use and restoration of the historic stables (which must be completed before any houses can be sold) together with a dedicated horsewalk from the stables to join the Rowley Drive horsewalk.

**6: Date of next meeting:** Tuesday 20<sup>th</sup> October 2026 – 10.30am

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## NTC Working Groups Review and Planning

for Performance & Audit Committee 12th October 2026

| Working Group                    | Type     | Status   | Terms of Ref                                                                                                                      | Progress         | Reporting Ctte | Facilitating Officer | Group Membership             | Chair | Action / Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|----------------------|------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Climate Change and Environmental | Standing | Active   | To consider actions to mitigate effects of global warming. To consider matters relating to bio-diversity in the NNP               | Ongoing          | FTC            | DTC                  | JBorda, AD, JJ, JMc, CR, PW  | JMcH  | Initial meeting completed and reported back to FTC.<br>Resolutions made: Declaration of a climate emergency by NTC, Writing to SCC Reform-leader regarding its stance on climate and environment policy, re-show of People's Climate Emergency film at Mem Hall, creation of budget provision for 27/28, WGrp to prepare action plan.<br><b>Climate Emergency declared and publicised.</b><br><b>Revenue line/Ear-marked Reserve created.</b><br><b>Letter sent to SCC Reform leader.</b><br><b>Film - showing is now 14 November 5pm at MH.</b><br><b>Onward WGrp meetings.</b> |
| Enforcement                      | Standing | Active   | To monitor enforcement issues and take appropriate action                                                                         | Ongoing          | DP             | DTC                  | AD, JH, RH, RN, PW, KY       | RH    | Regular meetings in progress - facilitated by DTC.<br>Reporting at each DP committee meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Health & Well-Being              | Standing | Inactive | To create a calendar of achievable activities and a program of works - alongside the NTC H&W report                               | Requires restart | FTC            | EM                   | SK, JMc, CR, MS, AS          | tbc   | Set initial meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| IT Systems                       | T&F      | Waiting  | To manage implementation of meeting broadcasting                                                                                  | Requires restart | FP             | TC                   | JBorda, JH, RN, PW           | JH    | Augergine engaged to create new website, with setup and training.<br><b>Next action for working group - the implementation of Broadcasting (including the additional adjustments required to the Chamber Room).</b>                                                                                                                                                                                                                                                                                                                                                              |
| Litter                           | T&F      | Inactive | To organise and co-ordinate volunteer litter picking and to start a campaign to promote the reverse recycle facility              | Requires restart | DP             | DTC                  | JC, JH, JJ, JMc, CR          | JH    | Set initial meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Local History & Tourism          | Standing | Active   | To produce a viable plan for a Local History Museum. To investigate other options regarding local history provision in the town.  | Ongoing          | LS             | EM                   | JH, SK, RN, PW               | JH    | Set regular meetings - <b>meeting on 1/10/26 to discuss the Legends of the Turf (LOTT) town trail progression.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Market                           | T&F      | Waiting  | To consider improvements for the market and work with WSC to bring these about. To consider alternative locations for the market. | Ongoing          | CS             | TC                   | AD, JH, RH, PH, PW, KY       | PW    | Communication with WSC in progress.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Neighbourhood Plan               | T&F      | Active   | To review the NNP                                                                                                                 | Ongoing          | DP             | DTC                  | JH, RH, PH, JJ, JMc, AS, PW. | RH    | Regular meetings in progress - including SB & RW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| <i>Working Group</i> | <i>Type</i> | <i>Status</i> | <i>Terms of Ref</i>                                                                                            | <i>Progress</i>  | <i>Reporting Ctte</i> | <i>Facilitating Officer</i> | <i>Group Membership</i> | <i>Chair</i> | <i>Action / Comments</i>                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------|-------------|---------------|----------------------------------------------------------------------------------------------------------------|------------------|-----------------------|-----------------------------|-------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policies Review      | Standing    | Active        | To review policies schedule                                                                                    | Ongoing          | FP                    | TC                          | AD, JH, RH              | JH           | Peninsula - working on H&S and HR policies and procedures with TC and DTC                                                                                                                                                                                                                                                                                                                                                                        |
| Transport & Parking  | Standing    | Active        | To consider problems and suggest possible solutions regarding parking and transport strategies and report back | Ongoing          | DP                    | DTC                         | AD, JH, RH, PH, PW      | JH           | Expanding list for TP agendas.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Town Twinnings       | Standing    | Active        | To arrange town twinning visits and events                                                                     | Requires restart | LS                    | EM                          | JH, RH, RN, CR, PW      | TC/CO        | <p>MLF visit successful in June. A wash-up meeting held 6/7/26.</p> <p>LEXLINK annual student visit completed in June.</p> <p>LEXLINK choir visit completed in June.</p> <p><b>MLF: Newmarket Twinning Association to re-form, with NTC support and funding.</b></p> <p><b>LEXLINK: 2028 is the 25th anniversary of the twinning.</b></p> <p><b>NTC to arrange a visit to celebrate this milestone - (Lexington delegation to Newmarket)</b></p> |

**WORKING GROUP - MEMBERSHIP** as amended 26/5/2026

|                                           | MA | JB erry | JB orda | LC | JC | AD | JH | RH | PH | JJ | SK | JMc | RN | CR | MS | AS | PW | KY |
|-------------------------------------------|----|---------|---------|----|----|----|----|----|----|----|----|-----|----|----|----|----|----|----|
| <i>Climate Change &amp; Environmental</i> |    |         | X       |    |    | X  |    |    |    | X  | X  | X   |    | X  |    |    | X  |    |
| <i>Enforcement</i>                        |    |         |         |    |    | X  | X  | X  |    |    |    |     | X  |    |    |    | X  | X  |
| <i>Health &amp; Well-Being</i>            |    |         |         |    |    |    |    |    |    |    | X  | X   |    | X  | X  | X  |    |    |
| <i>IT Systems</i>                         |    |         | X       |    |    |    | X  |    |    |    |    |     | X  |    |    |    | X  |    |
| <i>Litter</i>                             |    |         |         |    | X  |    | X  |    |    | X  |    | X   |    | X  |    |    |    |    |
| <i>Local History &amp; Tourism</i>        |    |         |         |    |    |    | X  |    |    |    | X  |     | X  |    |    |    | X  |    |
| <i>Market</i>                             |    |         |         |    |    | X  | X  | X  | X  |    |    |     |    |    |    |    | X  | X  |
| <i>Neighbourhood Plan</i>                 |    |         |         |    |    |    | X  | X  | X  | X  |    | X   |    |    | X  | X  | X  |    |
| <i>Policies update and review</i>         |    |         |         |    |    | X  | X  | X  |    |    |    |     |    |    |    |    |    |    |
| <i>Transport &amp; Parking</i>            |    |         |         |    |    | X  | X  | X  | X  |    |    |     |    |    |    |    | X  |    |
| <i>Town Twinning</i>                      |    |         |         |    |    |    | X  | X  |    |    |    |     | X  | X  |    |    | X  |    |