

Environmental Information Regulations – Response - 27900

Six cast iron trough planters on the footway adjacent to the Jockey Club entrance on the High Street

I would be grateful for the following information, under the Environmental Information Regulations 2004 where a formal request is required:

1. Confirmation of whether a planting or cultivation licence has been issued to Newmarket Town Council for this location, together with the licence reference, the date of issue and the precise extent of footway it covers.

Suffolk County Council (SCC) received an application reference 534325 in September 2025. Approval was given with the caveat that positions may need to be reassessed: the licence was issued on 29 September 2025.

2. A copy of the licence and any conditions attached to it, including any conditions relating to obstruction of the footway, visibility, or maintenance.

See attached file '[534325 Licence For Planters-29-09-2025_redacted.pdf](#)'.

Planting/cultivation licences specifically give applicants permission to plant (i.e. flowers or trees) only. Street furniture licences are issued, giving permission to install solid planters in the highway.

It should be noted that the application received and assessed, and the permission issued, refer only to those agreed planters and positions applied for at that time. The licence is not open-ended permission to install additional planters without SCC's permission, which would require a fresh application.

3. Any site assessment, inspection record or officer note produced by Suffolk County Council in connection with the application, in particular any consideration of the footway width remaining after installation and of pedestrian flows at night-time economy dispersal times.

A Highways Licensing Inspector conducted a site assessment of the application for input from Licensing Manager see attached: '[Email 15-09-2025 - FW Planters application 534325 High Street, Newmarket \(complete chain\)_redacted.pdf](#)'.

4. Any record of Suffolk County Council having stated, formally or informally, that the SOS Bus parking in that location is not authorised and would not be authorised — including the basis for that position and the officer who gave it.

Please attached emails and Suffolk County Council's guidance on parking on pavements, quoted and linked below.

- [Email 13-07-2026 - Newmarket High Street, removable bollards_redacted](#)
- [Email 14-07-2026 - Newmarket High Street, removable bollards - TC reply_redacted](#)

It is an offence to drive on a pavement, other than across a dropped kerb access.

It is an offence to park a vehicle on a pavement if:

- there are waiting restrictions (yellow lines) on the road, as these also apply to the pavement; or
- the vehicle weighs in excess of 7.5 tonne; or
- there is a signed restriction that prohibits parking on the pavement.

<https://www.suffolk.gov.uk/roads-and-transport/parking/parking-on-pavements-and-verges>

5. Any assessment Suffolk County Council has undertaken of the lay-by outside the Memorial Hall as an alternative location for a welfare vehicle operating between approximately 22:00 and 04:00.

No assessment of that kind has been made.

..... I would welcome your view on whether a lawful and authorised arrangement could be made for a welfare vehicle at or near the current location, so that any such discussion starts from an accurate understanding of what the highway authority can and cannot permit.

Details of how you can contact Suffolk County Council's Highways team via the following link: [Contact us - Suffolk County Council](#) they should be able to assist you with this query.

Redacted information

Please note the redacted information has been withheld under r.13 of the Environmental Information Regulations 2004 as it constitutes personal data of an identifiable, living individual.

Licence No. 534325

**LICENCE TO PLACE STREET FURNITURE IN THE HIGHWAY
HIGHWAYS ACT 1980**

This Licence is granted by Suffolk County Council ("the Council") on
the 29th September 2025

to Newmarket Town Council

in respect of **the siting of planter(s)**

on or over that part of the public highway known as High St, Newmarket to be located at
the location shown in the attached plan

This Licence is subject to the following conditions: -

In this licence, the 'works' means the installation, maintenance and removal of the planter
and its contents.

1. If the works specified above require the highway to be broken open for the purpose of placing the planter in or under it or for the purpose of the maintenance repair or reinstatement thereof, will comply with the New Roads and Street Works Act 1991.
2. The planter and planting shall not exceed 3m (10ft) in height save as expressly authorised in writing by the Council.
3. The Licensee shall afford the Council such facilities as it may require for inspecting the works as they proceed.
4. While executing the works the Licensee shall ensure that they are properly fenced, guarded and lit and shall, if directed in writing by the Council, apply at its own expense for any necessary Traffic Regulation Orders.
5. As soon as reasonably practicable after executing the works the Licensee shall make good at its own expense all damage caused to the highway by those works and shall remove all ensuing debris from the highway.
6. The planting within the planters to which this licence relates shall be properly cut, pruned and trimmed at all times during the continuance of this licence and shall not be allowed to obstruct or interfere in any way with or to become a source of danger to passage along the carriageway or any footway of the highway, or to overhang the premises of any person other than the Licensee.

7. No tree, shrub or plant which is of a poisonous nature (whether by reason of fruit, flowers, leaves or otherwise), or likely to constitute a source of danger to persons or animals on the highway, shall be planted under this licence.
8. The Licensee shall keep the works in a good state of repair.
9. If it appears to the Authority at any time that any part of the planting to which this licence relates is, or is likely to, obstruct or interfere in any way with, or to be a source of danger to, passage along the carriageway or any footway of the highway or to overhang the premises of any person other than the Licensee, this Authority may, without notice to the Licensee, lop, prune, cut or trim, as they think fit, and any such action by the Authority shall be without prejudice to their power under Section 142 of the Highways Act 1980.
10. The Licensee shall indemnify the Council against any claims, costs or demands in respect of any injury, damage or loss arising out of the placing or presence of the works.
11. The Council may, by notice of not less than three months, withdraw this Licence for the purpose of the exercise of any of its functions.
12. The Licensee shall comply with all reasonable directions given by the Police or the Council.
13. Commencement of the proposed works will be deemed to constitute acceptance of the above conditions, but this Licence does not authorise any interference with private property nor does it constitute a grant of planning permission.

Annexed

Application

Signed [REDACTED]
Licensing and Enforcement Manager
Halesworth Service Delivery Centre
Unit 7 Blyth Road Industrial Estate
Halesworth
Suffolk
IP19 8EN

Subject:

FW: Reply: Newmarket High Street, removable bollards

From: [REDACTED] <[REDACTED]@suffolk.gov.uk>

Sent: 13 July 2026 14:23

To: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

Cc: [REDACTED] <[REDACTED]@suffolk.gov.uk>

Subject: Reply: Newmarket High Street, removable bollards

Hi [REDACTED]

We would not approve the installation of Bollards here by the TC- (ie bollards to be controlled by a third party in the highway; it is not the same as a planting licence.)

We would be ok with additional Planters/Refuse bins/benches – to prevent **all vehicles** driving up and onto the pavement here

The SOS Bus will need to stop driving up onto the Pavement and potentially damaging it/degrading it over time- ***Pavement has been built for foot traffic- not vehicular traffic.***

Bus will need to park in the layby outside the post office.



Approx.:



Kind regards,

[Redacted]

Highway Licensing Manager

Suffolk County Council - Growth, Highways and Infrastructure
Suffolk Highways - Highway Regulation Team

Unit 7 Blyth Road Industrial Estate, Halesworth, IP19 8EN

Tel: [Redacted] | Mob: [Redacted]  <https://www.suffolk.gov.uk/business/>



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From: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

Sent: 02 July 2026 12:08

To: [REDACTED] <[REDACTED]@suffolk.gov.uk>; [REDACTED] <[REDACTED]@suffolkhighways.org>; [REDACTED] <[REDACTED]@suffolkhighways.org>

Subject: RE: Newmarket High Street, removable bollards

Hi

Please see below, would this be acceptable?

Kind regards

[REDACTED]

Highways Licensing Officer

Suffolk County Council Highway Regulation

Phoenix House Goddard Road Ipswich IP1 5NP

Tel: [REDACTED] |  <https://www.suffolk.gov.uk/business/>



From: Townclerk <Townclerk@newmarket.gov.uk>

Sent: 01 June 2026 17:55

To: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

Subject: Newmarket High Street

EXTERNAL EMAIL: Don't click any links or open attachments unless you trust the sender and know the content is safe. [Read more information](#) for help from Suffolk IT

Hello [REDACTED],

The Council is planning to address the issue of pavement parking outside the Post Office where there is a very wide pavement area.

The decision is to look into putting some planters there which we already have a licence for, but in addition to prevent vehicles simply driving through the planters, we would like to install drop-down metal bollards along that area because the SOS Bus (which is a community-led first aid and support system for our night-time economy) require access to park there on Friday and Saturday nights.

My question is, would drop-down bollards be acceptable to Highways and is there any preferred specification?

Many thanks

Regards,

[REDACTED]

Clerk to Newmarket Town Council

I am working flexibly so may send emails outside of normal office hours.

There is no expectation that you will respond outside of your normal working hours.



King Edward VII Memorial Hall
High Street
Newmarket
Suffolk CB8 8JP
Tel: 01638 661777

www.newmarket.gov.uk

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Subject:

Newmarket High Street, removable bollards

From: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

Sent: 14 July 2026 10:26

To: Townclerk <townclerk@newmarket.gov.uk>

Subject: Newmarket High Street, removable bollards

Hi [REDACTED]

We are able to approve further Street Furniture licences for planters, benches, static bins etc which provide local amenity value while making it no longer possible for vehicles to mount kerbs and drive over pedestrian areas; but that means *all* vehicles, and removable bollards would not be approved. The SOS Bus has no separate dispensation to drive onto and park on paved surfaces not designed for vehicular pressure, and should park in the layby.

Kind regards

[REDACTED]
Highways Licensing Officer

Suffolk County Council Highway Regulation

Phoenix House Goddard Road Ipswich IP1 5NP

Tel: [REDACTED] |  <https://www.suffolk.gov.uk/business/>



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County Council**

NO EXCUSE FOR ABUSE

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To: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>
Subject: Newmarket High Street

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My question is, would drop-down bollards be acceptable to Highways and is there any preferred specification?

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Subject:

FW: re [REDACTED] & [REDACTED]: Planters application 534325, High Street, Newmarket

From: [REDACTED] <[REDACTED]@suffolk.gov.uk>

Sent: 15 September 2025 15:21

To: GHI Highways Licensing Inspectors <inspectors.licensing@suffolk.gov.uk>

Cc: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

Subject: RE: re [REDACTED] & [REDACTED]: Planters application 534325, High Street, Newmarket

Thank you [REDACTED]

We will issue a licence-with option to get them to relocate etc should there be adverse complaints or issues.

From: GHI Highways Licensing Inspectors <inspectors.licensing@suffolk.gov.uk>

Sent: 15 September 2025 15:18

To: [REDACTED] <[REDACTED]@suffolk.gov.uk>

Cc: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

Subject: FW: re [REDACTED] & [REDACTED]: Planters application 534325, High Street, Newmarket

Hello [REDACTED],

This is near the busiest junction (with The Avenue) in the town centre with double yellow parking restrictions and zig zag lines for traffic-signal controlled pedestrian crossings, so vehicles stopping on the carriageway here is not possible. There are some laybys nearby with parking permitted but these are often fully occupied. Vehicles parking on the pavement here are a hazard to pedestrians and should not be encouraged.

The town council already has a number of planters and benches situated along the high street and these additions would complement them. As you say, if a particular planter creates a customer complaint or safety concern, we should reserve the option to adjust its position accordingly.

Kind regards,

[REDACTED]
Highways Licensing Inspector

Suffolk County Council Highways Licensing and Enforcement Team

Rougham Service Delivery Centre, Rougham Industrial Estate, Moore Road, Rougham, Suffolk IP30 9ND

Phoenix House Service Delivery Centre, 3 Goddard Road, Ipswich, Suffolk. IP1 5NP

Halesworth Service Delivery Centre, Blyth Road Industrial Estate, Halesworth, Suffolk. IP19 8EN

Voicemail Messages: [REDACTED]  <https://www.suffolk.gov.uk/business/>

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From: [REDACTED] <[REDACTED]@suffolk.gov.uk>

Sent: 11 September 2025 10:46

To: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>; GHI Highways Licensing Inspectors <inspectors.licensing@suffolk.gov.uk>

Subject: re [REDACTED] & [REDACTED]: Planters application 534325, High St, Newmarket

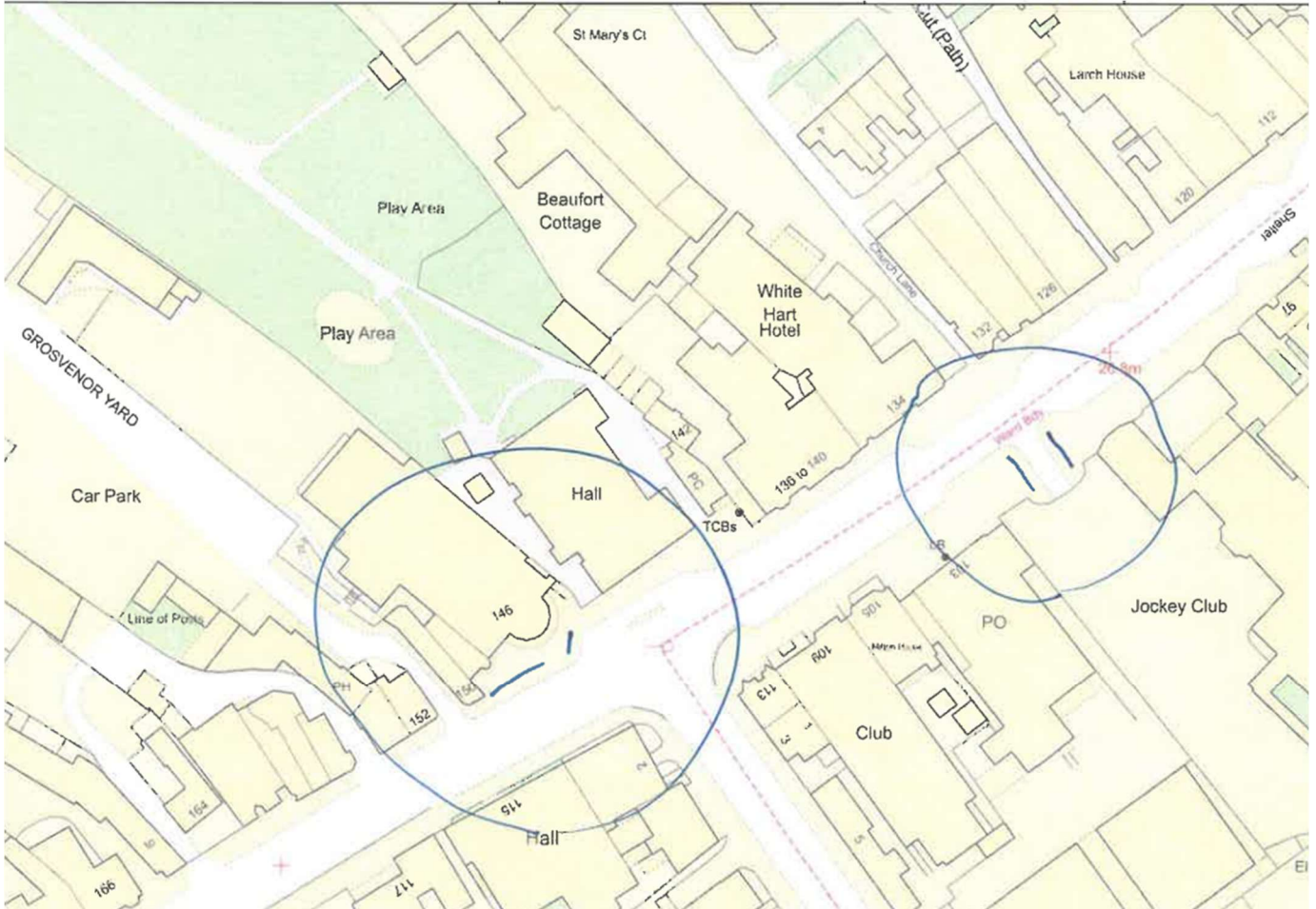
Hi [REDACTED], [REDACTED]

My thoughts below, [REDACTED]... any observations please as the 'expert' HLI in the area :)

Can you please double check that the entire width of footway etc is Highway (it appears to be..) –(I cant get onto Insight at the moment)

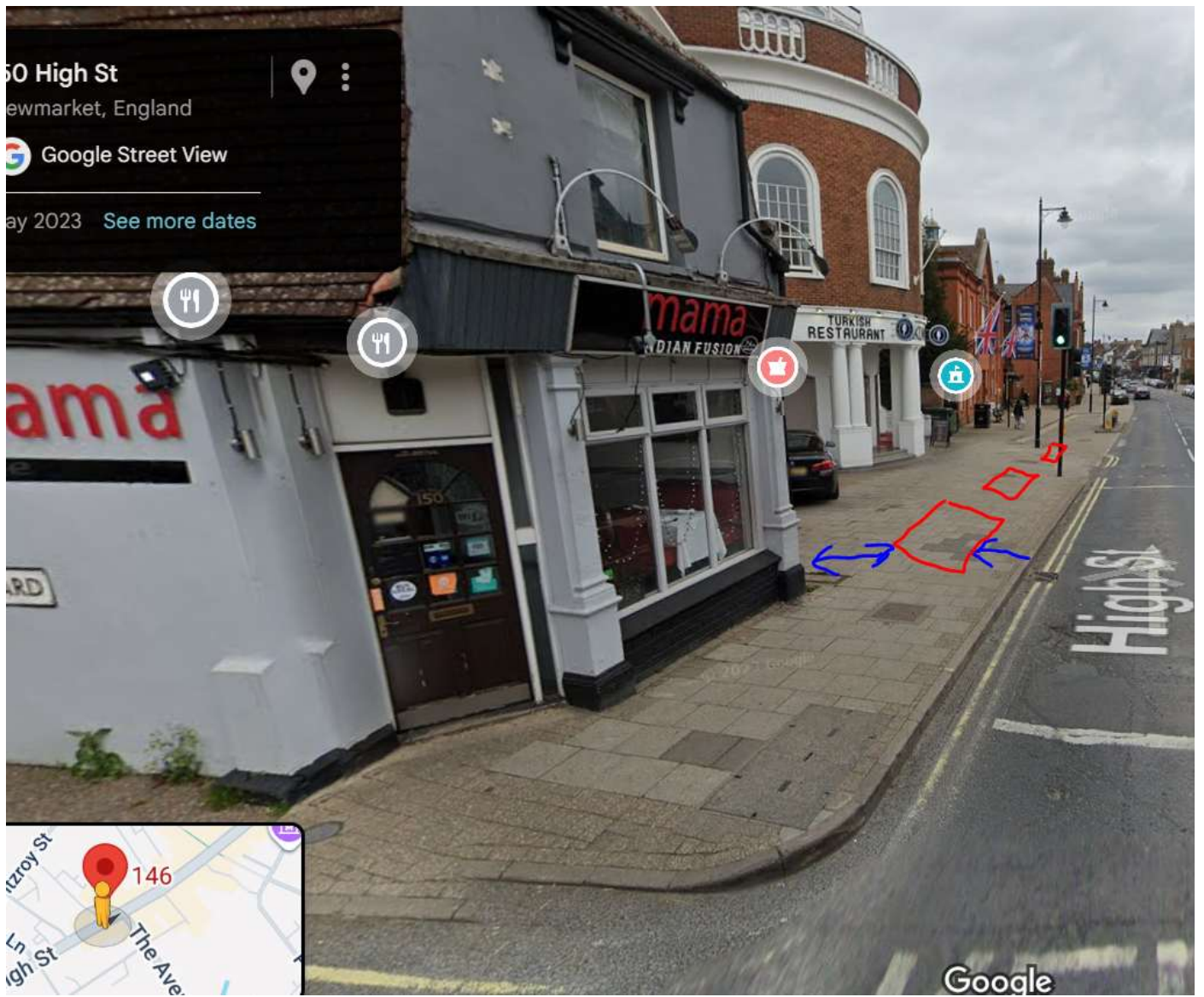
- **Location outside the Jockey Club entrance-** their application suggests that the planters will be placed at right angles to the road, and will effectively block pedestrian traffic. They can only be placed in such a way that Wheelchairs/pram/pedestrians etc can easily get through. Suggest they are **not** placed on the paving slab area (ie only place on the brickwork area- to then leave clear passage for pedestrians etc.. Must not be placed too close to road edge- as it may block visibility of pedestrians/children waiting to cross at the Traffic light/pedestrian crossing.
- **Location o/s 146 High Street –** placement of the planters must not hinder pedestrians etc. OR hinder visibility of pedestrians/children waiting at the pedestrian crossing. Suggest 3 x planters only along this section, as the available footway narrows heading outside #150 High Street (Mama Indian Fusion) .

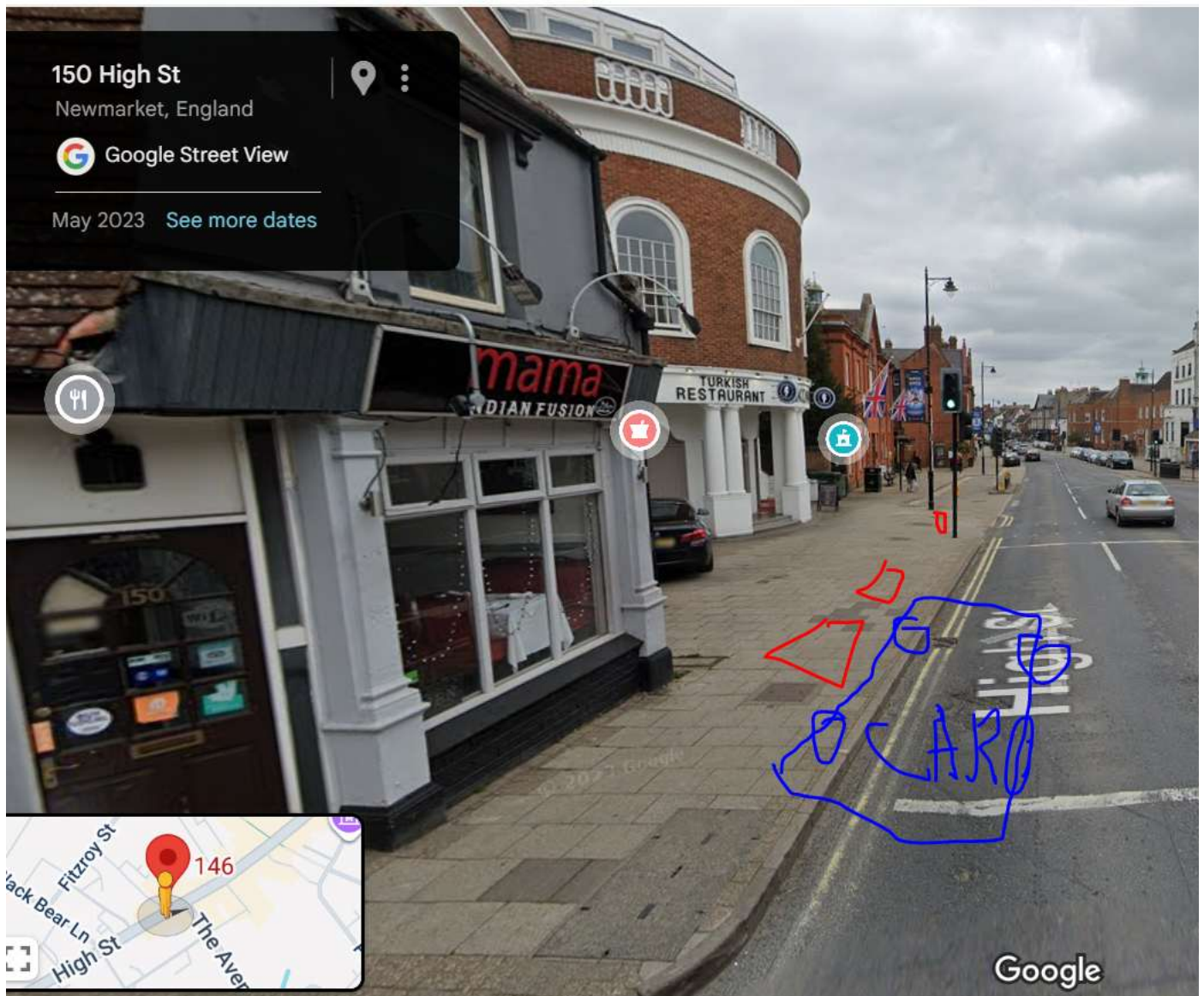
Should we receive complaints re these planters, or should they create safety issues, then they may need to be relocated/removed.











Kind regards,

[REDACTED]

Tel: [REDACTED] | Mob: [REDACTED]

From: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

Sent: 11 September 2025 09:30

To: GHI Highways Licensing Inspectors <inspectors.licensing@suffolk.gov.uk>; [REDACTED] <[\[REDACTED\]@suffolk.gov.uk](mailto:[REDACTED]@suffolk.gov.uk)>

Subject: [REDACTED] & [REDACTED]: Planters application 534325, High St, Newmarket

Hi guys, please see attached.

Kind regards

[REDACTED]

Highways Licensing Officer

Suffolk County Council Highways Licensing and Enforcement Team

Phoenix House Goddard Road Ipswich IP1 5NP



From: Highways Street Furniture

Sent: 11 September 2025 09:29

To: Townclerk <townclerk@newmarket.gov.uk>

Subject: FW: Query regarding a possible applic for street furniture in Newmarket

Thanks [REDACTED]

Your reference is 534325, we'll be in touch in due course.

Kind regards

[REDACTED]
Highways Licensing Officer

Suffolk County Council Highways Licensing and Enforcement Team
Phoenix House Goddard Road Ipswich IP1 5NP

Tel: [REDACTED] |  <https://www.suffolk.gov.uk/business/>





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From: Townclerk <Townclerk@newmarket.gov.uk>

Sent: 09 September 2025 14:57

To: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

Subject: Fw: Query regarding a possible applic for street furniture in Newmarket

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Hi [REDACTED],

Here is the completed application form.

Many thanks

[REDACTED]

From: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

Sent: Tuesday, September 9, 2025 09:56

To: Townclerk <Townclerk@newmarket.gov.uk>; [REDACTED] <[\[REDACTED\]@suffolkhighways.org](mailto:[REDACTED]@suffolkhighways.org)>

Cc: Deputy Town Clerk <DTC@newmarket.gov.uk>

Subject: RE: Query regarding a possible applic for street furniture in Newmarket

Hi [REDACTED]

I don't anticipate this will be a problem given their amenity value once sited – please complete and return attached form, we won't ask for a licence fee payment until approved.

Kind regards

[REDACTED]

Highways Licensing Officer

Suffolk County Council Highways Licensing and Enforcement Team

Phoenix House Goddard Road Ipswich IP1 5NP

Tel: [REDACTED] |  <https://www.suffolk.gov.uk/business/>



From: Townclerk <Townclerk@newmarket.gov.uk>

Sent: 05 September 2025 11:20

To: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>; [REDACTED]
<[REDACTED]@suffolkhighways.org>

Cc: Deputy Town Clerk <DTC@newmarket.gov.uk>

Subject: Query regarding a possible applic for street furniture in Newmarket

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Hello [REDACTED] and [REDACTED], are you able to advise me please?

Attached is a street plan of where the council would like to place some planters similar to the attached photo on the pavement to prevent cars mounting the pavements and parking. Both areas are very wide pavement areas so would still have plenty of pavement space for mobility scooters, buggies, etc.

The one in from of Turkamon restaurant (no 146) is a place where cars are constantly parking. CPE are involved with ticketing but this does not prevent out of hours parking.

The area in front of the Jockey Club entrance has a wide pavement span and is constantly used by cars pulling onto the area for visiting the Post Office. The Jockey Club have also requested this deterrent.

I wonder if you both are able to comment on the feasibility of both these suggestions please so that I can report back to Council?

Many thanks

Regards,



Clerk to Newmarket Town Council

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APPLICATION FOR PERMISSION TO PLACE STREET FURNITURE ON THE HIGHWAY



HIGHWAYS ACT 1980

If your application is for items to be attached to Street Lighting columns, a different form will need to be completed. Please visit <https://www.suffolk.gov.uk/roads-and-transport/highway-licences/attachments-to-street-lighting-columns-or-electrical-installations-on-or-over-the-highway-licence/>

Application Notes

1. General

A licence is required where apparatus (street furniture) is placed on or over the highway. The term highway includes footpaths, cycleways, verges, and roads. It is an offence under the Highways Act 1980 to place apparatus (street furniture) on or over the highway without first obtaining a licence from Suffolk County Council (SCC) as the Highway Authority. Failure to obtain the required licence could result in legal action being taken by SCC.

2. Application procedure

Once the application form has been received by the Highways Licensing and Enforcement Team an acknowledgement will be sent to you, and we will endeavour to respond within 20 working days with our decision.

If successful, a payment fee will be required before the licence is issued. Payment options will be included within our decision correspondence. Please remember that no work can commence on the highway until you have received written permission from us.

3. Licence conditions

You will need to satisfy the standard conditions before a licence is issued.

These conditions cover:

- The ability to indemnify SCC against third party liability.
- Compliance with legislation in placing the apparatus or opening of the highway.
- Ability for SCC to inspect works.
- Keeping the area safe whilst undertaking works, to protect the public
- Making good of the highway on completion
- Future implications of anything which may affect the integrity of the highway.

A copy of the full standard licence conditions can be found on the Street Furniture page at www.suffolk.gov.uk



Suffolk County Council Highways Licensing and Enforcement

Halesworth Service Delivery Centre, Unit 7 Blyth Road Industrial Estate, Halesworth, Suffolk, IP19 8EN

Ipswich Service Delivery Centre, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

Rougham Service Delivery Centre, Moore Road, Rougham, Bury St Edmunds, Suffolk, IP30 9ND

www.suffolk.gov.uk

Application Form

Please complete the following to enable us to process your application

Applicant details

Name

[REDACTED]

Address

King Edward VII Memorial Hall, High Street, Newmarket
CB8 8JP

For and on behalf of

(Parish, Town, District, Borough
Council or Organisation)

NEWMARKET

Telephone number

[REDACTED]

Email townclerk@newmarket.gov.uk

Proposed location of the Street Furniture

Address

(including postcode)

Outside 146 High Street

Outside Jockey Club Rooms, High Street

Location (on Footway,
on verge, on carriageway)

On footway – 146 – 4 planters. JC Rms 4 planters

Please supply photos,
plans or sketches

Map and photo attached to email

Description of
Street Furniture
(e.g. wooden bench,
metal planter)

Cast iron planter with gold highlighting and NTC name

PER PLANTER

Dimensions of
Street Furniture

W: 650 mm		H: 590 mm		L: 1165 mm
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Suffolk County Council Highways Licensing and Enforcement

Halesworth Service Delivery Centre, Unit 7 Blyth Road Industrial Estate, Halesworth, Suffolk, IP19 8EN

Ipswich Service Delivery Centre, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

Rougham Service Delivery Centre, Moore Road, Rougham, Bury St Edmunds, Suffolk, IP30 9ND

www.suffolk.gov.uk

**Fixing details including
depths of excavation**

(if applicable)

No excavation. Planters are placed directly onto footway.

**Planned date
of installation**

asap

Contractor details

n/a

Declaration

Name (in block capitals)



Position

(in Parish, Town,
District, Borough Council
or Organisation)

TOWN CLERK

Signature



Date 9/9/25

Please return completed form, and any additional information you may feel necessary to support your application to highways.streetfurniture@suffolk.gov.uk

Data Protection Act 1998

The personal data you provide on this form will be used by Suffolk County Council to administer your Licence.

We may occasionally share your personal data with other council departments and with other bodies including (housing benefits, the police, Inland Revenue) for the purposes of protecting public money, preventing and detecting crime and/or fraud and ensuring public safety. Such sharing will only occur on a case-by-case basis where a justifiable purpose in line with legislation has been demonstrated. The information may also be used for internal training.

PAYMENT INSTRUCTIONS

A Licence reference number will be provided to you by the Highways Licensing and Enforcement Team on receipt of your application, which you will need to quote when making payment.

Suffolk County Council Highways Licensing and Enforcement

Halesworth Service Delivery Centre, Unit 7 Blyth Road Industrial Estate, Halesworth, Suffolk, IP19 8EN

Ipswich Service Delivery Centre, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

Rougham Service Delivery Centre, Moore Road, Rougham, Bury St Edmunds, Suffolk, IP30 9ND

www.suffolk.gov.uk

ONLINE – Website: www.suffolk.gov.uk

Follow links to Roads and Transport & Suffolk Highways Licences

Select the “Pay for a Licence” link

Select the “Pay for a Licence” (Green Button)

Enter the provided Licence / Licence Reference Number, i.e. NRSWA-LICENCE-00011111
(Please ensure that “000” is entered before the given Licence / Licence Reference number.

To make the number 8 digits long.)

Enter your Organisation Name

Enter your contact Telephone Number

Select Application Cost from the drop-down box, “Licence/Penalty Charge”

Enter the amount that is being paid

Click “Proceed to Pay” (for single payments)

For multiple licences, click “Add Another”, followed by the “Proceed to Pay” button

ELECTRONICALLY – by the Bankers Automated Clearing Services (BACS).

Payment should be made to: Suffolk County Council
Sort Code: 30-00-00
Account No: 00293148

If you are a **Lloyds Customer**, you may have difficulty using the above Sort Code and Account number. Therefore, please use the following:

To: Suffolk County Council
Sort Code: 30-00-02
Account No: 01305978

Payment **must** be accompanied by the Licence/Licence Reference Number covered by the payment and the amount being paid in relation to each number and be sent via email to highways.streetfurniture@suffolk.gov.uk

BY POST

Please make your cheque payable to **Suffolk County Council** and send it to:

Highways Licensing and Enforcement Team, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

Please note that paying by cheque will delay the process by 7 days, until authorisation of cheque clearance has been received.

If you have any queries regarding the any of the above information, please get in contact by emailing highways.streetfurniture@suffolk.gov.uk

Suffolk County Council Highways Licensing and Enforcement

Halesworth Service Delivery Centre, Unit 7 Blyth Road Industrial Estate, Halesworth, Suffolk, IP19 8EN

Ipswich Service Delivery Centre, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

Rougham Service Delivery Centre, Moore Road, Rougham, Bury St Edmunds, Suffolk, IP30 9ND

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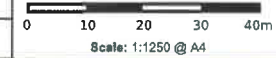
Hall to JC

Street

Newmarket

Author: [REDACTED]

Date: 05/09/2025



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