

Membership from May 2022

Councillor Drummond
Councillor Hall (Vice Chair)
Councillor Harvey
Councillor Hood
Councillor Hulbert
Councillor Jefferys (Chair)
Councillor Lay
Councillor O'Neill
Councillor Perry
Councillor Winter
Councillor Yarrow

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 20th February 2023 at 7.00pm

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

A G E N D A

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

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.
- 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 17th October 2022**
 - 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) Q3 financial year 2022/2023
 - b) Q1&2 – outstanding resolutions
- 7) Neighbourhood Plan** – to audit Community Actions from Objective B of the NNP (to follow)
- 8) Working Group Reports** – to receive update reports from all active Working Groups
- 9) Correspondence**
- 10) Date of next meeting 17th April 2023 at 7.00pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 14th February 2023

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 17th October 2022 at 7:15pm

Attendance:

Councillor M Jefferys (Chairman)
Councillor A Drummond
Councillor D Hall
Councillor J Harvey

Councillor R Hood
Councillor P Hulbert
Councillor P Winter
Councillor K Yarrow

Also present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk and J Ashton – Minute Assistant and 1 Member of the Public.

Minute

The Mayor opened the meeting and invited nominations for a Chairman of the P&A Committee.

P/22/10/1 To Elect a Chairman

Cllr Winter nominated Cllr Jefferys. There were no other nominations and a vote was taken. The following was agreed:

P/22/10/1.01 Resolved

That Cllr Jefferys be elected as the Chairman of the P&A Committee for the municipal year 2022/2023.

P/22/10/2 To Elect a Vice Chairman

Cllr Jefferys nominated Cllr Hall. There were no other nominations and a vote was taken. The following was agreed:

P/22/10/2.01 Resolved

That Cllr Hall be elected as the Vice Chairman of the P&A Committee for the municipal year 2022/2023.

P/22/10/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman read out the Fire Notice.

P/22/10/4 Apologies for Absence

Apologies were received from Cllrs Lay and Perry. Cllr O'Neill was absent.

P/22/10/5 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/22/10/6 To Receive and Confirm for Accuracy the Minutes of the Neighbourhood Plan Meeting Held on Monday 9th May 2022 and Any Matters Arising

Members received the minutes of the Neighbourhood Plan Committee Meeting

Minutes of Performance & Audit Committee held on 17th October 2022

held on Monday 9th May 2022 and the following was agreed:

P/22/10/6.01 Resolved

That the minutes of the Neighbourhood Plan Committee meeting held on Monday 9th May 2022 be adopted and would be signed as a true record by the Chairman of the Performance & Audit Committee.

There were no matters arising.

P/22/10/7 Public Open Session

No members of the public wished to speak.

P/22/10/8 Resolutions Audit

The resolutions from Q1 and Q2 were reviewed and noted.

P/22/10/9 Neighbourhood Plan

The Community Actions from the Neighbourhood Plan objective A were reviewed and a traffic light system for the report was requested to highlight achievements and outstanding actions.

P/22/10/10 Working Groups

Schedule – the current list of Working Groups and meeting schedule were reviewed and updated.

Reports – updated reports from all active Working Groups were received and noted.

P/22/10/11 Correspondence

None noted.

P/22/10/12 Date of Next Meeting

Monday 23rd January 2023.

Meeting closed at 7:55pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>P/22/10/1.01 Resolved</u>	That Cllr Jefferys be elected as the Chairman of the HR Committee for the municipal year 2022/2023.
<u>P/22/10/2.01 Resolved</u>	That Cllr Hall be elected as the Vice Chairman of the HR Committee for the municipal year 2022/2023.

RESOLUTION AUDIT - 2022/2023 - QUARTER 3 (1/10/22-31/12/22)

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

NTC Resolutions October 2022	Resolution Wording	Status	Action Taken/Notes	updated
<u>22/10/8.01 Resolved</u> <u>(D/22/09/32.01</u> <u>Recommendation)</u>	That Rachel Wood be consulted and subject to the amendments being made, that written representation from NTC be approved.			
<u>22/10/8.02 Resolved</u> <u>(D/22/10/5.01</u> <u>Recommendation)</u>	The Committee supports the outline plan in principle subject to the following conditions: • That Queensbury Lodge be retained as a starter yard. • That there is no vehicle access to the horse walk except for emergency vehicles. • That the block of flats be restricted to three storeys. • That the façade of the historic White Lion pub and the clunch-built wall be retained and maintained. • The Committee does not agree with the WSC requirement for mitigation preventing excess dog walking on Devil's Dyke. • That the entrance and exit to the Town be carefully considered as it is onto a very busy road.		submitted to Planning Portal	
<u>22/10/9.01 Resolved</u> <u>(C/22/10/9.01</u> <u>Recommendation)</u>	That the quote from Mead Construction for £2,780 +VAT be accepted.		Path at St Mary's Church repaired. Oct/Nov 22	

<u>22/10/10.02 Resolved</u> <u>(F/22/09/9.01</u> <u>Recommendation)</u>	That a further grant to CAB West Suffolk for £2,000 be approved and that £2,000 be vired from account 4076/101 to account 4075/101.		
<u>22/10/10.03 Resolved</u> <u>(F/22/09/9.02</u> <u>Recommendation)</u>	That a grant for £500 be awarded to Newmarket BID to support the Christmas Lights Switch On.		
<u>22/10/12.01 Resolved</u> <u>(H/22/10/9.01</u> <u>Recommendation)</u>	That a task and finish HR Working Group meet as soon as possible to consider the draft HR budget for 2023/2024, consisting of Cllrs Hall, Harvey and Yarrow. To report recommendations to an Extraordinary Meeting of the HR Committee; date to be decided.		
<u>22/10/14.01 Resolved</u>	That the External Audit Report from PKF Littlejohn for 2021/2022 be received and approved.		
<u>22/10/15.01 Resolved</u>	That Merrow Golden be engaged to read the representations from Network Rail and produce a written representation on behalf of Newmarket Town Council.		submitted to PINS Jan 2023
<u>22/10/16.01 Resolved</u>	That NTC provide digital publicity services to the community and the Town Clerk expedites the work on the InfoLink central system.		Warm Spaces highlighted on website and social media. InfoLink system - work with J Gilbert of Racing Centre ongoing
<u>22/10/16.02 Resolved</u>	That £500 be set aside to provide initial assistance on request by establishments who may be creating 'warm spaces'/assistance hubs in response to the Cost of Living crisis.		No applications to date.

<u>22/10/19.01 Resolved</u>	That the two amendments to the Cemetery Regulations be approved and adopted with immediate effect.		
<u>***22/10/23.01 Resolved***</u>	That further enquires be made by the Town Clerk on funding and other events in the calendar etc.		EVENT NOT ACCEPTED
<u>***22/10/31.01 Resolved***</u>	That NTC engages with Edmondson Hall solicitors to amend the existing licence to be an annual licence, not a rolling one. That a letter be sent to terminate the existing licence, as per the terms within it. That an annual licence for 2023 be introduced with the exact same terms otherwise for signature by 30th November 2022. That the 2023 schedule be requested with a cut-off date for receipt. That four pro-forma invoices for one quarter of the annual fees be sent, with payment dates of 01/01/23, 01/04/23, 01/07/23, 31/08/23. The 2023 booking will be secured on receipt of the 01/01/23 payment deposit. That the Annual fees agreed at Full Town Council 26/09/2022 be applied.		New contract no longer required.
<u>H/22/10/18.01 Recommendation</u>	That version 2 of the draft HR budget for the municipal year 2023/2024 be received and adopted.		

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

NTC Resolutions November 2021	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>22/11/9.01 Resolved</u> <u>(H/22/11/18.01</u> <u>Recommendation)</u>	That version 2 of the draft HR budget for the municipal year 2023/2024 be received and adopted.			
<u>22/11/10.01 Resolved</u> <u>(D/22/11/21.01</u> <u>Recommendation)</u>	That a request to introduce a 20mph zone on Fordham Road from the Clock Tower to the Snailwell Horse Crossing be submitted to SCC Highways. That the possibility of extending the 20mph zone to other parts of the Town be explored. That a weight-limiting zone also be applied to the 20mph in Fordham Road.		SCC RESPONDED - NOT POSSIBLE	
<u>22/11/10.02 Resolved</u> <u>(D/22/11/27.01</u> <u>Recommendation)</u>	That the previous objections of the Committee be submitted to East Cambs District Council.		submitted	
<u>22/11/11.01 Resolved</u> <u>(L/22/11/7.01 Recommendation)</u>	That the draft Leisure Services budget for the municipal year 2023/2024 be received and approved.			

<u>22/11/11.02 Resolved</u> <i>(L/22/11/9.01 Recommendation)</i>	That the bales be replaced with new safety barriers for future events and to consider the cost of hiring a wide screen for spectators to watch across Warren Hill and to advertise sponsors.		ongoing in planning for 2024 event
<u>22/11/11.03 Resolved</u> <i>(L/22/11/9.02 Recommendation)</i>	That the net sponsorship/grants a total of £1,41.67 be divided between the two nominated charities and that future Soapbox budgets reflect that sponsorship money received (minus publicity costs) be passed to the charity(s) and that sponsorship request information reflects this matter clearly		
<u>22/11/11.04 Resolved</u> <i>(L/22/11/10.01 Recommendation)</i>	That a donation of £150.00 be made to the charities of Newmarket Lions, as a result of collaboration at the Santa's free workshop.		
<u>22/01/11.05 Resolved</u> <i>(L/22/11/10.02 Recommendation)</i>	That a Community event be held to celebrate the King's Coronation in May 2023. A Task and Finish Working Group to be set up, with Terms of Reference "to consider the date and details of a Coronation Community Event and report to full council."		event for 8/5 planned. EM organising

<u>22/11/11.06 Resolved</u> <u>(***)L/22/11/15.01</u> <u>Recommendation (***)</u>	That Newmarket Town Council collaborates with a local stakeholder by providing the Several ground at no cost for the location of a potential pop-up event in February 2023. That a 3-phase electrical connection be installed to provide the required electrical connection <i>(this facility would be useful to the Council for on-going outdoor event requirements.)</i> That NTC assists with publicity for the event.		Mobile Cinema 9th to 19th Feb 23
<u>22/11/12.02 Resolved</u> <u>(F/22/11/9.01 Recommendation)</u>	That a grant request from 6th Newmarket Brownies for £250 be approved.		
<u>22/11/12.03 Resolved</u> <u>(F/22/11/9.02 Recommendation)</u>	That the request from Abbeycroft Leisure for NTC to assist with the recruitment of a Youth Worker to cover the Teen Chill Projects at Newmarket and Brandon be approved; this by way of NTC website.		
<u>22/11/12.04 Resolved</u> <u>(F/22/11/10.01 Recommendation)</u>	That the draft F&P budget for the municipal year 2023/2024 be received and approved.		

<u>22/11/12.05 Resolved</u> <u>(F/22/11/13.01 Recommendation)</u>	That the successful trial be continued and become the established schedule going forward. That the revised schedule for Committee meetings from December 2022 to 2nd May 2023 be approved. That the Committee titles revert to those prior to the trial. That the Committee meeting schedule from 9th May 2023 be approved at the Annual Meeting of the Council in May 2023.		
<u>22/11/12.06 Resolved</u> <u>(F/22/11/13.01 Recommendation)</u>	That NTC signs up to the Civility and Respect Pledge (NALC, SLCC and SALC). That the Town Clerk attends relevant training sessions on Civility and Respect. That NTC support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions where appropriate. That the Dignity at Work Policy be received and approved. That the Bullying & Harassment Statement be added to the NTC Website.	TC training ongoing	
<u>22/11/12.07 Resolved</u> <u>(F/22/11/13.02 Recommendation)</u>	That the revised Grants & Funding Policy be received and adopted.		

<u>22/11/12.08 Resolved</u> <i>(F/22/11/13.03 Recommendation)</i>	That NTC does not add information and locations of defibrillators to the NTC website due to NTC not owning all of them; a database would be difficult to keep up to date and accurate and the public are given the location of registered defibrillators when contacting the emergency services.		
<u>22/11/13.01 Resolved</u>	That the PCSO Contract for 2023/224 be deferred for 1 year and be reviewed in 6 months and that PCSO Butcher be the Suffolk funded PCSO.		PCSO contract will expire 31/3/23
<u>22/11/16.01 Resolved</u>	That a letter be sent to SCC to seek a recycling centre on the original site in Depot Road, Newmarket.		Cllr S Perry
<u>22/11/17.01 Resolved</u>	That the grant-funding from the Suffolk Public Mental Health Programme of £5,000 be accepted and that £300 be sought from SCC's Locality Budget along with £300 from NTC; to be used to plant a Covid Memorial bed in the War Memorial Garden area. That a Service of Commemoration and Remembrance be provided.		project beginning

<u>22/11/18.01 Resolved</u>	That NTC writes to the West Suffolk MP, Matt Hancock, to call for his resignation and that the letter be published in the local media		No response to date
<u>22/11/20.01 Resolved</u>	That the office and services be closed from Monday 26 th December 2022 to Monday 2 nd January 2023. That two discretionary days be added to the bank holidays with one day of annual leave to be taken to cover the period.		

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

NTC Resolutions December 2022	Resolution Wording	Current Status	Taken/Notes	updated
<u>22/12/5.01 Resolved</u>	That NTC permission for the WSC consultation on EV Chargers at Studlands to go ahead as soon as possible be given.			
<u>22/12/10.01 Resolved</u> <i>(C/22/12/7.01 Recommendation)</i>	That the draft budget for 2023/2024 (version 2) for the Community Services Committee be received and adopted.			
<u>22/12/10.02 Resolved</u> <i>(C/22/12/10.01 Recommendation)</i>	That the quote from TrueTech to install CCTV cameras at Birdcage Walk for £1,200+VAT be approved. That the WSC monitoring/maintenance fee of £1,000 per annum be added to the SLA.		installed week after Christmas	
<u>22/12/10.03 Resolved</u> <i>(C/22/12/11.01 Recommendation)</i>	NTC encourages planting around the Town and the request from the Newmarket Community Nature Reserve to plant crocus bulbs in the verges on Manderston Road and Valley Way; and the planting of two cherry trees on the corner of Valley Road and Rowley Drive be approved.			
	- Cemetery and Burial Management - That a quote be requested from WSC Cemeteries Management. - CCTV Monitoring & Maintenance - That a quote be requested from WSC CCTV Monitoring.			

<u>22/12/10.04 Resolved</u> <i>(C/22/12/13.01 Recommendation)</i>	• Grounds Maintenance for the Cemetery, closed Churchyards and bin emptying - That a quote be requested from WSC Grounds Maintenance. • Grounds Maintenance other areas – that tenders are requested from three providers. • That the quote/tendering process commence in early January 2023 and that delegated powers be given to the Chairman and Town Clerk to take the process forward.		WSC, JCE and SP Landscapes initially approached. ECDC also interested.
<u>22/12/10.05 Resolved</u> <i>(C/22/12/14.01 Recommendation)</i>	That the quote from Pitkin & Ruddock for £7,836 be approved and be funded by the provision in the 2023/2024 budget.		booked for new Fin Yr 1/4/ onwards for installation
<u>22/12/12.01 Resolved</u>	That the full draft budget for the municipal year 2023/2024 be received and approved.		
<u>22/12/12.02 Resolved</u>	That the precept for the municipal year 2023/2024 for £145.53 for Tax Band D be approved and submitted.		
<u>22/12/13.01 Resolved</u>	That NTC supports the EDM and writes to Newmarket MPs to request that they sign up to EDM611.		
<u>22/12/14.01 Resolved</u>	That the recommended response from the Working Group for NTC to the CGP – Making Connections Consultation be submitted and individual responses can also be submitted online.		

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RESOLUTION AUDIT - 2022/2023 - QUARTERS 1 & 2 (1/4/22-30/9/22)

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

NTC Resolutions May 2022	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>21/05/11.01 Resolved</u> <u>(CL/21/05/8.01 Recommendation)</u>	That a Citroen e-Berlingo XL electric van be leased from CVC Finance.		In progress - current delivery date - End of Nov. As at 2/2/23 - delayed at the port.	YES
<u>21/05/12.03 Resolved</u> <u>(F/21/05/12.01 Recommendation)</u>	That NTC commits to consider what actions it could take to help mitigate the effects of global warming by engaging in a programme of assessment, review and reduction of its carbon footprint. That the quote from Groundwork East be accepted and for them to work with Climate Change Working Group and to report back to Full Town Council with recommendations.		In progress - climate change working group to meet.	
<u>21/05/12.04 Resolved</u> <u>(F/21/05/12.02 Recommendation)</u>			On-going. 16/11/22 - first assessment date. Scope 1 & 2 completed. Scope 3 aim to complete by 31/3/23	YES
<u>22/05/13.01 Resolved</u> <u>(N/22/05/7.01 Recommendation)</u>	That a meeting be arranged with Allied Mechanical for Cllrs Drummond and O'Neill to arrange to discuss the PROW for the Laureate School Road/Willie Snaith Road footpath and a creation agreement to enable reinstatement.		AD/CO held meeting. Awaiting further action from SCC Rights of Way and Access Team. NTC to resolve to apply for DMMO record.	YES

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>22/06/9.03 Resolved</u> <u>(C/22/06/11.01</u> <u>Recommendation)</u>	That a Working Party be set up comprising of Cllrs Ferries, Drummond and Hulbert with a remit of looking to resolve the remaining issues on the A142 and to report back to the D&P Committee		Cllr Ferries leading the Working Group and reporting back. ??	?
<u>22/06/10.01 Resolved</u> <u>***H/22/06/11.02</u> <u>Recommendation ***)</u>	That the training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) for a cost of £120 be approved.		To be transferred to the new Admin Asst.	YES
<u>22/06/15.01 Resolved</u>	That the quote from TM Tree Solutions to carry out the tree safety work for £3290 be approved.		In progress. Est finish date end of Nov. New est finish of February.	YES
<u>22/06/18.02 Resolved</u>	That the report from the Coach House Working Group be received and that the Museum Working Group continue to work on this project.			
<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.		Action needed by the Museum Working Group. Working Group met (Cllrs and Staff only) 30/1/23. Report to be made to FTC 27/2/23	YES

22/06/18.04 Resolved

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.



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

NTC Resolutions July 2022	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>22/07/8.02 Resolved</u> <u>(D/22/07/17.01</u> <u>Recommendation)</u>	That subject to the recommended clarifications in point 2, to proceed on the RPZ scheme for All Saint's Ward with WSC; agreeing to the underwriting of the scheme by NTC should it not proceed.		In progress. Awaiting action by WSC/SCC. Chased several times / latest mid-Nov. 18/1/23 - Commissioning Meeting with WSC and design consultants. Awaiting design drafts.	YES

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

NTC Resolutions August 2022	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>22/08/10.01 Resolved</u> <u>(C/22/08/10.01 Recommendation)</u>	That NTC make a contribution of £2000 towards the design phase for the market relocation plan.		In progress - awaiting invoice	
<u>22/08/15.01 Resolved</u>	That the small play area refurbishment project and quote from OLP (Fenland Leisure Products) be approved and be funded by "The Big Lottery" grant and WSC Section 106 Play and Open Spaces funding.		November installation dates. Grant from Big Lottery received. S106 to be received after installation. In progress. Installed Dec 22. Official opening 15/2/23	YES
<u>22/08/18.01 Resolved</u>	That a meeting with the leadership of Flagship Housing be requested to discuss their housing policy for Newmarket.		Cllr Yarrow in communication - meeting scheduled for 1/11/22. Meeting postponed	

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

NTC Resolutions September 2022	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>22/09/11.03 Resolved</u> (1/22/09.01 Recommendation)	That the next tea dance be held on 25th November and that the ticket price be kept at £4.50. That the choice of music to be delegated to the Events Manager to consult with attendees.		In progress. Tea dance held. Next tea dance Feb 23	
<u>22/09/11.06 Resolved</u> (1/22/09/11.03 Recommendation)	That a 3-day Christmas event be held in the Memorial Gardens 9th - 11th December 2022 with an ice rink provided by Odin for £8,500.		In progress for event. Event held.	YES
<u>22/09/15.01 Resolved</u>	That the quote from Valiant for £60,925.48 + VAT be approved to carry out the refurbishment work on the Jubilee Clock Tower. That the project be funded from £10,000 (current budget year 4108/207), £41,602 from ear-marked reserve (313) and £9,323 from ear-marked reserve (331).		In progress for November start. Scheduled for mid-late Feb completion, with unveiling ceremony following.	YES
<u>22/09/15.03 Resolved</u>	That a flag pole be installed at the Queen's Statue. An application to be made to County Councillors' Locality Budgets.		Funding in progress. Awaiting final funding completion.	YES
<u>***22/09/22.01 Resolved***</u>	That the current Licence to Use agreement continues for the 2023 cricket season with no amendments, subject to the following conditions: The future makeup of the Liaison Working Group be discussed in order to facilitate an improved working relationship between NTC and NCC. That a fee for the 2023 season be charged at the Council's Charitable/Community Group rate.		Awaiting response from club. Planned meeting 21/10/22. No response from CC - they are believed to have signed with Dullingham PC and have removed all their belongings from the storage at the Pavilion. Confirmed signed with DPC. NO FURTHER ACTION REQUIRED.	YES

Report to	Performance & Audit Committee
Subject	Working Group update report
Purpose	Information
Classification	Unrestricted
Meeting date	20th February 2023
Item number	8
Written By	Cathy Whitaker CLERK
Summary:	This report gives updates for the working groups of the council.
KEY:	Obsolete – no longer required (Red) Active – ongoing activity / progress being made (Green) Dormant – past activity, now paused/stalled (Amber) Inactive – no past activity / working group not started (Blue)

Working Group	Type	Status	Progress	Member ship	Chair	Terms of Ref	Report To	Officer	Action / Comments
Affordable Housing	?	Inactive	No meetings.	DH MJ CO KY	?	To consider matters relating to CA D3 of NPP		TC	NEED MEETING?
Climate Change	Ongoing	Active	Phase I & II Carbon Footprint Assessments to be complete by 31/3/23	JBorda, AD, PH, MJ, CO		To consider actions to mitigate effects of global warming			Report following assessment outcomes to FTC
Cricket	N/A	Obsolete	Working Group no longer required – Cricket Club signed with alternative site.	AD, JF, DH, RH, MJ, SP, PW TC DTC	PW	To work with Newmarket Cricket Club to facilitate the playing of cricket on the Severals			No contract renewal. Club moved to alternative ground.
Environmental	Ongoing	Dormant	Adopted species for 2022 – swifts – boxes installed	AD, MJ, PW		To consider matters relating to bio-diversity CA of NPP			Need a 2023 adopted species. Organise meeting
High Street Regeneration	?	Inactive	No meetings	JF, DH, CO					NEED MEETING?
Hybrid Meetings	T&F	Dormant	On hold – budget for IT upgrade project 23/24. TC to take research forward initially with WG inclusion.	JBorda, DH, CO TC		To look at hybrid meeting arrangements and associated costs			ON HOLD AWAITING FURTHER RESEARCH AND RECOMMENDATIONS BY CLERK

Working Group	Type	Status	Progress	Membership	Chair	Terms of Ref	Report To	Officer	Action / Comments
Market	T&F	Active	Market Inception Meeting – 17/1/23	AD, DH, JH, PH, PW	PW	To consider improvements for the market and work with WSC to bring these about. To consider alternative locations for the market.			WSC consultants carrying out design assessments (as at Feb 23)
Neighbourhood Plan	Ongoing	Active	NPP currently under review process	JF, JH, RH, PH, MJ, JL, SP, PW, SB, RW, TC	MJ	To review the NNP		TC	REVIEW REPORTING TO P&A UNDER SEPARATE AGENDA ITEM
Parish Alliance- Sunnica	T&F	Dormant	Written Reps submitted 26/9/22	RH, MJ, CO, TC		To receive & consider information regarding the Sunnica Solar Farm application/proposals.			LAST PUBLIC HEARING EARLY FEB 2023
Policies Review	T&F	Active	Currently reviewing SOs, FRegs, Risk Mgt Schedule, Scheme of Delegation to Officers	AD, DH, JH, RH, SP	JH	To review policies as resolved and report back		TC	MEETING 15/2/23
PROW	Ongoing	Active	Resolution to apply for DMMO to record original footpath. With request to WSC for the PPO application	AD, JF, DH, CO, SB	AD	To co-ordinate the application to re-instate the footpath between Laureate School Rd & Willie Snaith Rd. To consider wider issues of PROWs.		TC	Clerk to action DMMO application process.
Public Realm & Associated initiatives	Ongoing	Dormant	Year 2 mech bulb planting completed Autumn 2022	PW, AH (NJ), RW	PW	To consider locations which could benefit from planting of trees, bushes, shrubs and flowers and report back. Hanging plants and town planting.			
SEND provision	Ongoing	Inactive	No meetings	RH, PH	RH	CA B3i. Draw up a report of SEND provision in the town and report back.			NEED MEETING?

Working Group	Type	Status	Progress	Membership	Chair	Terms of Ref	Report To	Officer	Action / Comments
SLA	T&F	Active	SLA 2023 currently out to tender (WSC / JCE /	MJ, PW TC	PW	To negotiate new SLA from April 2023			Assessment of submissions
Town Museum	Ongoing	Active	Meeting held 30/1/23	JH, SP, PW, KY TC EM	JH	To produce a viable business plan for a local History Museum. To investigate other options regarding local history provision in the town.			Action Plan: onward meetings to be scheduled Investigations into possible alternative locations, funding, other local museums. Liaison into history town trail with BID/NLHS
Transport & Parking	Ongoing	Active	Commissioning mtg held 18/1/23	JBorda, AD, DH, JH, RH, PH, CO	JH	To consider problems and suggest possible solutions regarding parking and transport strategies and report back.			KIER Street walk with plans 24/2/23 JH attending
Volunteer	?	Inactive	No meetings	MJ, KY	KY	To organise, supervise and co-ordinate community initiatives.			NEED MEETING?
Health & Well-being	Ongoing	Dormant	Need to arrange a meeting	MJ TC, CP(SCC)	MJ	To create a calendar of 12-18m of achievable activities and a program of works – alongside the NTC H&W report			COVID flower beds / Mental Health boards and community commemoration project. Small Play area refurb project – inclusive/accessible
Yellow Brick Road	N/A	Obsolete	Working Group no longer required – YBR to be within the Newmarket Community Network – NTC group membership	MJ, SP, KY		To consider improvements for the YBR and report back.			NCN
Youth Strategy	N/A	Obsolete	Working Group no longer required – creation of NYAG (Newmarket Youth Action Group) – NTC to Chair.	JBorda, MH, PW TC, WW(WSC)		To consider measures to create a Youth Strategy for the town.			NYAG created

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