

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 17th April 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 20th February 2023**
 - 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) Q4 financial year 2022/2023
 - b) Q1,2&3 – outstanding resolutions
- 7) Neighbourhood Plan** – to audit Community Actions from Objective C of the NNP
- 8) Working Group Reports** – to receive update reports from all active Working Groups
- 9) Correspondence**
- 10) Date of next meeting 22nd May 2023 at 7.00pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 11th April 2023

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

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Performance & Audit Committee **Held on Monday 20th February 2023 at 7:05pm**

Attendance:

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

Councillor S Perry
 Councillor P Winter

Also present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr Ferries (as an observer) and 1 Member of the Public.

Minute

- P/23/02/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
 The Chairman opened the meeting and read out the Fire Notice and that the meeting may be filmed or recorded.
- P/23/02/2 Apologies for Absence**
 Apologies were received from Cllrs Hood, Hulbert, Lay, and Yarrow. Cllrs Hall and O'Neill were absent.
- P/23/02/3 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/23/02/4 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Meeting Held on Monday 17th October 2022 and Any Matters Arising**
 Members received the minutes of the Performance & Audit Committee Meeting held on Monday 17th October 2022 and the following was agreed:
- P/23/02/4.01 Resolved**
That the minutes of the Performance & Audit Committee meeting held on Monday 17th October 2023 be adopted and were signed as a true record by the Chairman of the Performance & Audit Committee.
- There were no matters arising.
- P/23/02/5 Public Open Session**
 A member of the public thanked NTC for allowing the recent temporary cinema onto the Severals ground.
- A member of the public issued a copy of the Building on Better: Suffolk's SEND Strategy 2021 – 2023 and pointed out the following:

The Care Act clearly states that should a child need Adult Social Services in the

future then a full assessment must be carried out prior to the child's 18th Birthday. This service is not being delivered.

The SEND Strategy sets out 4 key areas that require improvement, but there is no evidence that they are improving the transition planning or taking account of safeguarding and yet again our vulnerable young adults and carers are being seriously failed by our County Council.

The Chairman proposed that item 7 – Neighbourhood Plan be brought forward and the following was agreed:

P/23/02/5.01 Resolved

That item 7 – Neighbourhood Plan be brought forward.

P/23/02/6 Neighbourhood Plan

The Community Actions from the Neighbourhood Plan objective B were reviewed as follows:

- 'B1 – Newmarket Community Hospital' – referred to the Community Services Committee
- 'B2 – Social Hubs' – Foley House to be added with information requested
- 'B3 - SEND provision' – referred to the Community Services Committee
- 'B4 – Learning Hubs' – referred to Community Services Committee, with Foley House added
- 'B5 – Participation in the Arts' – this is successfully on-going
- 'B6 – Leisure Activities for All' – this is in progress
- 'B7 – Community Sports and Recreation Area' – this is in progress
- 'B8 – The Severals' – parts of this are in progress; with access needing action and referred to the Development and Planning Committee
- 'B9 – Open Spaces' – this is in progress
- 'B10 – Safety around Animals' – referred to the Leisure Services Committee
- 'B11 – Allotments' – this is in progress
- 'B12 – Public Seating' – referred to the Community Services Committee

P/23/02/7 Resolutions Audit

The resolutions from Q3 were reviewed and noted.

The outstanding resolutions from Q1 and Q2 were reviewed and noted.

P/23/02/8 Working Groups

Reports – the list of Working Groups were reviewed and noted. Finance & Policy Committee to review the Working Group process.

P/23/02/9 Correspondence

None noted.

P/23/02/10 Date of Next Meeting

Monday 17th April 2023.

Meeting closed at 7:40pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
None Noted	

Blank

NTC Resolutions January 20	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>23/01/5.01 Resolved</u>	That NTC provides a letter of support to confirm that Vogue Athletics and a cheerleading training facility will provide a benefit to the community of Newmarket.		in progress	
<u>23/01/11.01 Resolved</u> <i>(F/23/01/6.01 Recommendation)</i>	That the grant request from Newmarket Community Arts for £1,000 be approved.		paid out Jan 2023	
<u>23/01/11.03 Resolved</u> <i>(F/23/01/10.01 Recommendation)</i>	That a grant request from NewsTalk for £250 be approved.		paid out Jan 2023	
<u>23/01/11.04 Resolved</u> <i>(F/23/01/11.01 Recommendation)</i>	That this item be deferred to March 2023. That a Task and Finish Working Group be set up consisting of Town Clerk, Cllrs Harvey, Perry, Drummond and Hood with a remit to review the policies and make recommendations to the Committee.		review meeting of working group 1/3. Tracked change docs to F&P 20/3. FTC for approval 27/3	
<u>23/01/11.05 Resolved</u> <i>(F/23/01/12.01 Recommendation)</i>	That the Committee Terms of Reference be received and approved.			
<u>23/01/13.01 Resolved</u>	That a Newmarket Youth Action Group (NYAG); to be co-ordinated and chaired by the Town Council be created		first mtg 16/3	
<u>23/01/14.01 Resolved</u>	That a letter be sent to Stephenson's to request that the current route down Fordham Road be changed to run along Exning Road and stop at the Laureate School and Newmarket Hospital.		Response received; they will look into the possibility of extending the hours of the Town Circular Route.	
<u>23/01/14.02 Resolved</u>	That NTC writes to SCC Highways and request that any work on the roads is carried out as quickly as possible and that any traffic contraflows are removed immediately after work has been completed.		Response received; passed on to the relevant contractor as a request for more consideration.	
<u>23/01/16.01 Resolved</u>	That the venue location for the car boot sales be moved back to the Severals for 14th & 28th May, 11th & 25th June, 16th & 30th July and 13th & 27th August 2023. That NTC provides support to charities to promote their car boot sales.		dates out on website	

<u>23/01/17.01 Resolved</u>	That the revised Cemetery fees for 2023/2024 be received and adopted.		from 1/4
<u>23/01/17.02 Resolved</u>	That the revised Cemetery Regulations for 2023/2024 be received and adopted.		from 1/4
<u>23/01/18.02 Resolved</u>	That the request from the Newmarket Charitable Foundation to use the Pavilion free of charge to hold the Newmarket Summer Nights Walk on Saturday 17 th June be approved.		
<u>23/01/19.01 Resolved</u>	That NTC contributes an initial £2,000 to the Cost-of-Living Fund and consider a further contribution if it is requested/required.		Paid out Feb 2023
<u>23/01/20.01 Resolved</u>	That an FOI be made to establish the full Network Rail's costs of the Weatherby Crossing Inquiry and the details to be published in a press release.		in progress
<u>23/01/21.01 Resolved</u>	That an application for a DMMO for the original footpath to be recorded be submitted.		Initiating

NTC Resolutions February 2	Resolution Wording	Current Status	Action Taken/Notes
<u>D/23/02/14.01 Resolved</u>	That in the short-term no parking signs with penalty notices be put on the grass verges in Exning Road and in the medium-term, that by laws are investigated for all green areas in Newmarket. That bollards are considered as a last resort.		Bollards no longer feasible. Awareness campaign in progress.
<u>D/23/02/32.01 Resolved</u>	That Flagship are lobbied to remove all garages that are not in use to provide more parking.		Response received: Flagship have no plans to demolish further garages in the area.
<u>23/02/9.01 Resolved</u> <u>(C/23/02/8.01 Recommendation)</u>	That each proposed road/location to be adopted by a councillor to carry out the necessary investigations, provide the photographic evidence and obtain written support from the nearest residents. A template letter is available. Cllrs were allotted to cover the nominated roads.		awaiting response from councillors for some areas
<u>23/02/9.02 Resolved</u> <u>(C/23/02/9.01 Recommendation)</u>	That NTC take out the Community Self-Help Scheme agreement with Suffolk Highways to allow NTC to do necessary weed control on the High Street and close side streets. To purchase necessary application equipment and PPE. To carry out a full Risk Assessment for this activity and run for a trial period of one year.		TK 9/3/23 refresher spraying training course. Application made to SCC for permission to spray - in progress.
<u>23/02/14.01 Resolved</u>	That the SLA award be split between WSC and Jockey Club Estates for 2023/2026 and that both providers are regularly monitored on a monthly basis.		both parties informed. SLA contracts prepared and signed.
<u>23/02/15.01 Resolved</u>	That the Annual Meeting of the Council be held on Thursday 11th May 2023 at 6:15pm in the Council Chamber. That the Annual Meeting of the Town be held on Thursday 18th May 2023 at 6:15pm in the Memorial Hall. That the Mayor's Civic event be held on Friday 21st April 2023 at 6:30pm in the Memorial Hall.		preparations in progress

updated

<u>23/02/18.01 Resolved</u>	That the CAB West Suffolk request for a grant be approved for 2023/2024 at £5,000 and continued at that level going forward.		paid April 2023
<u>23/02/21.01 Resolved</u>	That the donation of £1,000 that was made to the DEC emergency aid fund for Turkiye and Syria be approved.		Paid out Feb 2023
<u>23/02/21.02 Resolved</u>	That the request for study leave be granted; with the Clerk liaising with the Mayor to arrange dates and times.		in progress

NTC Resolutions March 2023	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>23/03/10.01 Resolved</u> <i>(D/23/02/14.01 Recommendation)</i>	That Flagship be invited to attend a Full Council Meeting.		Invited. Flagship requesting more info re what is to be discussed	
<u>23/03/10.02 Resolved</u> <i>(D/23/02/15.01 Recommendation)</i>	That, with the assistance of the SCC Ward Devison Councillors, contact SCC to request a meeting and site visit.		To discuss Severals access and vehicular/pedestrian movements in the area. Email to AD/RH - acknowledged on 8/3/23. Meeting scheduled for w/b 24/4	
<u>23/03/10.04 Resolved</u> <i>(D/23/03/31.01 Recommendation)</i>	That a letter be sent to WSC requesting them to take action to prevent parking on the green areas at Studlands and to draw attention to possible unlicensed houses of multiple occupancy.			
<i>(L/23/03/10.01 Recommendation)</i>	That NTC fund the Event Manager to attend the visit to Maisons-Laffitte in May 2023.		travel tickets purchased by NTC	
<u>23/03/6.01 Resolved</u>	That the request to install 15 EV chargers on lampposts owned by NTC on Studlands be approved for a trial period of a year.		approval sent to Matthew Axton WSC	
<u>23/03/12.02 Resolved</u> <i>(F/23/03/9.01 Recommendation)</i>	That a budget of £5,000 for consultancy fees be approved by NTC and that the request to delegate to the NNP Working Group to apply for funding where possible to facilitate the review process by approved.		2023/24 virement as necessary to DP committee budget	
<u>23/03/12.03 Resolved</u> <i>(F/23/03/10.01 Recommendation)</i>	That, subject to further amendments, the revised Standing Orders be received and adopted.			
<u>23/03/12.04 Resolved</u> <i>(F/23/03/10.02 Recommendation)</i>	That the revised Financial Regulations be received and adopted.			
<u>23/03/12.05 Resolved</u> <i>(F/23/03/10.03 Recommendation)</i>	That the revised Scheme of Delegation to Officers be received and adopted.			
<u>23/03/12.06 Resolved</u> <i>(F/23/03/10.04 Recommendation)</i>	That the revised Standing Orders be received and adopted.			
<u>23/03/12.07 Resolved</u> <i>(F/23/03/9.01 Recommendation)</i>	That the onward engatement of Heelis & Lodge Ltd as the NTC Internal Auditors be approved.			
<u>23/03/12.08 Resolved</u> <i>(F/23/03/9.01 Recommendation)</i>	That, subject to further amendments to the arrangements for bank signatories, the review of Internal Control Statement and Systems be approved.			

<u>23/03/15.01 Resolved</u>	That the request from the Newmarket Cricket Club to purchase the pitch machinery at a cost of £2,000 plus VAT be approved; sold as seen - subject to official request being received.		FS has expressed interest. Confirmation awaited before invoice issued. Invoice issued. Awaiting payment
<u>23/03/16.01 Resolved</u>	That a budget virement of £6,699 from 4113/101 to 4045/220 from the current year budget and £4,500 from 4114/101 to 4045220 from the 2023/2024 budget be approved.		current year virement complete. 23/24 virement to be in April
<u>23/03/17.01 Resolved</u>	That a upgrade of access to Unity Trust Bank for the Town Clerk and Deputy Town Clerk to input and approved payments be approved to allow them to approve payments as necessary in times of councillor signatory absence, to ensure continuation of business and salary payments as necessary.		mandate update sent
<u>23/03/18.01 Resolved</u>	That a response be sent to Barclays saying how disappointed NTC is with this decision to close and lack of communication to customers; insisting that alternative arrangements are in place and are fully accessible to all and include provision for private consultation space before the branch is closed. Delegated to the Mayor and the Clerk		
<u>23/03/22.02 Resolved</u>	That a response is sent to WSC to request that the market is moved to the High Street using their current budget without any contribution from NTC. That it move promptly and that a letter is sent to the WSC CEO to inform them of the Town Council's displeasure regarding the current situation.		

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. DELIVERED & IN USE	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.		In progress - climate change working group to meet.	
<u>21/05/12.04 Resolved</u> <u>(F/21/05/12.02 Recommendation)</u>	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.		On-going. 16/11/22 - first assessment date. Scope 1 & 2 completed. Scope 3 aim to complete by 31/3/23	
<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 RO resolve to apply for DMMO record. NOW SUPERCEDED BY JANUARY 23 RESOLUTION	YES

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

NTC Resolutions June 2022	Resolution Wording	Current Status	Action Taken/Notes	
<u>22/06/9.03 Resolved</u> <u>(C/22/06/11.01 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. ??	updated
<u>22/06/10.01 Resolved</u> <u>***H/22/06/11.02 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.	?
<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. Complete and invoiced in March	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.			YES
<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 made to FTC 27/2/23 - discussion with BID re putting up some window vinyls regarding local history	YES
<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.			

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. ONSITE surveys taken place. DRAFT DESIGNS RECEIVED - needs to go back to DP eventually	YES

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

NTC Resolutions August 2022	Resolution Wording	Current Status	Action Taken/Notes	
<u>22/08/10.01 Resolved</u> <i>(C/22/08/10.01 Recommendation)</i>	That NTC make a contribution of £2000 towards the design phase for the market relocation plan.		In progress - awaiting invoice. Not now possible due to design phase accounts being closed by WSC before issuing invoice to NTC.	updated
<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. Continued stalling by FH.	yes
				yes

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

NTC Resolutions September 2022	Resolution Wording	Current Status	Action Taken/Notes	
<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. Completion now mid-March. Unveiling ceremony will now be mid-May, following the elections and Coronation weekend.	updated
<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. 50% of funding received from RH Lbudget. Funding from NHRM portion from AD Lbudget received. Flagpole installed 4/4/23	YES
				YES

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

NTC Resolutions October 2022	Resolution Wording	Status	Action Taken/Notes	updated
<u>22/10/16.01 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	

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

NTC Resolutions November 2022	Resolution Wording	Current Status	Action Taken/Notes	updated
<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. Event Mgr proceeding with plans for 2024	yes
<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 underway. Beds to be in situ August 23. SCC Locality Budget not required.	yes

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

NTC Resolutions December 2022	Resolution Wording	Current Status	Taken/Notes	updated
<u>22/12/10.04 Resolved</u> <u>(C/22/12/13.01 Recommendation)</u>	- 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. - 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. WSC and JCE quotes received.	yes
<u>22/12/10.05 Resolved</u> <u>(C/22/12/14.01 Recommendation)</u>	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. Installation booked for May	yes

Objective C: To Value and Protect our Environment						
C1	Appreciation of our Landscape: <i>The town's character and prosperity is dependent upon its surrounding landscape; NTC will:</i>					
<i>i</i>	<i>provide or work with partners to provide information points which promote appreciation of this link.</i>	4	4	3		JCE
<i>ii</i>	<i>support individuals or local groups, such as the Friends of the Yellow Brick Road, who work to improve their environment.</i>	5	4	3		Local groups /FYBR
C2	Visual Impact of Roadsides and Industrial Buildings: <i>NTC will:</i>					
<i>i</i>	<i>lobby all landowners (including those on the industrial estates) to maintain and protect roadside verges and ditches in and on the boundaries of their property.</i>	4	1	3+		ChCom/WS /SCC
<i>ii</i>	<i>lobby local authorities to maintain the verges alongside highways to an equally high standard to those maintained by The Jockey Club, including good maintenance of trees on roadside verges and pavements, avoiding unnecessary use of weed killers.</i>	5	1	3+*		WS/SCC
<i>iii</i>	<i>encourage and retain planting or landscaping which minimises the visual and environmental impact of industrial buildings and which manages the risk of surface water flooding as part of an integrated Sustainable Urban Drainage system.</i>	5	2	3+		WS
<i>iv</i>	<i>support local groups and projects which organise litter picking along pavements and verges.</i>	5	5	1		Local groups
C3	Trees: <i>NTC will liaise with the Woodland Trust to audit the town's trees and to establish an on-going planting programme (including the replacement of any street trees which die or are felled) to ensure that there is a good variation in ages of trees within the environment.</i>	5	4	1*		WS/SCC/JCE /Woodland Trust
C4	Air Quality: <i>NTC will lobby for:</i>					
<i>i</i>	<i>electric charging points (or improved technology) at locations throughout the town, in particular, close to any new or established taxi rank.</i>	5	3	3+		WS/SCC
<i>ii</i>	<i>taxis to be electric or hybrid (or improved technology) vehicles.</i>	5	2	3+		WS

Community Actions from the Newmarket Neighbourhood Plan

C5	Waste: NTC will work proactively with local authorities, businesses and residents to manage and reduce waste through:					
i	recycling, by:					
	a. reinstating a household waste recycling facility in the town.	5	1	1*		WS/SCC
	b. encouraging the reporting of fly-tipping and potential blockages in the Newmarket Brook and other Newmarket watercourses.	5	2	1*		WS/SCC
	c. enforcing regulations against fly-tipping and littering, particularly if this will affect the flow of the Newmarket Brook and of other Newmarket Watercourses.	5	1	1*		WS/SCC
	d. promoting and encourage recycling, with well-positioned local recycling points.	5	2	3*		WS/SCC
	e. ensuring that the waste collection service covers all types of household waste.	5	2	3*		WS/SCC
	f. encouraging local businesses to use recyclable packaging.	5	1	3+*		WS/SCC /ChCom/BID
	g. encouraging pre-schools and schools to educate children about recycling.	5	5	1*		schools
ii	h. lobbying national government to develop a uniform and comprehensive nationwide recycling system.	5	1	3+		Gov
	reducing litter, by:					
	a. supporting anti-littering projects.	5	5	1*		WS/local people
	b. involving local vets in promoting awareness of problems associated with dog fouling.	5	3	3		vets
	c. lobbying for stricter enforcement of dog fouling, with penalties, and promoting the Town Council's good practice in supplying free biodegradable bags.	5	3/5	3		WS/police
	d. lobbying for sufficient litter bins and dog bins, which shall be emptied regularly and maintained.	5	4	1*		WS
	e. lobbying for a numeric system to be developed whereby all bins can be easily identified by the public and the authority.	5	5	3		WS

Community Actions from the Newmarket Neighbourhood Plan

C6	Biodiversity: NTC will:					
<i>i</i>	educate our community about the value of the flora and fauna particular to our SSSIs and other sites.	5	3	3		SCC/NJ/Lib /schools
<i>ii</i>	encourage the formation of groups of residents who wish to monitor particular wildlife species within the Designated Area.	5	3	3		local people
<i>iii</i>	encourage residents, organisations, local councils and businesses to make our town more wildlife-friendly by adopting, in all appropriate areas, some or all of the measures listed in Policy NKT16; in particular, to ask that boxes for bats, owls and other birds might be installed in appropriate locations.	5	3	3		WS/JCE/BID /ChCom /residents
<i>iv</i>	encourage the mapping of the town's network of green and blue highways, (green corridors and watercourses) and work with partners to bridge any gaps.	5	2	3+		Anglia Water/SCC/WS
C7	Yellow Brick Road Linear Park: In order to promote the use of the Yellow Brick Road Linear Park, NTC will:					
<i>i</i>	address the issue that currently not all of the Yellow Brick Road is a designated Public Right of Way by applying to the appropriate authority to confer Public Right of Way status on the whole length of the Yellow Brick Road.	5	3	3		SCC
<i>ii</i>	explore possible extensions of the Public Right of Way network in order to make connections with other thoroughfares including Exning Road and Fordham Road.	4	2	3		SCC
<i>iii</i>	continue to work with partners and residents to ensure that the Yellow Brick Road Linear Park is maintained in an appropriate condition, and encourage any problems to be reported.	5	2	1*		WS

Blank

Report to	Performance & Audit Committee
Subject	Working Group update report
Purpose	Information
Classification	Unrestricted
Meeting date	17th April 2023
Item number	Item 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	?	Dormant	No meetings.	DH MJ CO KY	?	To consider matters relating to CA D3 of NPP		TC	NEED MEETING FOLLOWING MAY ELECTIONS
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
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 FOLLOWING MAY ELECTIONS
High Street Regeneration	?	Inactive	No meetings	JF, DH, CO					NEED MEETING FOLLOWING MAY ELECTIONS
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 – 18/4/23 ONSITE CONS WITH CLOUDY IT (BY RECOMMENDATION OF NALC/SALC)

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) ON HOLD – QUERIES REGARDING FUNDING. MEETING TO BE HELD FOLLOWING MAY ELECTIONS.
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 AWAITING OUTCOME (as at Apr23)
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. Following May elections, a schedule of review will be drafted to spread the work over the year.
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.			Consideration for autumn 2023 bulb planting locations.
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 – after May elections

<i>Working Group</i>	<i>Type</i>	<i>Status</i>	<i>Progress</i>	<i>Membership</i>	<i>Chair</i>	<i>Terms of Ref</i>	<i>Report To</i>	<i>Officer</i>	<i>Action / Comments</i>
SLA	T&F	Obsolete	SLA 2023 currently out to tender (WSC / JCE /	MJ, PW TC	PW	To negotiate new SLA from April 2023			NO LONGER NEEDED – SLAs IN PLACE.
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 4/4/23: FURTHER LIAISON FOLLOWING ONSITE VISIT.
Volunteer	?	Inactive	No meetings	MJ, KY	KY	To organise, supervise and co-ordinate community initiatives.			NEED MEETING AFTER MAY ELECTIONS.
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 Timescale August 2023

Blank