

Membership from May 2023

Councillor Drummond
Councillor Harvey (Chair)
Councillor Hood
Councillor Perry (Vice Chair)
Councillor Winter
Councillor Yarrow

Members = 6
Quorum = 3



Newmarket
T O W N C O U N C I L

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 July at 7.30pm

**or following on from the Finance & Policy 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 and to ask if anyone present intends to record the meeting
- 2) Apologies** - To receive and accept apologies for absence
- 3) Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
- 4) Minutes of previous meeting held 22nd May 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) Q1 financial year 2023/2024
 - b) Q1,2,3&4 2022-2023 – outstanding resolutions
- 7) Neighbourhood Plan** – to audit Community Actions from Objective D of the NNP and receive the latest report from the NNP Working Group
- 8) Working Group Reports** – to receive update reports regarding all active Working Groups
- 9) Correspondence**
- 10) Date of next meeting 16th October at 7.00pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 11th July 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 22nd May 2023 at 7:05pm

Attendance:

Councillor J Harvey (Chair)
Councillor S Perry

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

P/23/05/1 To Elect a Chairman for the Meeting

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

P/23/05/1.01 Resolved

That Cllr Harvey be elected as the Chairman of the Performance & Audit Committee for the meeting held on 22nd May 2023.

P/23/05/2 To Elect a Chairman

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

P/23/05/2.01 Resolved

That Cllr Harvey be elected as the Chairman of the Performance Audit Committee for 2023/2024 Municipal Year.

P/23/05/3 To Elect a Vice Chairman

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

P/23/05/3.01 Resolved

That Cllr Perry be elected as the Vice Chairman of the Performance & Audit Committee for 2023/2024 Municipal Year.

P/23/05/4 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

Not required.

P/23/05/5 Apologies for Absence

None noted.

P/23/05/6 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.

Minutes of Performance & Audit Committee held on Monday 22nd May 2023

Book Number 4 2023 - 2024

P/23/05/7 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 17th April 2023 and Any Matters Arising
Members received the minutes of the Performance & Audit Committee Meeting held on Monday 17th April 2023 and the following was agreed:

P/23/05/7.01 Resolved

That the minutes of the Performance & Audit Committee meeting held on Monday 17th April 2023 be adopted and would be signed as a true record by the Chairman of the Performance & Audit Committee.

There were no matters arising.

P/23/05/8 Public Open Session

No members of the public wished to speak.

P/23/05/9 Level of Membership of the Performance & Audit Committee

The current level of membership for the P&A Committee was discussed and the following was agreed:

P/23/05/9.01 Recommendation

That 2 members from the Conservatives be invited to join the P&A Committee at the next Full Council meeting.

P/23/05/10 Correspondence

None noted.

P/23/05/11 Date of Next Meeting

Monday 17th July 2023.

Meeting closed at 7:15pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>P/23/05/2.01 Resolved</u>	That Cllr Harvey be elected as the Chairman of the Performance Audit Committee for 2023/2024 Municipal Year.
<u>P/23/05/3.01 Resolved</u>	That Cllr Perry be elected as the Vice Chairman of the Performance & Audit Committee for 2023/2024 Municipal Year.
<u>P/23/05/9.01 Recommendation</u>	That 2 members from the Conservatives be invited to join the P&A Committee at the next Full Council meeting.

QUARTER 1 - (APRIL TO JUNE 2023)

NTC Resolutions June 2023

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>23/06/6.02 Resolved</u> St Felix Site	That the relevant Officers from WSC and SCC Planning and the portfolio holder be invited to discussions regarding flexibility on the use of their sites for housing and the context for developing a sports hub	TC		NCN meetings taking place.	
<u>23/06/7.01 Resolved</u> Youth Worker	That the request for onward Town Council funding for a second Youth worker to be employed to support the Teen Chill programme be approved.	TC		paid June 23 onward budgeting in place	
<u>23/06/7.02 Resolved</u> Youth Strategy Budget account	That a budget account be created for Youth Strategy with a virement of £5000 for 2023/2024 and further budgeting in subsequent years be included in the on-going budgeting process.	TC		completed onward budgeting in place	
<u>23/06/11.01 Resolved (C/23/06/9.01 Recommendation)</u> Studlands SID	That Cllr Jarvis be allocated to investigate a location for a SID in the Studlands area.	DTC			
<u>23/06/11.02 Resolved (C/23/06/9.02 Recommendation)</u> Adastral Close SID	That Cllr Borda be allocated to investigate a location for a SID on Adastral Close.	DTC			
<u>23/06/11.03 Resolved</u> (C/23/06/10.01 Recommendation) Approve Lubbe Lisse quote	That the quote from Lubbe Lisse for the autumn planting of bulbs on the Severals and in the Memorial Garden for £5,886+VAT be accepted.	TC		planting due Autumn 2023	
<u>23/06/11.04 Resolved</u> (C/23/06/11.01 Recommendation) Approve RGB quote	That the quote from RGB Fencing to replace the St Mary's Churchyard fencing for £3,400 be accepted.	DTC		Awaiting installation	
<u>23/06/11.05 Resolved</u> (C/23/06/12.01 Recommendation) Cemetery toilets	That the cemetery toilets only be opened during burials be approved and that appropriate signage be installed.	ADMIN		Signage in place	

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/06/11.06 Resolved (C/23/06/12.01 Recommendation) Path behind Millbank	That WSC are approached to request that they adopt the unregistered part of the path, tarmac the entire path where necessary and to add an accessible ramp. That Aldi are approached to make a contribution to the costs.	TC		WSC response that SCC is the highway/footway adoption authority contact with SCC pending	
23/06/11.07 Resolved (C/23/06/14.01 Recommendation) Task & Finish working group grass cutting	That a Task & Finish Working Group be set up consisting of the Cllrs Winter, Crissal, Harvey, Perry, Hulbert, McHugh, Kavanagh, Jarvis and the Town Clerk with a remit of looking at the responsibilities for grass cutting around town and the frequency.	TC		Working Group met Mtg with I Shippe / M Walsh due end July	
23/06/11.08 Resolved (C/23/06/14.01 Recommendation) Shopfront Grant Scheme	That the High Street Regeneration Working Group be referred to the Shopfront Grant Scheme.	TC		High St Reg WG now deleted	
23/06/12.01 Resolved (L/23/06/1.01 Recommendation) Soapbox	That the planned Soapbox Derby for 2024 be cancelled and that opportunities for future events be reviewed. That the Soapbox EMR be transferred to the Community Events EMR.	EM		cancelled	
23/06/15.04 Resolved SEND working group	That the SEND Provision Working Group be referred to the Neighbourhood Plan Working Group going forward.	TC		SEND WG now deleted	

QUARTER 1 - (APRIL TO JUNE 2023)

NTC Resolutions May 2023

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/05/8.01 Resikved <u>23/05/47.01 Recommendation</u> Motion to support reduction of speeding limit to 20mph	That the '20's Plenty for Suffolk' motion for 20-MPH speed limits in towns and villages be adopted as follows: "Newmarket Town Council: Supports the 20's Plenty for Suffolk campaign; Calls on Suffolk County Council to implement 20mph in Newmarket; and will write to Suffolk County Council to request 20mph speed limits on streets throughout Suffolk where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit."	TC		Email to and response from Cllr Richard Smith. SCC rejection of the motion. NTC may write independently to the Sec of State for Transport. Webinar attended by TC - there are advisory measures that NTC could take in areas. Transport & Parking W Group mtg due. Suffolk TC/PCs may form an Action Group.	
<u>23/05/9.01 Resolved</u> <u>1/23/05/10.01 Recommendation</u> BID Butterfly installation	That the costs for two signs to be purchased to promote the BID Butterfly installation, and that a children's butterfly event be held in the Memorial Gardens or Hall on 1st July 2023 for £250 plus materials, be approved.	TC		Penny Sobr running event 1/7/23 event attended 50-60 children. Very well received.	
<u>23/05/9.02 Resolved</u> <u>1/23/05/10.02 Recommendation</u> Newmarket in Colour	That the costs to provide two blank screens for murals to be painted on and the artist fees be approved at a total of £1,000.	TC		Penny Sobr is booked local artist. Mural by 30/5/2023	
23/05/9.03 Resolved <u>1/23/05/12.01 Recommendation</u> Venue Hire Fees	That the current hire fees be approved to remain the same from 1st June 2023 to 31st May 2024 and be reviewed in April 2024, unless deemed necessary before that time.	TC		Mural up on 1/6/23 in place	
<u>F/23/05.11.01 Recommendation</u> Small Grant Application by SERV	That the request be deferred and an invitation be sent to attend a full Council meeting to provide further information.	TC		application withdrawn by applicant	

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>23/05/10.04 Resolved</u> <u>F/21/05/13.01 Recommendation</u> Pot-hole information gathering	That NTC start a campaign to gather information on potholes in an around Newmarket and report them to the relevant County Council.			Clr AD looking into possible use of SCC Highways Locality Budget. SCC found further funding. ? IS HW LB STILL REQ?	
<u>23/05/11.01 Resolved</u> <u>P/23/05/9.01 Recommendation</u> Membership level of P&A Cttee	That 2 members from the Conservatives be invited to join the P&A Committee at the next Full Council meeting.	ADMIN		On FTC agenda 30/5/23	
<u>23/05/12.01 Resolved</u> <u>H/23/05/9.01 Recommendation</u> Advertising for EM replacement	To proceed to advertise the Events Manager from the existing base salary scale, negotiable upon experience.	TC		NJ. INDEED.COM. BID digi-board. BID jobs page. NTC website & social media.	
<u>23/05/13.01 Resolved</u> Co-option of 1 councillor	That Co-option be used to fill the vacant position on the Town Council Committee.	ADMIN		MA co-opted on 26/6/23	
<u>23/05/17.01 Resolved</u> IT upgrade	That, in principle, NTC proceeds with the Cloudy-IT options for a cloud-based system and agenda pack creation software within the current financial year (23/24 Phase 1).	TC		Presentation to FTC 24/7/23. Onsite visit to Thetford by DTC/TC	
<u>23/05/17.02 Resolved</u> IT upgrade	That, in principle, NTC plans for hybrid broadcasting of Council meetings and Councillor devices in the next financial year (24/25/ Phase 2).	TC		For 24/25 budget	
<u>23/05/18.01 Resolved</u> Small grant application	That the Newmarket Day Centre grant application for £900 be approved.	TC		Paid May 2023	

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>23/05/19.01 Resolved</u> Soapbox Derby Event date	That the date of the Soapbox Derby event in 2024 be held on 16th June 2024 and for the foreseeable future be organised for the middle of June.	EM		Soapbox now cancelled for foreseeable future.	
<u>23/05/20.01 Resolved</u> Shop-front improvement scheme	That in principle, NTC and Newmarket BID collaborate on an application to UKSPF for a shop-front improvement fund and be equally and jointly administered and managed by NTC and the BID.	TC		application submitted. Awaiting award decision	
<u>23/05/20.02 Resolved</u> Shop-front improvement scheme	That delegated powers be given to the Mayor, Deputy Mayor and Town Clerk to work jointly with the BID to make decisions on applications to the scheme.	TC		Awaiting funding decision from WSC	
<u>23/05/20.03 Resolved</u> Shop-front improvement scheme	That the proposal for NTC to match-fund to the value of £5,625 for the scheme (funded from EMR 331, Town Improvement EMR) be approved.	TC		Awaiting funding decision from WSC	
<u>23/05/21.01 Resolved</u> Committee PA m'ship	That Cllrs Drummond and Hood be appointed as members of the P&A Cttee.			completed May 23	

QUARTER 1 - (APRIL TO JUNE 2023) - for presentation to Committee 17/7/2023

NTC Resolutions April 2023

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>D/23/04/7.08 Resolved:</u> DC/23/0374/FUL - Planning application - conversion and extension to provide nine residential units and supporting infrastructure, with retention of ground floor retail unit and external alterations to the existing ground floor shop front - 122 High Street Newmarket Suffolk.	A letter to be sent to SCC regarding the fact that WSC are relying on SCC advice concerning transport and car parking which is inaccurate and inappropriate.	TC		JH to draft letter Letter sent 9/6/23	
<u>23/04/9.01 Resolved:</u> <u>C/23/04/9.01 Recommendation)</u> Trees offer by local businessman	That the offer of the kind gift to plant 700 trees be supported in principal and that efforts be made to enable the planting and maintenance.	TC		Investigations in progress into possible types of urban trees in a pilot area - Hamilton Rd and Edinburgh Rd - and community/volunteer involvement with watering.	
<u>23/04/10.02 Resolved</u> <u>(P/23/04/7.01Recommendation)</u> Referral from Community Actions C of NNP to committees	That the following Community Actions be referred to the following Committees to action: C2 - Refer to D&P Committee to consider the parking issues in Windsor Road and Willie Snaith Road. C3 - Refer to CS Committee to consider a tree audit by the tree wardens of NCNR (Nkt Community Nature Reserve). C4 - Refer to CS Committee to ask WSC what else they were doing to improve air quality and also regarding further installations of fast EV charging points. C5i - Refer to D&P Committee to consider a recycling facility. C5ii - Refer to CS Committee to consider dog litter issues. C6 - Refer to the climate change working group to consider Biodiversity issues.	TC		Agenda Dates:- D&P 4/9/2023 CS 4/9/2023 Climate Change Working Group - date tbc	
<u>23/04/11.01 Resolved</u> Budget 22/23 outcome and EMR transfer recommendations	That the final outcome report and the EMR transfer recommendations for the 2022/2023 budget for NTC be received and approved.	TC		completed April 23	

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>21/05/12.03 Resolved</u> <u>(F/21/05/12.01 Reconn</u> <u>CARBON ZERO PROJECT</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> <u>CARBON ZERO PROJECT</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	

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. ?? IS THIS STILL RELEVANT & WHO WILL TAKE THIS FORWARD ? PAUSED UNTIL FURTHER INPUT	
<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.	
<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.			
<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 <u>12/5: JH/CW participated in TEAMS update</u>	

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>22/08/18.01 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. MEETING HELD 26/6/2023	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 COMPLETED UNTIL FURTHER CONTACT	YES

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>22/11/17.01 Resolved</u> <u>COVID MEMORIALISATION PROJECT</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. 14/5: Beds, edging in place - planting ordered. <u>Planting in place.</u> <u>Memorial ordered.</u>	YES

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>23/01/20.01 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> <u>LAUREATE SCH RD /</u> <u>WILLIE SNAITH RD</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	updated
<u>23/02/9.01 Resolved</u> <u>(C/23/02/8.01</u> <u>Recommendation)</u> SIDS PLACEMENT	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</u> <u>Recommendation)</u> <u>WEED CONTROL</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. PERMISSION RECEIVED / SPRAYING IN PLACE	YES
<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 MEETINGS COMPLETED.	YES
<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.		Every Wednesday June to September booked off - Clerk to work at Pavilion.	yes

NTC Resolutions March 2023	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>23/03/10.01 Resolved</u> <u>(D/23/02/14.01</u> <u>Recommendation)</u>	That Flagship be invited to attend a Full Council Meeting.		Invited. Flagship requesting more info re what is to be discussed CLLR YARROW liaising N/A MTG 26/6/23	YES
<u>23/03/10.02 Resolved</u> <u>(D/23/02/15.01</u> <u>Recommendation)</u> <u>SEVERALS ACCESS</u>	That, with the assistance of the SCC Ward Division 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 15/6/23 REPORT RECEIVED. REFERED TO TRANSPORT WG	YES
<u>23/03/10.04 Resolved</u> <u>(D/23/03/31.01</u> <u>Recommendation)</u>	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.		WSC HAS INSTALLED FURTHER BOLLARDS	YES
<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 PAYMENT REC'D EQUIPMENT REMOVED BY	YES
<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 COMPLETED	yes
<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 Completed May23	

<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		BARCLAYS NOW AT POST OFFICE	YES
<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.		MARKET DISCUSSIONS STALLED AWAIT FURTHER CONTACT FROM WSC	YES

Objective D: To Develop Sustainable Housing within the Boundary of the Designated Area					
D1	Community Energy Initiatives: NTC will set up a community energy group to liaise with local councils in order to investigate what actions Newmarket might take to mitigate the expected effects of climate change, by: i. writing a sustainable energy plan for the community which will meet local energy needs without contributing to climate change or harming the prospects of future generations. ii. working towards generating the equivalent of 100% of the town's electricity demand through community-owned locally-generated renewable energy. iii. exploring the feasibility of setting up a community renewable energy company and developing locally owned renewable energy projects. iv. working with the distribution network operator to reduce or move peak electricity demand in the Plan Area. v. ensuring that the financial benefits of harnessing local clean energy resources are primarily shared amongst local people, in particular by reducing local energy demand through education and by financing energy efficiency improvements to community buildings and local homes through a community benefit fund. vi. encouraging sensitive and appropriate energy efficient measures in traditional and historic buildings. vii. uniting the local community in support of these goals.	4 (vii =1)	1	3+	SCC/WS
D2	Newmarket Watercourses: NTC will ensure that the continued maintenance of the Newmarket Brook and all other Newmarket watercourses is carried out by the appropriate authorities.	5	3	1*	Anglia Water /SCC/WS
D3	Community Land Trust: NTC will investigate the possibility of setting up a Newmarket Community Land Trust to take responsibility for the development and management of affordable housing sites for the long-term benefit of everyone in Newmarket.	5	2	3+	WS
D4	Emergency Housing NTC will continue to liaise with the Strategic Housing team at West Suffolk Councils to ensure that there is sufficient emergency housing to meet the need to find accommodation for homeless people.	5	5	1*	WS

Community Actions from the Newmarket Neighbourhood Plan

D5	Facilities in any Major New Development: For all proposals where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more, in addition to those facilities identified in the Local Plan, where appropriate, NTC will lobby for facilities (or for good access to such facilities) including, but not limited to: i. a central green space. ii. local shops. iii. children's play area. iv. pedestrian and cycle connectivity within the development and to the Public Right of Way network and the existing network of footpaths and cycle ways. v. green corridors or deep (3 metre) verges, planted with trees, to link new and existing areas of green space. vi. a shared community sports area, on that site or elsewhere. vii. light industrial units to address the lack of available buildings for medium-sized businesses.	5	3	3+	WS/SCC
D6	Impact of Major Development outside the Plan Area: NTC will lobby all stakeholders to ensure that any major development, either residential (where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more) or non-residential (with additional floorspace of 1,000 m2 or more, or a site of 1 hectare or more) outside the Plan Area but in its vicinity should allocate Section 106 funding to support infrastructure demands within Newmarket.	5	3	1 *	WS/East Cambs



Newmarket TOWN COUNCIL

THE KING EDWARD VII MEMORIAL HALL
HIGH STREET, NEWMARKET, SUFFOLK, CB8 8JP

Telephone: 01638 667227

Town Mayor: Councillor Philippa Winter

Town Clerk: Cathy Whitaker

**Meeting Notes of the Newmarket Neighbourhood Plan Working Group meeting
on 4th July 2023; 10.30am**

Those present:

M Jefferys (Chair), Cllrs Harvey, Hulbert and S Beckett and R Wood. Town Clerk

1: Chair's Welcome and Apologies: Cllrs Perry and Winter

2: Notes of the previous meeting (02/05/2023): approved. No matters arising not on this agenda.

3: Progress on re-writing of Objective B: The writing team are making slow progress, with additional input regarding Health and Youth Strategy. MJ will rewrite the Haverhill Youth Strategy document as the Newmarket draft document for the next meeting. Objective B remains a work in progress.

Leon from Push Forward will be invited to meet the writing team to consult on the NNP review.

4: Neighbouring Parish Councils: report on presentations to Kennett and Moulton: Kennett – possibly look more to Bury St Edmunds as the 'principal town'. Development of Kennett Garden Village is viewed by them as a positive thing. Moulton – did reference Brentwood High Street as a comparison town to our High Street and market improvements.

5: Progress with consultant: Ian Poole from Places4People has been booked on Thursday 7th and Thursday 14th December 2023, between 10.30am and 12.30pm at the Memorial Hall in the Ernest Cassell.

7: Future tasks (required research and funding): None

8: Date of next Working Group Meeting – Tuesday 5th September 2023; 10.30am at Memorial Hall

MEETING CLOSED 11.40am

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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	Membership	Leader	Terms of Ref	Report To	Officer	Action / Comments
Climate Change	Ongoing	Active	Phase I & II Carbon Footprint Assessments to be complete by 31/3/23	JBorda, AD, PH, JJ		To consider actions to mitigate effects of global warming	FTC	TC	Report following assessment outcomes to FTC Work ongoing on assessment
Environmental	Ongoing	Dormant	Adopted species for 2022 – swifts – boxes installed	AD, PW, RJ, JMCH		To consider matters relating to bio-diversity CA of NPP	FTC	DTC	Need a 2023 adopted species. Organise meeting Need to take forward swifts and consider Butterflies as 2023 species for adoption. RW would like to assist with this.
Grass Cutting	T&F	Active	First Meeting to schedule	LC, JH, PH, JJ, EK, JMCH, SP, PW	LC	Consider responsibilities for grass cutting around the town and frequency	CS	TC	Met 19/6/23 and awaiting the outcome of a meeting with Cllr Ian Shipp and Mark Walsh from WSC regarding grass cutting on 27/7/23. SP to get the full grass/town land ownership plan from WSC & ascertain the agreement details of WSC maintenance of SCC grass areas.
Hybrid Meetings (includes IT upgrade to Cloud systems)	T&F	Active	On hold – budget for IT upgrade project 23/24. TC to take research forward initially with WG inclusion.	JBorda, TC, RN		To look at hybrid meeting arrangements and associated costs	FTC	TC/ DTC	18/4/23: onsite demo to TC/DTC FTC agenda 30/5/23: initial proposal to full council Council demo to be arranged at FTC TC/DTC to visit users (Thetford) To be arranged.
Market	T&F	Active	Market Inception Meeting – 17/1/23	AD, JH, PH, JJ, EK, JMCH, PW	PW	To consider improvements for the market and work with WSC to bring these about. To consider alternative locations for the market.	CS	TC	WSC consultants carrying out design assessments (as at Feb 23) ON HOLD – QUERIES REGARDING FUNDING. MEETING TO BE HELD with WSC Officers FOLLOWING MAY ELECTIONS. Awaiting WSC contact since elections

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Working Group	Type	Status	Progress	Membership	Leader	Terms of Ref	Report To	Officer	Action / Comments
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	DP	TC	REVIEW in progress monthly with writing team REPORTING TO P&A UNDER SEPARATE AGENDA ITEM
Parish Alliance-Sunnica	T&F	Dormant	Written Reps submitted 26/9/22	RH, TC	RH	To receive & consider information regarding the Sunnica Solar Farm application/proposals.	DP	TC	LAST PUBLIC HEARING EARLY FEB 2023 AWAITING OUTCOME (as at July23)
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	FP	TC	MEETING 15/2/23. Following May elections, a schedule of review will be drafted to spread the work over the year. ON-GOING
PROW	Ongoing	Active	Resolution to apply for DMMO to record original footpath. With request to WSC for the PPO application	AD, 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.	DP	TC	Clerk to action DMMO application process. PUT TO FTC for further membership.
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.	CS		Consideration for autumn 2023 bulb planting locations. CS AGENDA 5/6/23: PROPOSAL FOR PLANTING BIRDGATE WALK AREA AND SEVERALS (BURY RD SIDE)

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Working Group	Type	Status	Progress	Membership	Leader	Terms of Ref	Report To	Officer	Action / Comments
Town Museum	Ongoing	Active	Meeting held 30/1/23	JH, EK, RN, SP, PW, TC	JH	To produce a viable business plan for a local History Museum. To investigate other options regarding local history provision in the town.	CS	DTC	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.	DP	TC	KIER Street walk with plans 24/2/23 JH attending 4/4/23: FURTHER LIAISON FOLLOWING ONSITE VISIT.
Health & Well-being	Ongoing	Dormant	Need to arrange a meeting	TC, EK, RJ, JMCH		To create a calendar of 12-18m of achievable activities and a program of works – alongside the NTC H&W report	FTC	TC	- COVID flower beds / Mental Health boards and community commemoration project. In progress to be completed August 2023 - Small Play area refurb project – inclusive / accessible– completed Feb 2023 - Summer free yoga weekly in Mem Gdns

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