

Membership from May 2023

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

Members = 7
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 15th January 2024 at 6.15pm**

A G E N D A

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

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

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

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

- 1) **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded and to ask if anyone present intends to record the meeting
- 2) **Apologies** - To receive and accept apologies for absence
- 3) **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
- 4) **Minutes of previous meeting held 9th October 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) Q3 financial year 2023/2024
 - b) 2022-2023 and Q1 and 2 2023-2024 – outstanding resolutions
- 7) **Neighbourhood Plan** – to audit Community Actions from Objective E of the NNP (deferred from October agenda) 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 22nd April 2024 at 7pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 9th January 2024

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 9th October 2023 at 6:15pm**

Attendance:

Councillor J Harvey (Chairman)
 Councillor A Drummond
 Councillor R Hood

Councillor J McHugh
 Councillor S Perry
 Councillor P Winter

Also present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

- P/23/10/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
 Chairman opened the meeting and read out the Fire Notice and announced that proceedings were being recorded.
- P/23/10/2 Apologies for Absence**
 Apologies received from Cllr Yarrow.
- P/23/10/3 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/23/10/4 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 17th July 2023 and Any Matters Arising**
 The Chairman presented the minutes of the Performance & Audit Committee Meeting held on Monday 17th July 2023 and the following was agreed:
- P/23/10/4.01 Resolved**
That the minutes of the Performance & Audit Committee meeting held on Monday 17th July 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/23/10/5 Public Open Session**
 No members of the public were present.
- P/23/10/6 Resolution Audit**
 The resolution progress for Q1 & Q2 2023/2024 was received, updated, and noted.
- The Outstanding resolutions for Q1 – Q4 2022/2023 were received, updated, and noted.
- P/23/10/7 Neighbourhood Plan**

Minutes of Performance & Audit Committee held on Monday 9th October 2023

This item was deferred to next meeting.

P/23/10/8 Working Group Reports

Updated reports from active Working Groups were received and noted.

Cllr Winter gave her apologies and left the meeting.

P/23/10/9 Correspondence

None noted.

P/23/10/10 Date of Next Meeting

Monday 15th January 2024.

Meeting closed at 7:35pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
	NO RESOLUTIONS.

QUARTER 3 - (OCTOBER 2023 - DECEMBER 2023) - for presentation to Committee 15/01/2024

NTC Resolutions October 2023

Page 1 of 2

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>23/10/10.01 Resolved (L/23/10/8.01 Recommendation)</u> 3 Day Christmas event programme	That the proposal for a 3-day Christmas programme of events on 9th, 16th and 21st December 2023 and related costs be approved and that delegated power be given to the Chairman, Vice Chairman and Events Manager to finalise and cost the activities.	EM			
<u>23/10/10.02 Resolved (L/23/10/8.02 Recommendation)</u> D-Day arrangements	That the arrangements for the D-Day 80 Beacon Item 9b Page 3 Book number 15 2023 -2024 Minutes of Leisure Services Committee held on Monday 2nd October 2023 event on 6th June 2024 to include the Town Crier Proclamation, entertainment, lighting the beacon by the Jockey Club and food stalls and related costs be approved.	EM		booking of services in progress publicity to be initiated	
<u>23/10/10.03 Resolved (L/23/10/8.03 Recommendation)</u> Confirmation of 2024 Events	That the following events be held in 2024: • Summer Entertainment – summer activities in the Memorial Gardens on the 1st, 3rd and 5th Thursdays for under 13s and the 2nd and 4th Thursdays for older children. • October half term – Halloween Scavenger Hunt in Memorial Gardens. • February half term – a pocket cinema in the Memorial Hall subject to costings, • Easter 2024 – two Easter craft activity workshops in Memorial Hall details to be confirmed. • Summer half term - activity workshops in Memorial Hall details to be confirmed.	EM		arrangements in progress October Halloween event completed successfully	
<u>23/10/10.04 Resolved (L/23/10/8.04 Recommendation)</u> No large event for 2024	That a single largescale event (e.g., Soap Box Derby or Carnival) is not held in 2024.	TC			
<u>23/10/12.01 Resolved (H/23/10/6.01 Recommendation)</u> Removal of Events Assistant role from budget	That the unoccupied staff position of Events Assistant be removed from the staffing budget. That the draft HR Committee Budget for 2024/2025 be approved.	TC			
<u>23/10/13.01 Resolved</u> All Saints Warm Space facility	That the request from All Saint's Church to provide a warm space facility over the winter period for £1,000 be approved.	TC		grant paid	

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>23/10/17.01 Resolved</u> Environmental Working Group	That all recommendations in the Environmental Working Group report dated 2nd October 2023 be approved; that the 2023 species to be adopted be the butterfly, and that the species to be adopted in 2024 be the	TC		a follow up meeting is due	
<u>23/10/19.01 Resolved</u> Reverse vending machines	That NTC does not contribute to the funding at this time due to on-going and increasing demands on our finances as Town and Parish Councils are having to consider taking on so many more services that previously would have been provided by others.	TC			
<u>23/10/20.01 Resolved</u> Annual Meeting of the Council	That the Annual Meeting of the Council be held on Monday 13th May 2024 at 6:15pm	TC		meeting schedule amended	
<u>23/10/21.01 Resolved</u> Office closure over Christmas	That the office be closed over the Christmas period and that the twothree of the non-bank holidays between Christmas and New Year be allocated as discretionary days off at Council's discretion for Christmas 2023. This matter will then be referred for further consideration going forward by the HR Committee in the New Year.	TC		Item for consideration at a future HR Committee for onward years.	
<u>23/10/21.01 Resolved</u> McColls Newmarket	That that a letter be sent to the auctioneer to highlight that it is a Grade II Listed Building in a Conservation Area and that, as such, buyers must be aware of the implications of any planned renovations.	TC		letter sent/ no response from auctioneer	

QUARTER 3 - (OCTOBER 2023 - DECEMBER 2023) - for presentation to Committee 15/01/2024

page 1 of 2

NTC Resolutions November 2023

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/11/8.01 Resolved (D/23/11/7.01 Recommendation) Exiting Road bollards	That Providing 50% can be funded from Councillor Rachel Hood's SCC Highways Locality Budget; that the installation of bollards for £7,845.00 be approved. That the bollards be added to the NTC Asset Register.	TC		50% funding secured. SCC licence agreed - stalled due to JCE not being a qualified approved contractor for working on highway	
23/11/8.02 Resolved (D/23/11/17.01 Recommendation) 20s Plenty	That 20's Plenty for Suffolk be referred to full council to consider.	TC		FTC considered at November meeting	
23/11/8.03 Resolved (D/23/11/18.01 Recommendation) Working group for unauthorised signage boards.	That a Task and Finish Working Group be set up consisting of Cllrs Kavanagh, Nobbs, Hood, Hulbert and the Town Clerk with a remit to research and provide recommendations to Full Council regarding unauthorised signage, street advertising and A-boards.	TC		WG met - awaiting research/liaison by TC with WSC and SCC for clarification of on-street adv.	
(D/23/11/20.01 Recommendation) Consultation response - BSIP	That this item be referred to the Parking and Transport Working Group to consider a response to the consultation.	TC		WG P&T met / consultation response agreed	
23/11/9.01 Resolved (C/23/11/7.01 Recommendation) Approve draft budget for CS 2024/2025	That the draft 2024/2025 budget for the Community Services be approved at £291,283.			Sent for rec to FTC in December meeting	
23/11/9.02 Resolved (C/23/11/8.01 Recommendation) Approve Anglian Gates quote	That an additional solar powered unit and appropriate pole installation by Suffolk Highways be deferred and reconsidered in the next financial year.	TC		Deferred for consideration in 25/26 financial year	
23/11/9.03 Resolved (C/23/11/9.01 Recommendation) 23/11/10.02 Resolved (F/23/11/9.01 Recommendation) Approve draft F&P Budget	That the quote from Anglian Gates for £1,180.00 to undertake the appropriate measures to render the gates in working order for fob access be approved. That the draft F&P Budget for 2024/2025 be approved at £14,036.00.	TC		Works carried out 06/12/23	
23/11/10.03 Resolved (F/23/11/11.01 Recommendation) Account for security deposits	That a dedicated account for holding booking security deposits be opened with Unity Trust Bank.	TC		Sent for rec to FTC in December meeting	
23/11/10.04 Resolved (F/23/11/12.01 Recommendation) CCTV policy	That delegated power be given to the Town Clerk and Cllr Harvey to make further amends and present to full council.	TC		to be opened	
		TC		FTC approved Dec meeting	

page 2 of 2

NTC Resolutions November 2023

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/11/10.05 Resolved (E/23/11/13.01 Recommendation) Approve Nkt Brownies Grant	That the grant application from the 6 th Newmarket Brownies for the Christmas Pantomime for £250.00 be approved.	TC		grant paid	
23/11/10.06 Resolved (F/23/11/14.01 Recommendation) Approve phase 1 of Cloudy IT	That the plan for phase 1 - Cloudy-IT for options a, and b, for cloud-based system and agenda pack creation software within current financial year (23/24) be approved.	TC		initial stages in progress with Cloudy IT	
23/11/10.07 Resolved (F/23/11/14.02 Recommendation) Approve Phase 2 hybrid and broadcasting in principle	That the plan for phase 2 - hybrid and broadcasting of council meetings and councillor devices, options c, and d, in the next financial year (24/25) be approved in principle subject to specification, investigation and review.	TC		to be re-visited following Phase 1 completion	
23/11/13.01 Resolved Network Rail	That delegated power be given to the Town Clerk and Cllr Harvey to draft and send a letter to Network Rail and the Transport Minister, regarding the nature of the Network Rail campaign, the significant impact of the Town Council's time and costs, and that Network Rail could have better spent their own effort and funds on rail improvement.	TC		letter composition required	
23/11/12.01 Resolved Review of 20s plenty at Freshfields	That a 20's Plenty Campaign for Newmarket be approved for a trial period at Freshfields using the available resources and be reviewed.	TC		TC to liaise with KY for resident consultation and signage	
23/11/13.01 Resolved Approve response re WSC ground maintenance review	That subject to a further amendment, the response from the Grass Cutting Working Group to the WSC Ground Maintenance Review be approved and submitted.	TC		response submitted	
23/11/14.01 Resolved Annual Meeting of the Town	That the Annual Meeting of the Town be held on Thursday 25 th April 2024 at 6:30pm.	TC		added to schedule	

QUARTER 3 - (OCTOBER 2023 - DECEMBER 2023) - for presentation to Committee 15/01/2024

page 1 of 1

NTC Resolutions December 2023

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/12/9.01 Resolved (D/23/12/6.01 Recommendation) <u>Response of appeal to SCC</u>	That a response of appeal is sent to SCC as follows: This is a SCC owned verge, maintained currently by WSC. We have been liaising with WSC grounds maintenance team regarding grass cutting in this area and have reduced our plan to only install bollards down the slip-road side of the verge to enable easier access to the mowers. WSC has acknowledged that there will be some strimming to do around the bollards. In addition, going forward this may be an area of grass that NTC decides to take on the maintenance of in 2024/25. This is a grass verge where there should be no parking. There is adequate parking at the end of the road behind the Iccwell Hill flats: residents and visitors currently are choosing not to park there so that they can be closer to their homes. SCC has suggested we consider installing double yellow lines instead of bollards: this would not stop people parking there physically, there is only limited patrol in the area by CP officers during office hours (much of the problem arises overnight/early morning), double yellows would also just move the problem on' There are Health & Safety concerns regarding wet, slippery and icy grass surface. The Town Council is trying to protect a SCC asset in this area. Letters will be sent to the any identified properties requesting that guests do not park on the grass verges. To add to standard parking planning response statement that "this is a clear indication that there is a lack of parking and this should be evidence for future planning applications".	TC		LICENCE NOW GRANTED - STALLED DUE TO JCE NOT HOLDING THE REQUIRED HIGHWAY QUALIFICATION	
23/12/10.01 Resolved (L/23/12/7.01 Recommendation) <u>Draft LS budget approved</u>	That the draft Leisure Services Committee Budget for 2024/2025 be approved at £196,144.00.	TC		Sent for rec to FTC in December meeting	
23/12/10.02 Resolved (L/23/12/9.01 Recommendation) <u>TWINNING 70TH EVENT</u> 23/12/10.03 Resolved (L/23/12/9.02 Recommendation) <u>Newmarket Academy grant approved</u>	That all of the recommendations in the report be approved and that delegated power be given to the Town Clerk and Committee Chairman to authorise any further necessary costs within the current year budget and activity or date changes as necessary. That a grant of £2,000 be awarded to Newmarket Academy to facilitate this trip. That this be funded from the current year MLF twinning budget. That a review be carried out following the visit to assess if this could be an annual trip.	TC		Plans in progress regarding confirmation of date	
23/12/10.04 Resolved (L/23/12/9.03 Recommendation) <u>DD80 event</u> 23/12/11.01 Resolved <u>Full draft budget</u> 23/12/11.02 Resolved <u>Precept for municipal year</u> 23/11/14.01 Resolved <u>Zurich quote approved</u>	That all of the recommendations in the report be approved and that delegated power be given to the Town Clerk and Committee Chairman to authorise any further necessary costs within the current year budget and the Events Ear-Marked Reserves. That the full draft budget for the municipal year 2024/2025 be received and approved. That the precept for the municipal year 2024/2025 for £923,030.00 be approved and submitted. That the quote from Zurich Municipal be approved and the insurance be renewed on the LTA for 3 years from 14th January 2024.	TC		Academy informed. Await confirmation of visit dates before payment Delegated powers to be used as resolved if necessary Budget finalised. Precept 24/25 application submitted 3/1/24 LTA signed.	

Blank

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 (E/21/05/12.01 Recommendation)</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>TC to allocate projects to DTC & ADMIN to move this forward.</u>	
<u>21/05/12.04 Resolved (E/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 timescale tbc when Scope 1 & 2 completed.	

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>22/06/10.01 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.		NW to register and proceed with online training. CURRENTLY ON HOLD	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.		Working Group to meet again to form up and decide a strategy.	
<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.		RPZ scheme did not pass the consultation process. Awaiting a meeting with WSC to discuss the way forward regarding the underwriting agreement	yes

NTC Resolutions January 20	Resolution Wording	Current Status	Action	updated
<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 footprint to be recorded be submitted.		Allied building to be sold with condition that convenient retained and path restored	

NTC Resolutions February 2023	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.		Further purchases and placement of SIDS halted until 25/26 due to financial reasons	YES

NTC Resolutions March 2023	Resolution Wordings	Current Status	Action Taken/Notes	updated
<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.		Feasibility Studys for Bury Rd and Fordham Rd being considered. Awaiting quotes for the feasibility studies	YES

QUARTER 1 - (APRIL TO JUNE 2023) - for presentation to Committee 15/1/2024

NTC Resolutions April 2023

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/04/9.01 Resolved: <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.	
23/04/10.02 Resolved <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	

QUARTER 1 - (APRIL TO JUNE 2023) - for presentation to Committee 15/1/2024

NTC Resolutions May 2023

PAGE 1 of 2

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>23/05/8.01 Resikved</u> <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		FTC resolved Nov 23 to offer assistance to an advisory campaign at Freshfields - Cllr KY to assist. YES	YES
<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		FTC resolved Nov 23 to proceed with Phase 1 YES	YES
<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		24/25 budget in place - Phase 2 confirmation to be re-visited on completion of Phase 1 YES	YES
<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		Grant of £7,500 awarded by WSC UKSPF YES	YES
<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		All funds from the 3 parties in place in an EMR at NTC. Initial meeting done between BID/NTC. Ts&Cs in progress YES	YES

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/05/20.03 Resolved 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		BID fund portion in place in NTC EMR	YES

QUARTER 1 - (APRIL TO JUNE 2023) - for presentation to Committee 15/1/2024

NTC Resolutions June 2023

PAGE 1 OF 1

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/06/6.02 Resolved 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		the planning application is still pending for the SCC houses on the site	YES
23/06/11.01 Resolved (C/23/06/9.01 Recommendation) Studlands SID	That Cllr Jarvis be allocated to investigate a location for a SID in the Studlands area.	DTC		on hold due to pause in SID installations	yes
23/06/11.03 Resolved (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 completed Autumn 23	YES
23/06/11.04 Resolved (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 - RGB now unresponsive - awaiting JCE quote for comparison	YES
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 CLLR LC AND KY ASSISTING	YES
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, Crissall, 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		WSC RECENT CONSULTATION RE ITS REVIEW OF GRASS AND GROUNDS MAINTENANCE - submission by NTC Wgroup	YES

QUARTER 2 - (JULY 2023 - SEPTEMBER 2023) - for presentation to Committee 15/1/2024

NTC Resolutions July 2023 Page 1 of 1

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/07/9.01 Resolved Cllr Winter to speak with Queens Statue Committee re Remembrance Cross Wooden Tribute, Birdcage Walk	That photos and the design layout for the proposed Printed Remembrance Cross Wooden Tribute installation at Birdcage walk to be sent to Cllr Winter to discuss with the Queens Statue Committee.	TC		Agreement for an area of Birdcage Walk to be used by RBL. Plan, RA and insurance received. Installation completed Nov23	yes
23/07/9.06 Resolved "6th June D Day 80"	That an event be held on the Severals to celebrate "6th June D Day 80" to include entertainment, lighting the beacon and food stalls to celebrate National Fish & Chip Day.	EM		EM in process of booking relevant organisations	
23/07/11.01 Resolved Neighbourhood Plan	That the following Neighbourhood Plan Community Actions be referred to the following Committees to action: D1 – Community Energy Initiatives – referred to Full Council to consider the recommendations for mitigating the effects of climate change D2 – Newmarket Watercourse – referred to the D&P Committee to consider the actions to clear Newmarket Brook. D3 – Community Land Trust - on hold as there is only one remaining member of the original group D4 – Emergency Housing – referred to Full Council to consider the availability of housing for homeless people. D5 – Facilities in any Major New Development – referred to Full Council to consider the development of the St Felix site. D6 – Impact of Major Development outside the Plan Area – referred to Full Council to consider the infrastructure to support the development of the St Felix site.				
		TC			

QUARTER 2 - (JULY 2023 - SEPTEMBER 2023) - for presentation to Committee 15/1/2024

page 1 of 1

NTC Resolutions August 2023

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/08/8.01 Resolved (D/23/08/5.01 Recommendation) Feasibility study for pedestrian crossing at SEVERALS	That a feasibility study be conducted for a pedestrian crossing to be added to traffic lights on Fordham Rd and respite islands for Old Station Road and Bury Road.	TC		awaiting quotes for the two feasibility studies from HW	yes

QUARTER 2 - (JULY 2023 - SEPTEMBER 2023) - for presentation to Committee 15/1/2024

NTC Resolutions September 2023 page 1 of 1

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/09/9.01 Resolved (C/23/09/8.01 Recommendation) Redesign of McDonalds roundabout	That the redesign of the McDonalds roundabout be carried out in the current financial year funded by the annual sponsorship income money and subject to confirmation that there are no planned changes to the roundabout regarding the Hatchfield development. That the other 2 roundabouts be funded from the 2023/24 budget reserves.	TC		on hold as Hatchfield works will be redeveloping this roundabout - enq with SCC HW underway ROUNDABOUT WORKS COMPLETED. AWAITING OUTCOME OF A JCE RISK ASSESSMENT FOR WORKS ON THE ROUNDABOUTS	YES
23/09/9.03 Resolved (C/23/09/10.01 Recommendation) Birdcage Walk streetlighting	That the five unused light units be relocated at the Queen's Statue area for £585pa for three years, subject to approval from SCC Streetlighting.	TC		APPROVAL RECEIVED TOO LATE FOR 2023 XMAS LIGHTS TO BE TRANSFERRED TO XMAS 2024	YES
23/09/9.04 Resolved (C/23/09/10.02 Recommendation) Highstreet lighting	That five column wraps be purchased and installed to fill the gap of lights in the High Street for £1,250.	TC		APPROVAL RECEIVED AND WRAPS INSTALLED WITHIN THE XMAS 23	YES
23/09/10.05 Resolved (F/23/09/6.01 Recommendation) CCTV Policy	That a CCTV Policy for 2023/22024 be developed and presented at the next meeting.	TC		APPROVED AT FTC DEC 23	YES

Blank

Report to	Performance & Audit Report
Subject	Newmarket Neighbourhood Plan Working Group Report update
Purpose	Information
Classification	Unrestricted
Meeting date	15th January 2024
Item number	7
Written By	Cathy Whitaker CLERK

Summary:

- 1) The previous plan has been completely reviewed and significant additions to both policies and community actions have been made. There have been a few deletions of outdated material.
- 2) This review was presented to the working group, and after careful consideration the proposed changes were agreed.
- 3) We have met twice with the consultant (Ian Poole) who has encouraged us in the work we are doing and has helped us to put in a bid to Locality (the government funding stream for neighbourhood plan development). We will use this funding to help with consultations and to enable more professional presentation of the document.
- 4) A major task for the coming months is consulting widely with local residents.
- 5) We will then need to re-write in the light of these consultations, and continue to work with the consultant, using the funding we are applying for.

Objective E: To Develop a Sustainable Transport Network					
E1	Junction 37 on the A14 NTC will continue to lobby and actively engage with Highways England, alongside SCC, Cambridgeshire County Council, West Suffolk District Council and East Cambridgeshire	5	1	3+	WS/SCC/Gov
E2	Safety at Crossing Points and Junctions NTC will develop a monitoring and evaluation strategy to assess the safety and efficiency of crossing points and junctions, in particular those listed below, and gather evidence with a view to working with the Newmarket Vision Transport Working Group to address safety issues: i. the Clock Tower junction: issues include pedestrian access to The Severals across Bury Road and Fordham Road; pedestrians crossing Old Station Road; the re-positioning of the pedestrian crossing at the top of High Street so that it is further away from the junction. ii. the junctions of Fred Archer Way with Fordham Road and Fred Archer Way with the access road for the Waitrose car park. iii. the junction of Ashley Road, Duchess Drive, Stanley Road, Cheveley Road and New Cheveley Road. iv. the Rowley Drive and Mill Hill junction at St Mary's Square. v. Vicarage Road, outside All Saints' CE Primary School, where there have been a significant number of near-misses involving schoolchildren.	5	2	3	SCC
E3.i	Public Right of Way Network: NTC will work with SCC to protect and enhance the Public Right of Way network.	4	3	3+	SCC
E3.ii	Public Right of Way Network: NTC will provide information to help with the task of consolidating the Definitive Map for Newmarket, with particular reference to routes in the area surrounding Newmarket High Street.	4	3	3+	SCC
E3.iii	Public Right of Way Network: NTC will promote public awareness of the Public Right of Way network in Newmarket.	4	3	3	SCC

Community Actions from the Newmarket Neighbourhood Plan

E4.i	Cycling: NTC will encourage the connection of Cycle Route 51 with other cycle ways in the town, and promote the use of the whole network.	4	3	3	3	SCC/East Cambs
E4.ii	Cycling: NTC will request that the SCC should consider which pavements in the town shall be developed for safe shared use by both pedestrians and cyclists, and that where the road is wide enough, major thoroughfares should have designated cycle paths or lanes. Particular consideration for cycle paths should be given to Fordham Road, Old Station Road and Cheveley Road.	4	1	3	3	SCC
E4.iii	Cycling: NTC will discuss with SCC and Cambridgeshire County Council how junctions could be made safer for cyclists.	5	1	3	3	SCC/East Cambs
E4.iv	Cycling: NTC will liaise with SCC to develop safe cycling initiatives.	4	3	3	3	SCC
E4.v	Cycling: NTC will work with the Newmarket Vision Transport Delivery Group to carry out a consultation and audit to establish the need for further cycle racks and their most suitable location.	3	3	3	3	SCC
E5	Cambridge-Newmarket Cycle Path NTC will lobby the Highways Authority to improve the cycle path next to the A1304 between the town and the Newmarket Stallion roundabout.	4	3	3	3	SCC/East Cambs
E6.i	Horsewalks: NTC will work with all stakeholders to promote the use of sections of the current horsewalk network as an addition to the wider pedestrian and cycle network after 1.00pm.	3	4	1*	1*	JCE
E6.ii	Horsewalks: NTC will work with all stakeholders to support the enhancement of the existing footpaths on the Watercourse and Rayes Lane to make these routes safer and more attractive for pedestrians, cyclists and horses.	4	2	1*	1*	JCE/SCC/WS
E6.iii	Horsewalks: NTC will work with all stakeholders to support any move to enhance the horsewalks with planting, in view of the aesthetic benefits and the potential to improve the town's ecological connectivity.	3	3	3	3	JCE/SCC/WS
E6.iv	Horsewalks: NTC will work with all stakeholders to ensure the maintenance of the horsewalks to the highest standards and that they are kept clean to maximise their attractiveness.	5	4	1*	1*	WS/JCE

Community Actions from the Newmarket Neighbourhood Plan

E7.i	Horse Crossings: NTC will work with the Newmarket Vision Transport Working Group to develop a continual monitoring and evaluation strategy to assess the safety and efficiency of locations where horses have to cross roads and pavements to ensure the safety of all users. This should include monitoring the length of strings crossing.	5	4	1*	JCE/SCC
E7.ii	Horse Crossings: NTC will support the development of an improved design standard for horse crossings, to enhance the safety of all users.	4	3	1*	JCE/SCC
E7.iii	Horse Crossings: NTC will encourage a greater shared understanding of the needs of all users.	3	1	3*	JCE/SCC/schools /Cllr Hulbert
E8.i	Road Safety around Horses: NTC will lobby that a guide for safety around horses, including restricted times for public use of the Heath and training grounds, should be included in all property information packs for sale or to let, and also should be made available in local hotels.	4	4	3	SCC/WS/JCE /schools /estate agents /hotels
E8.ii	Road Safety around Horses: NTC will ensure that it is understood that horses and riders, along with pedestrians and cyclists, are considered to be vulnerable users of the highway. Vulnerable users as a whole are considered as a priority, and so horses and riders, together with pedestrians and cyclists, should be considered with courtesy; traffic should expect to yield to crossing horses and road design should enable and encourage this.	5	3	3	SCC/WS/JCE /schools
E9.i	Public Transport Services: NTC will monitor the number and frequency of public transport services to and from the town.	5	4	1*	Cllr Hulbert /MARPA
E9.ii	Public Transport Services: NTC will continue to lobby for improved bus and rail services to meet the needs of the community, including: -an evening bus service to/from Cambridge and Bury for those who work late or who are returning from an evening's entertainment. -half-hourly daily bus services to/from Cambridge and Bury. -a Sunday bus service to/from Cambridge and Bury. -a half-hourly service to/from Cambridge. -better train connection times in Cambridge, especially for London services. -a later evening rail service to/from Cambridge. -a more frequent Sunday rail service to/from Cambridge. -a more frequent direct coach service to Stansted airport.	5	2	1*	Cllr Hulbert /MARPA

Community Actions from the Newmarket Neighbourhood Plan

E10.i	Car Parking: NTC will work with WSC on the development of a coherent town centre parking strategy for the town, covering on and off-street, long and short stay car parks, residents' parking, number of spaces, location, pricing, signage and enforcement.	5	1	1*	WS/SCC
E10.ii	Car Parking: NTC will work with WSC on the clear advertisement of information about parking charges and times when parking is free.	5	3	3	WS/SCC/BID
E10.iii	Car Parking: NTC will work with WSC to provide adequate parking facilities for employees on new business sites and on the adoption of a residents' parking scheme so that town centre parking is not displaced to residential areas.	5	1	3+	CHComm/BID/SCC/WS
E10.iv	Car Parking: NTC will work with WSC to enforce parking regulations, including those relating to parking on pavements, which blocks pedestrian and cycle movements, and to unauthorised parking in Blue Badge spaces.	5	5	1*	WS
E10.v	Car Parking: NTC will work with WSC to increase the vitality of the town centre by exploring options for new car parks to serve the town centre, and increasing the capacity of existing car parks. The most appropriate location to expand car parking provision would be the Guineas car park and redevelopment of this car park should be considered.	5	1	3+	WS
E10.vi	Car Parking: NTC will work with WSC to ensure that car parks are attractive to residents and visitors alike and that any new car park or the redevelopment of existing car parks is clearly signed on the approach roads into the town.	5	3	3	WS
E10.vii	Car Parking: NTC will work with WSC to investigate the feasibility and deliverability of a Park and Ride scheme near the A14/A142 junction; if it is unfeasible to provide a regular daily service, then a temporary park and ride service to ease congestion on race days should be considered.	3	1	3+	SCC/WS
E10.viii	Car Parking: NTC will work with WSC to investigate the possibility of a Park and Walk scheme.	4	2	3	WS
E11.i	Taxis: NTC will seek to identify land for an overspill taxi rank in a town centre location with access to electric vehicle charge points to ensure that no more than 6 taxis should be waiting at any one time on the High Street, and will seek to ensure that this is enforced.	5	2	3	SCC/WS
E11.ii	Taxis: NTC will work with partners to ensure that whilst taxis are waiting, their engines should be switched off.	5	5	3	WS

Blank

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	Dormant	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 (need to pick up actions for assessment again – working to delegate jobs to staff)
Environmental	Ongoing	Active	Adopted species for 2022 – swifts – boxes installed 2023 – Butterflies 2024 - Hedgehogs	AD, PW, RJ, JMcH	JMcH	To consider matters relating to bio-diversity CA of NPP	FTC	DTC	New WG met 2/10/23. Reporting to FTC 23/10/23. (see attached report) Webpage for Environmental matters – adopted species information. Working towards an NTC Environmental Policy SECOND MEETING TO BE ARRANGED
Grass Cutting	T&F	Active	Met twice as WGrp. Meeting with SCC, WSC, JCE, NTC.	LC, JH, PH, JJ, EK, JMcH, SP, PW	LC	Consider responsibilities for grass cutting around the town and frequency	CS	TC	Clarity gained regarding SCC / WSC realistic inability to do anything aesthetic regarding grass cutting. NTC to consider taking on JCE for some of the public realm grass areas. JCE/NTC considering taking on maintenance and cleansing of horse walks. AWAITING OUTCOME OF WSC REVIEW
Hybrid Meetings (includes IT upgrade to Cloud systems)	T&F	Active	Awaiting final resolution at FTC	JBorda, TC, RN	?	To look at hybrid meeting arrangements and associated costs	FTC	TC/ DTC	Theftord visit tba. by TC/DTC Final proposal to October FTC for resolution on Phase 1 and 2. Budget prep taking account of Ph 2 costs. PHASE 1 IMPLEMENTATION PROCESS UNDERWAY
Market	T&F	Dormant	Resolution by NTC for market return to High Street	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	Meeting 2/10 with WSC officers & Cllr Indy. AWAITING FURTHER ACTION/INFORMATION FROM WSC

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)

<i>Working Group</i>	<i>Type</i>	<i>Status</i>	<i>Progress</i>	<i>Membership</i>	<i>Leader</i>	<i>Terms of Ref</i>	<i>Report To</i>	<i>Officer</i>	<i>Action / Comments</i>
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
On Street Advertising	Ongoing	Active	First meeting completed 23/11/23	RH, PH, EK, RN, TC	?	To review High Street advertising	DP	TC	To include A Boards, fly-posting, signage TC will contact WSC and SCC to look into any current regulations
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) THE DECISION FINAL HAS BEEN DEFERRED BY PINS TO MARCH 2024
Policies Review	T&F	Active	Policies Review Schedule	AD, JH, RH	JH	To review policies as resolved and report back	FP	TC	New Year 2024 – pick up and implement an on-going review schedule of all policies PROCESS TO START FROM JANUARY FP MEETING
PROW	Ongoing	Dormant	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. The former Allied building is currently for sale with a condition that the PROW is restored – the covenant transfers with the sale
Public Realm & Associated initiatives	Ongoing	Active	Year 3 mech bulb planting completed Autumn 2023	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	DTC	2023 PLANTING BIRDCOTE WALK AREA AND SEVERALS (BURY RD SIDE)

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)

<i>Working Group</i>	<i>Type</i>	<i>Status</i>	<i>Progress</i>	<i>Membership</i>	<i>Leader</i>	<i>Terms of Ref</i>	<i>Report To</i>	<i>Officer</i>	<i>Action / Comments</i>
Town Museum	Ongoing	Dormant	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	?	Action Plan: onward meetings to be scheduled Investigations into possible alternative locations, funding, other local museums. Liaison into history town trail with BID/NLHS WGp to meet to decide way forward
Transport & Parking	Ongoing	Active	Consultation completed	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	Milestone taking over Highways contract from Kier. Awaiting engagement to pick up. BUS SERVICE IMPROVEMENT PLAN FUNDING CONSULTATION – NTC RESPONSE SUBMITTED – AWAITING OUTCOME
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 completed & opened Sept 2023 - Small Play area refurb project – inclusive / accessible– completed Feb 2023 - Summer free yoga weekly in Mem Gdns & Treat your Feet Reflexology in Pavilion

Blank