

Membership from May 2024

Councillor Harvey (Chair)

Councillor Drummond

Councillor Hood

Councillor McHugh

Councillor Winter

Councillor Yarrow

Members = 6

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 8th July 2024 at 6.45pm**

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) Election of Chair** – to the Performance & Audit Committee for the municipal year 2024-2025
- 2) Election of Vice Chair** – to the Performance & Audit Committee for the municipal year 2024-2025
- 3) 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
- 4) Apologies** - To receive and accept apologies for absence
- 5) 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
- 6) Minutes of previous meeting held 22nd April 2024**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 7) 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.
- 8) Resolution Audit** – to receive information regarding resolution progress for:-
 - a) Q1 financial year 2024/2025
 - b) 2022-2023 and Q1 – Q4 2023-2024 – outstanding resolutions
- 9) Neighbourhood Plan** – to audit Community Actions from Objective F of the NNP and receive the latest report from the NNP Working Group
- 10) Working Group Reports** – to receive update reports regarding all active Working Groups
- 11) Correspondence**
- 12) Date of next meeting 14th October 2024 at 6.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 2nd July 2024

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 April 2024 at 7:15pm**

Attendance:

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

Councillor J McHugh
 Councillor S Perry
 Councillor P Winter
 Councillor K Yarrow

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

Minute

P/24/04/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting and announced that the Fire Notice was not required and that proceedings were being recorded by the Minute Assistant.

P/24/04/2 Apologies for Absence

None received.

P/24/04/3 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/24/04/4 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 15th January 2024 and Any Matters Arising

The Chairman presented the minutes of the Performance & Audit Committee Meeting held on Monday 15th January 2024 and the following was agreed:

P/24/04/4.01 Resolved

That the minutes of the Performance & Audit Committee meeting held on Monday 15th January 2024 be adopted and would be signed as a true record by the Chairman of the Performance & Audit Committee.

There were no matters arising.

P/24/04/5 Public Open Session

No members of the public were present.

P/24/04/6 Resolution Audit

The resolution progress for Q4 2023/2024 was received, updated, and noted.

The Outstanding resolutions for 2022-2023 and Q1–Q3 2023/2024 were received, updated, and noted.

Minutes of Performance & Audit Committee held on Monday 22nd April 2024

22/07/8.02 Resolved (D/22/07/17.01 Recommendation) - the RPZ scheme for All Saint's Ward was discussed and the following was agreed:

P/24/04/6.01 Recommendation

That the Transport & Parking Working Group convene a meeting to discuss and consider the matter and report back to D&P.

P/24/04/7 Neighbourhood Plan

The Community Actions from objective E were received, updated, and noted.

P/24/04/8 Working Group Reports

The list of active Working Groups was received, updated and noted.

P/24/04/9 Correspondence

None noted.

P/24/04/10 Date of Next Meeting

Monday 8th July 2024.

Meeting closed at 8:30pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>P/24/04/6.01 Recommendation</u>	That the Transport & Parking Working Group convene a meeting to discuss and consider the matter and report back to DP.

QUARTER 1 - (APRIL TO JUNE 2024)

NTC Resolutions April 2024

Page 1 of 2

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>24/04/11.02 Resolved</u> <i>(L/24/04/8.02 Recommendation)</i> <i>Christmas 24 Event</i>	That the plan for the Christmas event 2024 be approved in principal and that the Events Manager presents the costings at the next Leisure Services meeting.	EM		Christmas Event planning well underway. Update August 24	
<u>24/04/11.03 Resolved</u> <i>(L/24/04/8.03 Recommendation)</i> <i>Carnival 2025 P</i>	That a Carnival be held in 2025 and that the date and budget be confirmed at a future Leisure Services meeting.	EM		Further confirmation of date and details at future committee meeting - possibly in July 25	
<u>24/04/12.01 Resolved</u> <i>(P/24/04/6.01 Recommendation)</i> <i>RPZ</i>	That the Transport & Parking Working Group convene a meeting to discuss and consider the matter and report back to D&P.	TC		TP WGrp to meet	
<u>24/04/14.01 Resolved</u> Transfer to EMRs	That the recommendations in the final outcome report 2023/2024 for transfers to reserves be approved.	TC		Apr-24	
<u>24/04/17.01 Resolved</u> Small Grant Award	That the request from the Rotary Awards 2024 for £1,000 be approved.	TC		Award paid May 24	

QUARTER 1 - (APRIL TO JUNE 2024)

NTC Resolutions June 2024

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>24/06/11.01 Resolved</u> <i>(C/24/05/7.01 Recommendation)</i> Ear Marked Reserve	That an Earmarked Reserve be created for funding for a new lift in the future.	TC		EMR created June 24	
<u>24/06/12.02 Resolved</u> <i>(F/24/05/13.01 Recommendation)</i> Small Grant	That the application from Catch 22 Positive Futures for Newmarket (Youth Boxing Project) for £800 (the sum requested) be approved.	TC		Award paid June 24	
<u>24/06/12.03 Resolved</u> <i>(F/24/05/13.02 Recommendation)</i> Small Grant	That the application from The Stable, High Street, Newmarket for £1,000 (of the £2,250 sum requested) be approved.	TC		Award paid June 24	
<u>24/06/13.03 Resolved</u> <i>(***H/24/05/11.01 Recommendation***)</i> Temp ATK	That an Assistant Town Keeper be employed for a temporary period.	TC		Working June/July	
<u>24/06/16.01 Resolved</u> Appraisal review system	That all of the proposals in the report be approved and implemented immediately subject to consultation with a local Employment Law Consultant.	TC		New system - starting April 24 -	

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

NTC Resolutions May 2022	Resolution Wording	Current Status	Action Taken/Notes
<u>21/05/12.03 Resolved (F/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 ADMIN to move this forward.</u>
<u>21/05/12.04 Resolved (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 timescale tbc when Scope 1 & 2 completed.

updated

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 HH to book on course	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. Possibility of Town Trails proposal which would provide an unlimited number of virtual trails regarding tourism, history, environment, etc. TOWN MUSEUM WG TO MEET APRIL/MAY	
<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 is unlikely to proceed in originally proposed form. Awaiting a meeting with WSC to discuss the way forward regarding the underwriting agreement, Mtg on 10/4/24. Further parking alternatives to be proposed by WSC. T&P WG to be convened to discuss and bring back for consideration by DP.	

NTC Resolutions January 2023	Resolution Wording	Current Status	Action Taken/Notes	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 footpath to be recorded be submitted.		Allied building to be sold with condition that convenient retained and path restored. KY persuing with PROW officer SCC and WSC Officer. Building now under offer.	YES

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presented to P A
Ctte 8/7/24

NTC Resolutions February 2023	Resolution Wording	Current Status	Action Taken/Notes	updated
23/02/9.01 Resolved (C/23/02/8.01 Recommendation) 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	

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presented to P A
Ctte 8/7/24

QUARTER 1 - (APRIL TO JUNE 2023)**NTC Resolutions April 2023**

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<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	

QUARTER 1 - (APRIL TO JUNE 2023)**NTC Resolutions June 2023**

Page 2 of 2

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		the planning application is still pending for the SCC houses on the site June24 housing applic approved by WSC	YES
<u>23/06/11.01 Resolved</u> (C/23/06/9.01 Recommendation) Studlands SID	That Cllr Jarvis be allocated to investigate a location for a SID in the Studlands area.			on hold due to pause in SID installations	
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	

QUARTER 2 - (JULY 2023 - SEPTEMBER 2023)

NTC Resolutions July 2023 Page 1 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>23/07/11.01 Resolved</u> 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)**NTC Resolutions August 2023**

page 2 OF 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>23/08/8.01 Resolved (D/23/08/5.01 Recommendation)</u> Feasibility study for pedestrian crossing <u>at SEVERALS</u>	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 PRE-FEASIBILITY REPORT DEEMS BURY RD OPTION UNFEASIBLE. FORDHAM RD OPTION - AWAIT THE HORSE CROSSING UPGRADES AND REASSESS IN DUE COURSE	

QUARTER 2 - (JULY 2023 - SEPTEMBER 2023)**NTC Resolutions September 2023** page 3 of 3

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 ROUNABOUT WORKS COMPLETED. AWAITING OUTCOME OF A JCE RISK ASSESSMENT FOR WORKS ON THE ROUNABOUTS AWAITING FINAL CONF FROM SCC THAT WE CAN GO AHEAD for Autumn 2024	YES

QUARTER 3 - (OCTOBER 2023 - DECEMBER 2023)

NTC Resolutions October 2023

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>23/10/10.02 Resolved</u> <u>(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 COMPLETED	YES
<u>23/10/10.03 Resolved</u> <u>(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 EASTER CRAFT ACT 9/4/24 COMPLETED SUMMER ENTERTAINMENT ON SEVERALS AND IN MEM GDNS THROUGHOUT	YES
<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 hedgehog, that the working group membership host an environmental webpage and an Environmental Policy be worked on.	TC		a follow up meeting is due MEETING TOOK PLACE 25/3/24 - REPORT TO FTC 29/4/24. WORKING ON NKT EARTH DAY APRIL 24	YES

QUARTER 3 - (OCTOBER 2023 - DECEMBER 2023)

NTC Resolutions November 2023 page 2 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>23/11/8.01 Resolved (D/23/11/7.01 Recommendation)</u> Exning 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 JC TO GET THE QUALIFICATION WITH NTC 50% CONTRIBUTION TO COSTS.	
<u>23/11/8.03 Resolved (D/23/11/18.01 Recommendation)</u> Working group for unauthorised signage	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. Require mtg and new membership	YES
<u>23/11/10.03 Resolved (F/23/11/11.01 Recommendation)</u> Account for security deposits	That a dedicated account for holding booking security deposits be opened with Unity Trust Bank.	TC		to be opened THIS TO BE DONE WHEN AMENDING MANDATES IN MAY FOLLOWING ANNUAL MEETING - IN PROGRESS	YES
<u>23/11/10.06 Resolved (F/23/11/14.01 Recommendation)</u> 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		AGENDA SOFTWARE TO BE IMPLEMENTED IN AUGUST	YES
<u>23/11/10.07 Resolved (F/23/11/14.02 Recommendation)</u> 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	
23/11/11.01 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	

QUARTER 3 - (OCTOBER 2023 - DECEMBER 2023)

NTC Resolutions December 2023 page 3 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/12/10.02 Resolved (L/23/12/9.01 Recommendation) <u>TWINNING 70TH EVENT</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.			Plans in progress regarding confirmation of date - CONFIRMED SEPTEMBER DATES - INTINERARY COMPLETED/ARRANGEMENTS IN PROGRESS	YES

QUARTER 4 - (JANUARY 2024 - MARCH 2024)

NTC Resolutions February 2024 page 1 of 2

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
24/02/14.03 Resolved <i>Street Trading response</i>	That Delegated Powers be given to the Market Working Group to respond to the West Suffolk Council’s approach to Street Trading.	TC		own Cllr responded to be submitted	YES

QUARTER 4 - (JANUARY 2024 - MARCH 2024)

NTC Resolutions March 2024 page 2 of 2

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
24/03/6.03 Resolved <i>(F/24/03/11.01 Recommendation)</i> <i>CCLA Model of investment</i>	That the Annual Model of Investment from 1 st April 2024 be approved.			setup in progress -	
24/03/11.03 <i>(C/24/03/07.03 Recommendation)</i> <i>Cemetery memorial benches</i>	That memorial benches would continue to be provided with stricter controls and be administered by Town Council staff. That alternative options continue to be provided, such as memorial bushes and metal plaques to offset the costs of benches. That a policy be created.			In progress	
24/03/12.01 Resolved <i>Suffolk Devolution Deal cons</i>	That the SCC consultation regarding a proposed Devolution Deal be delegated to Cllrs Harvey and Yarrow to respond.			JH/KY to form response for NTC	YES

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To Create a Vibrant, Attractive Town Centre which Enhances Newmarket as a Major Tourist Destination						
F1	Newmarket Racecourses and the Wider Tourism Offer NTC will work with the Jockey Club to promote the Racecourses and the wider Newmarket tourism offer under the banner of Discover Newmarket, with the ambition of increasing numbers of not only day visitors but also those staying overnight in the town.	5	5	1*		JC
F2.i	Supplementary Shop Front Policy and Presentation of Premises: NTC will write a supplementary shop front policy specific to Newmarket, to be put forward for adoption by the local planning authority. This would define details, including traditional shop signs, colour palate and A-boards.	3	3	3		WS
F2.ii	Supplementary Shop Front Policy and Presentation of Premises: NTC will encourage businesses, especially those with premises on the High Street, to take measures to ensure that any part of their building which can be seen from the road is well-presented.	4	2	3+*		BID
F2.iii	Supplementary Shop Front Policy and Presentation of Premises: NTC will publish details of any grants which are available for repainting premises.	4	4	1		WS
F3.i	Public Realm: NTC will work with appropriate partners with the aim of ensuring that the town is well-presented throughout the year, with regular maintenance and cleaning; all litter shall be removed, damaged signs should be repaired immediately and the owner of any buildings, particularly listed buildings, which are falling into disrepair shall be required to remedy the problem.	5	5/1	1*		WS
F3.ii	Public Realm: NTC will work with appropriate partners with the aim of ensuring that any future re-design of the High Street delivers high quality public realm, including sufficient accessible seating areas, appropriately sited litter bins, and a planting scheme for flowers and trees in the town centre.	5	3	3		WS
F3.iii	Public Realm: NTC will work with appropriate partners with the aim of ensuring that any road signage does not detract from the attractive street scene.	5	4	1*		SCC
F3.iv	Public Realm: NTC will work with appropriate partners with the aim of ensuring that in any redesign of Newmarket High Street, the emphasis should be changed from vehicles towards pedestrians and cyclists, by creating safer pedestrian crossing points.	5	3	3		WS
F3.v	Public Realm: NTC will work with appropriate partners with the aim of ensuring that there is appropriate provision of public toilets and changing facilities, including a 'Changing Places' fully accessible toilet for the disabled.	5	2	3+*		All Saints' Ch/WS
F3.vi	Public Realm: NTC will work with appropriate partners with the aim of ensuring that Newmarket is a 'dementia-friendly town'.	5	5	1*		DAA

Community Actions from the Newmarket Neighbourhood Plan

F4.i	Tourist and Heritage Information: NTC will establish an easily accessible tourist information office, with other information points at appropriate locations; these should also provide public transport information for local users and visitors.	5	1	3	WS/DN
F4.ii	Tourist and Heritage Information: NTC will provide clear and attractive signage and information boards to enable visitors to navigate the town centre easily. These should be structured around key landmarks and destinations, including the Jubilee Clock Tower, the Memorial Hall, along the High Street, the Railway Station, Palace House, the Bill Tutte Memorial and the Market. Information boards are particularly necessary at entrance points to the town, for instance, car parks and the railway station	5	3	3	WS/DN/BID
F4.iii	Tourist and Heritage Information: NTC will promote and develop Newmarket's unique selling points; for instance, by installing heritage information boards and blue plaques to tell the history of the town, and by highlighting the town's unique foods, for example Newmarket Sausages and the Newmarket Cake.	4	3	1*	WS/DN/BID
F5	Rejuvenation of the Pedestrian Network in the Town Centre NTC will take measures to promote the rejuvenation of the pedestrian routes listed below, including maintenance, cleaning, planting and provision of signage. (* denotes priority) i. Crown Walk ii. the passageway between 32 High Street and the Waggon and Horses iii. the passageway between 40 and 42 High Street * iv. the passageway between 60 High Street and the Bull v. the service road and service area between the High Street and the Guineas Shopping Centre vi. the pedestrian access from the Guineas Car Park to the Guineas service road vii. Market Street viii. the passageway adjacent to 10 Market Street leading to the Guineas service area ix. the passageway between 94 and 88 High Street (leading into Drapery Row) x. Drapery Row xi. Wellington Street * xii. the passageway leading from Wellington Street to New Cut xiii. New Cut* xiv. the passageway leading from New Cut to Church Lane xv. Church Lane* xvi. Grosvenor Yard xvii. Kingston Passage* - xviii. the passageway from Palace Street to the Rous Road car park xix. the passageway leading to Sackville Street from between 13 and 15 Old Station Road	4	3	3+*	WS/SCC

Community Actions from the Newmarket Neighbourhood Plan

F6	Bill Tutte Memorial <i>NTC will encourage use of the Bill Tutte Memorial as a space for public entertainment.</i>	5	5	1*	BTMF/Rutland Arms
F7	Public Events Information <i>NTC will establish locations for notice boards to promote events in order to regulate advertising, and discourage informal advertising elsewhere.</i>	3	3	1*	WS/SCC /Guineas/PH
F8	Studlands Park Avenue <i>NTC will encourage the Highways Authority to improve the verges along Studlands Park Avenue to make this important connecting route more attractive.</i>	4	2	3+	SCC
F9	Gateways to the Town <i>NTC will ensure that the signs at the gateways to the town are kept clean.</i>	5	4	1	residents/JCE
F10	Tourist Accommodation <i>NTC will encourage the provision of sufficient overnight accommodation at different levels of affordability.</i>	5	1	3+	WS
F11	Accommodation Lettings <i>NTC will recognise that accommodation lettings through internet sites (e.g. Airbnb) may be problematical, and to monitor the impact of such lettings on the housing market and residential amenities.</i>	3	3	1*	WS
F12	Valuing Newmarket's Past <i>NTC will work to ensure that our town's history is understood and valued, so that future decisions can be informed by our past. In particular, the Town Council will support the preservation of the physical archive of the 'Newmarket Journal', and its digitisation, enabling it to be accessed by a wider audience; it will also support educational programmes for local children and promote the work of Newmarket Local History Society.</i>	5	3	3*	PH/NLHS/NJ /M. Smy

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 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>
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 2025 – poss Bees	AD, PW, RJ, JMcH	JMcH	To consider matters relating to bio-diversity CA of NPP	FTC	TC	Webpage for Environmental matters – adopted species information. WEBSITE TRAINING 2/7 Working towards an NTC Environmental Policy PLANNING NEWMARKET EARTH DAY 26/4/25 – INTERESTED PARTIES INCLUDED IN WORKING GROUP – ONWARD PLANNING
Grass Cutting	T&F	Active	Met twice as WGrp. Meeting with SCC, WSC, JCE, NTC.	JH, PH, JJ, 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 take on JCE for 3 public realm grass areas (Rowley Drive, St Mary's Square, Exning Road) NTC to contribute to maintenance and cleansing of horse walks – JCE to maintain. WSC REVIEW completed.
Health & Well-being	Ongoing	Dormant	Need to arrange a meeting	TC, 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 - Possible installation of Adult outdoor gym - ?GL field? – LOOKING FOR LOCATION

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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	Phase 1 upgrade to Cloud-based systems completed early April. Agendas to be implemented August 2024 Phase 2 for planning in Autumn
Market	T&F	Dormant	Resolution by NTC for market return to High Street	AD, JH, PH, JJ, 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	MARKET STAKEHOLDER MEETING PLANNED FOR 16/7/24 AT MH
Neighbourhood Plan	Ongoing	Active	NPP currently under review process	JH, RH, PH, MJ, 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 NPP FULL REPORT TO FULL COUNCIL AT JUNE'S MEETING
On Street Advertising	Ongoing	Active	First meeting completed 23/11/23	RH, PH, 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 Reporting to DP 22/4/24. Meeting with WSC Officer being sought to discuss.
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 – further deferred to 11/4/24 – AND AGAIN DUE TO ELECTIONS 4/7/24
Policies Review	T&F	Active	Policies Review Schedule	AD, JH, RH	JH	To review policies as resolved and report back	FP	TC	Jan 24 – reviewed SO, FR, Fin RA, Int Control Mar 24 – MTFP, Treasury Investment Policy – GDPR, FOI (pending)

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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 - WSC confirmed BUILDING UNDER OFFER
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	TC	2023 PLANTING BIRDGATE WALK AREA AND SEVERALS (BURY RD SIDE)
Town Museum / Tourism	Ongoing	Dormant	Meeting held 30/1/23 April/May 24 meeting	JH, 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	TC	Action Plan: onward meetings to be scheduled Investigations into possible alternative locations, funding, other local museums. Liaison into history town trail with BID/NLHS, DN WGrp 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