

Membership from May 2024
Councillor Harvey (Chair)
Councillor Drummond (Vice)
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 13th January 2025 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 14th October 2024**
 - 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 2024/2025
 - b) 2022/23, 2023/24 and Q1-Q2 2024-2025 – outstanding resolutions
- 7) **Neighbourhood Plan** –to 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 14th April 2025 at 6.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 8th January 2025

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Performance & Audit Committee **Held on Monday 14th October 2024 at 6:15pm**

Attendance:

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

Councillor J McHugh
Councillor P Winter
Councillor K Yarrow

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

Minute

- P/24/10/1** **Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The Chair opened the meeting and announced that the Fire Notice was not required and that proceedings were being recorded by the Minute Assistant.
- P/24/10/2** **Apologies for Absence**
None received.
- P/24/10/3** **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/24/10/4** **To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 8th July 2024 and Any Matters Arising**
The Chair presented the minutes of the Performance & Audit Committee Meeting held on Monday 8th July 2024 and the following was agreed:

P/24/10/4.01 Resolved
That the minutes of the Performance & Audit Committee meeting held on Monday 8th July 2024 be adopted and would be signed as a true record by the Chair of the Performance & Audit Committee.

There were no matters arising.
- P/24/10/5** **Public Open Session**
No members of the public were present.
- Cllr Hood joined the meeting.*
- P/24/10/6** **Resolution Audit**
The resolution progress for Q2 financial year 2024/2025 was received, updated, and noted.

The outstanding resolutions for 2022-2023, 2023-2024 and Q1 2024/2025 were received, updated, and noted.

P/24/10/7 Neighbourhood Plan

Town Clerk reported that they had not yet met to discuss the feedback from the physical consultation but were pleased with the level of response. They were able to include an online version of the consultation, which closed today.

P/24/10/8 Working Group Reports

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

P/24/10/9 Correspondence

None noted.

P/24/10/10 Date of Next Meeting

Monday 13th January 2024.

Meeting closed at 7:37pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
No Recommendations	

QUARTER 3 - (OCTOBER 2024 - DECEMBER 2024)

NTC Resolutions October 2024Page 1 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Ac
24/10/6.02 Resolved <i>Town Project 2025 funding</i>	That a stakeholder contribution of £5,000 be granted to the 2025 Town Project; to be funded from the 2025/2026 Grants budget account.	TC		scheduled payment
24/10/7.02 Resolved <i>Town Guide project</i>	That the Town Guide be approved, with Stakeholder involvement via a working group, facilitated by the Town Council.	TC		TC arrang BID and D with Town
24/10/12.01 Resolved <i>(L/24/10/8.01 Recommendation)</i> <i>French Twinning 2025</i>	That a French Twinning Working Group to be set up to begin meetings with a remit to research possible on-going connections and plan the 2025 visit. Membership to be confirmed.	EM		Scheduled meeting o group to f
24/10/12.02 Resolved <i>(L/24/10/9.01 Recommendation)</i> <i>25/26 Hire Fees - Venues</i>	That the Hire Fees for Newmarket Venues from 1st April 2025 – 31st March 2026 be approved.	EM		Scheduled
24/10/12.03 Resolved <i>(L/24/10/10.01 Recommendation)</i> <i>Severals Fencing</i>	That the funding of existing JC fencing phase to be funded from current year budget/Severals EMR accounts to value of £14,561. That the remaining wooden fencing be replaced with Duralok around the perimeter of the Severals. To incorporate fixing facility at the traffic light junction for three community banners – funded from 25/26 budget (4037/210). To replace the worn Pavilion signage. To submit a planning application.	TC		on hold - Officer/Pl can be ful
24/10/12.04 Resolved <i>(L/24/10/10.02 Recommendation)</i> <i>Outdoor Gym - Severals</i>	That the new outdoor gym area be fenced with Duralok with mesh and a self -closing gate, funded from current year budget and that the area has no restriction on time of use by individual members of the public. That a PSPO dog exclusion request be submitted.	TC		on hold - Officer/Pl can be ful
24/10/12.05 Resolved <i>(L/24/11/10.01 Recommendation)</i> <i>Car Boot Sales 2025</i>	That the Car Boot sales be held on 18th May, 1 st , 15th and 29th June, 13th and 27th July, 10th and 24th August subject to a check to see if there are any clashes with sporting activities	EM		Publicised being con
24/10/14.01 Resolved <i>(H/24/6.1 Recommendation)</i> <i>HR Budget 25/26</i>	That draft budget for the Human Resources Committee for 2025/2026 be approved at £311,942.00.	TC		Precept su confirmed
24/10/16.01 Resolved <i>Community Awards 2025 funding</i>	That the application from Newmarket Charitable Foundation to support the Community Awards event on 1 st July 2025 for £1,000 be approved, with funds from 2025/2026 Grants budget.	TC		scheduled payment
24/10/16.02 Resolved <i>NCNR funding for Wassail Day event</i>	That the application from Newmarket Community Reserve to support the Community Orchard Wassail Day January 2025 be approved; a grant of £300 from the current year Grants budget.	TC		completed
24/10/16.03 Resolved <i>Food & Drink Festival 2025 funding</i>	That the application from Newmarket Food & Drink Festival to support the Newmarket Food & Drink Festival 13 th /14 th September 2025 for £1,000 be approved, with funds from 2025/2026 Grants budget.	TC		scheduled payment

QUARTER 3 - (OCTOBER 2024 - DECEMBER 2024)

NTC Resolutions November 2024 page 2 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
24/11/11.01 Resolved <i>(C/24/11/7.01 Recommendation)</i> <i>CS Committee Budget 2025</i>	That the draft budget for the Community Services Committee for 2025/2026 be approved at £326,565.	TC		Precept submitted / budget confirmed	
24/11/11.02 Resolved <i>(C/24/11/8.01 Recommendation)</i> <i>Street Column Banner project</i>	That an application be submitted to install banner infrastructure on 8 lighting columns. That the banner infrastructure be used to publicise Town Council events and activities and those of our collaborating stakeholders where appropriate and with a contributing cost.	DTC		Columns identified at 4 entrances to town. Next step - submit application to SCC Streetlighting for permission.	
24/11/11.03 Resolved <i>(C/24/11/9.01 Recommendation)</i> <i>Public Realm Bench responsibility</i>	That NTC is only responsible for the benches on its own land and also on Highway land from Birdcage Walk to the Clock Tower/War Memorial and will maintain its assets accordingly. NTC is not responsible for any benches or street furniture outside these areas.	TC		Noted.	
24/11/11.04 Resolved <i>(C/24/11/9.02 Recommendation)</i> <i>High Street bench/planter replacement project</i>	That the 16 bins and 29 planters on the High Street be replaced with Derby Wheelie Bin housing units and Bournville planters for £72,000 (£57,000 from current year budget and ear-marked reserve and £15,000 of confirmed funding from UKSPF via WSC). That NTC works with WSC regarding logistics of removal and installation.	DTC		Bins: to begin being installed by WSC in sections as convenient. Planters: to aim to replace in April/May for June planting.	
24/11/12.01 Resolved <i>(F/24/11/6.01 Recommendation)</i> <i>Small grant application</i>	That the grant application from Abbeycroft Leisure be approved for £1,300. be approved.	TC		completed - grant paid	
24/11/12.03 Resolved <i>(F/24/11/10.01 Recommendation)</i> <i>Working Group - website review</i>	That a Working Group be set with a remit of updating the website comprising of Town Clerk, Cllrs Harvey, McHugh and Perry.	TC		Working Group initial meeting being organised.	
24/11/12.04 Resolved <i>(F/24/11/10.02 Recommendation)</i> <i>FP Committee budget 2025</i>	That the draft budget for the Finance & Policy Committee for 2025/2026 be approved at £145,400.	TC		Precept submitted / budget confirmed	
24/11/12.05 Resolved <i>(F/24/11/11.01 Recommendation)</i> <i>Small Grant application</i>	That the grant application from Newmarket Community Arts for the sponsorship of the February 2025 Festival of Light for £1,000 be approved.	TC		completed - grant paid	
24/11/14.01 Resolved <i>NNP allocated NTC Officer</i>	That the Deputy Town Clerk be appointed as the NTC Officer for the Neighbourhood Plan.	TC		In place and operational	
24/11/15.01 Resolved <i>LHS - hall hire for event</i>	That the request from the Local History Society to have complimentary use of the Memorial Hall for a Community Event on 21 st January 2025 to mark the 200 th Anniversary of the birth of modern railway and to support the promotion of the event on NTC social media channels be approved.	EM		completed	

QUARTER 3 - (OCTOBER 2024 - DECEMBER 2024)

NTC Resolutions December 2024 page 3 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
24/12/10.01 Resolved <i>(L/24/12/7.01 Recommendation)</i>	That the draft budget for the Leisure Services Committee for 2025/2026 be approved at £213,064.	TC		Precept submitted / budget confirmed	
24/12/10.02 Resolved <i>(L/24/12/8.01 Recommendation)</i>	That the Newmarket Earth Day 2025 event be postponed and be held 25 th April 2026 to allow for preparation and planning.	EM		Schedule amended	
24/12/10.03 Resolved <i>(L/24/12/8.02 Recommendation)</i>	That the Summer Entertainment 2025 be held on Thursdays: July 24 th & 31 st , August 7 th at the Memorial Hall Gardens, 14th & 21st at the Severals Grounds and Pavilion – as per 2024 split Times: 1:00pm to 4:00pm.	EM		Scheduled	
24/12/10.04 Resolved <i>(L/24/12/8.03 Recommendation)</i>	That NTC does not participate directly in the HAF (Holiday Activity Fund) 2025 scheme, but that NTC facilities be offered to organisations participating in the scheme at a favourable cost.	EM		Noted	
24/12/11.01 Resolved	That the NTC budget for 2025/2026 be approved at £1,006,971 equating to a 9.09% increase.	TC		Precept submitted / budget confirmed	
24/12/11.02 Resolved	That the NTC precept for the financial year 2025/2026 be set at £173.17 for a band D property equating to a 7.24% increase to residents.	TC		Precept submitted / budget confirmed	

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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	
<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 WG RENAMED - LOCAL HISTORY AND TOURISM WORKING GROUP - MET IN NOV 24.	YES
<u>22/06/18.04 Resolved</u>	That grant funding possibilities are investigated and to look into charitable status application in readiness for potential future opportunities and to prepare an onward business case and budget longer term for a museum facility.			

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

NTC Resolutions July 2022	Resolution Wording	Current Status	Action Taken/Notes	
22/07/8.02 Resolved <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. WSC report outline report received 6/10/24 - meeting with D Dixon to be scheduled. PROPOSALS FOLLOWING MEETING: - NTC NOT TO PROGRESS THE RPZ SCHEME, AS WAS - WSC PROPOSALS TO CHANGE LENGTH OF RESTRICTED WAITING BAYS FURTHER - ADDITIONAL BAYS TO GO IN (AS IDENTIFIED) AND WITH COUNTY TO LOOK INTO OPPORTUNITIES TO ADD FURTHER - EXEMPTION PERMITS FOR RESIDENTS BETWEEN 10AM TO 4PM (ROUS RD, ALL SAINTS RD, PARK AVENUE) - NTC TO PAY THE £18k TO WSC WITH WSC TO FUND ALL ADDITIONAL BAY COSTS - SCC TO DO SITE VISIT BY END OF FEB 25 LATEST	updated YES

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.		WSC has confirmed that reinstating the path is a condition of the sale of the property and they and the selling Agents have made clear to a prospective buyer. The path is not a PROW, however, a covenant has existed on the path since 18/08/2005. Closing the path was a breach of planning regulations and no enforcement action was taken by WSC. Jockey's Walk is a PROW, which runs parallel to the path; SCC and the Jockey Club are looking to upgrade and maintain Jockey's Walk with Section 106 monies from the Hatchfield development and contributions from SCC highway's locality budget will be used to make short-term improvements Confirmation received that land transfer not going ahead by SCC.	YES

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 Evaluation of the effectiveness required. TO BE TRANSFERRED TO D&P COMMITTEE AGENDA FOR FURTHER DISCUSSION	YES

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presented to P A
Ctte 13/01/2025

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**

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
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.			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. KY TO CONTACT SCHOOL RE LITTER & VEGETATION. AND SCC RE OVERGROWTH AND RAMP REQUEST.	

QUARTER 2 - (JULY 2023 - SEPTEMBER 2023)**NTC Resolutions July 2023**

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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 siteff.	TC			

QUARTER 2 - (JULY 2023 - SEPTEMBER 2023)

NTC Resolutions August 2023

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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 PRE-FEASIBILITY REPORT DEEMS BURY RD OPTION UNFEASIBLE. FORDHAM RD OPTION - AWAIT THE HORSE CROSSING UPGRADES AND REASSESS IN DUE COURSE. NEW HORSE CROSSINGS INSTALLED SEPT 24. AWAITING RE-ASSESSMENT OF FEASIBILITY AND COSTS OF INTRODUCTION OF PED CROSSING INCORPORATION INTO JUNCTION SYSTEM	YES

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. GIVEN JC GO-AHEAD - NO RESPONSE FROM SCC. PLANS AGREED.	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>23/10/17.01 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. - DEFERRED TO APRIL 2026 TO ALLOW FOR PREPARATION	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. CONFIRMATION OF ATTENDANCE BY JC RECEIVED. RE-APPLY TO SCC.	YES
<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 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		RECENT ISSUES WITH CIRCUS SIGNAGE. MTG WITH WSC OFFICER TBA INCLUDING BID MEETING HELD WITH WSC OFFICER AND BID. PROPOSALS AGREED REGARDING CIRCUS SIGNAGE FOR FUTURE.	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 AS SOON AS STAFFING LEVELS ALLOW - TRAINING NOW BOOKED FOR JAN/FEB.	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	
Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report

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 NOTING THAT CAMBS. HAS APPROVED MANY 20 MPH RESTRICTIONS	YES
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QUARTER 4 - (JANUARY 2024 - MARCH 2024)

NTC Resolutions March 2024 page 1 of 1

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>24/03/11.03 (C/24/03/07.03 Recommendation)</u> <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.			POLICY PENDING	

QUARTER 2 - (JULY 2024 - SEPTEMBER 2024)**NTC Resolutions August 2024**

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>24/08/14.01 Resolved</u> <i>Remembrance Arrangements</i>	That two poppy wall motifs at £950 plus installation costs be purchased. That the Remembrance Day reception be held at the Memorial Hall. That the Clock Tower lights be switched to red from 1st November until 12th November.	TC		COMPLETED	YES

QUARTER 2 - (JULY 2024 - SEPTEMBER 2024)

NTC Resolutions September 2024 page 2 OF 2

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
24/09/6.01 Resolved <i>Outdoor Gym</i>	That an outdoor gym facility be sited on the Severals grounds; fenced with grid and a self-closing gate. That funding is via a £20K grant from Aviva Insurance, secured originally by Yewtree Insurance, with supplements from the NTC play equipment current budget and EMR if necessary.			Installation to be post- 1/4/25 railing and mesh and dog order	
24/09/11.01 Resolved <i>(C/24/09/7.01 Recommendation)</i> <i>Cemetery Flint Chapel repairs</i>	That the flintwork renovations to the cemetery building bell tower be approved, including a safety survey and report for the remaining parts of the building			ON-GOING CURRENTLY	YES
24/09/11.01 Resolved <i>(C/24/09/7.01 Recommendation)</i> <i>All Saint's Wall repairs</i>	That hoarding be purchased, and the essential repairs be approved as time allows over the following years until the wall structure is fully stable.			CONTRACTOR AWAITING HOARDING DELIVERY	YES
24/09/11.03 Resolved <i>(C/24/09/8.01 Recommendation)</i> <i>Tree Surgery</i>	That the Jockey Club be engaged to crown lift the trees as required at the Severals, War Memorial Garden and Memorial Hall Garden for £2,900.			PLANNING PERMISSION APPROVED FOR SEVERALS AND WAR MEMORIAL GARDEN - AWAITING MEM HALL GARDENS	YES
24/09/12.02 Resolved <i>(F/24/09/9.01 Recommendation)</i> <i>Small Grant</i>	That the grant application from NEXUS CIC for £500 be approved, subject to the receipt of requested documents.			awaiting further info	
24/09/14.01 Resolved <i>Funding of Youth Worker ongoing</i>	That the increased funding to Abbeycroft Leisure for the current year at the increased amount of £2,390 – with a virement of £662 from account 4114/101 be approved and that notice be given that this will be the last year of top up funding and the new figure of £2,390 will be carried forward to next and further years' budgets.			awaiting invoice - informed of future grant award policy decision - GRANT PAID FOR 24/25. BUDGET AMENDED FOR 25/26 GOING FORWARD	YES

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)
Enforcement	T&F	Active	Initial meeting of w.group being arranged.	RH, JH, AD, SP	RH	To monitor enforcement issues and to take appropriate action	DP	DTC	Initial meeting being setup to create definitive listing which will be updated as necessary and used to inform and lobby WSC enforcement team and other appropriate teams.
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	EM	Webpage for Environmental matters – adopted species information. WEBSITE TRAINING 2/7 Working towards an NTC Environmental Policy NOW PLANNED FOR APRIL 2026
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. REVIEW JCE MEETINGS MONTHLY

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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	EM	- 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? – LOCATION EST SEVERALS
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 EARLY 2025 Phase 2 for planning in Autumn 2025
Litter	T&F	Active		JH, JJ, RJ, FU	JH	To organise & co-ordinate volunteer litter picking & to start a campaign to promote the reverse recycle facility at The Guineas	DP	TC	Initial meeting – discussion around audit and recording of bin facilities, litter volunteer campaigns, education.
Local History and Tourism (formerly known as Town Museum)	Ongoing	Active	November 2024 meeting	JH, RN, SP, PW, TC, EM, CA	JH	To produce a viable business plan for a local History Museum. To investigate other options regarding local history provision in the town.	CS	EM	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

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Market	T&F	Actaive	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 MEETINGS ONGOING – REPORTING TO FTC
Neighbourhood Plan	Ongoing	Active	NPP currently under review process	JH, RH, PH, MJ, SP, PW SB, RW, TC	MJ	To review the NNP	DP	DTC	REVIEW in progress monthly with writing team REPORTING TO P&A UNDER SEPARATE AGENDA ITEM Consultation event in September 24 WRITING TEAM ONGOING MEETINGS
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 Meeting with WSC Officer held re Circus signage.
Parish Alliance-Sunnica	T&F	Obsolete	Written Reps submitted 26/9/22	RH, TC	RH	To receive & consider information regarding the Sunnica Solar Farm application/proposals.	DP	TC	PINS appeal was allowed. TO REMOVE WORKING GROUP FROM JAN 2025
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	DTC	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 sold – confirmation from WSC that reinstating the path is a condition of 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	TC	2024 autumn mech planting took place – Birdcage Walk
Transport & Parking	Ongoing	Active	Consultation completed	JBorda, AD, JH, RH, PH, SP	JH	To consider problems and suggest possible solutions regarding parking and transport strategies and report back.	DP	TC	BUS SERVICE IMPROVEMENT PLAN FUNDING CONSULTATION – NTC RESPONSE SUBMITTED – not successful. Further discussion for 2025 – 17/1/25. RPZ – agreement on alternative parking provision including extra bays and timings. £18K to fund with extra being paid by WSC. Other issues (parking, cycling, etc.) being considered.
Website Review	T&F	Active	Initial meeting planned for January 25	SP,		To review existing websites and consider upgrade as required.	FTC	TC	Initial meeting in planning