

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 14th April 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 13th January 2025**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 5) Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
- 6) Resolution Audit** – to receive information regarding resolution progress for:-
 - a) Q4 financial year 2024/2025
 - b) 2022/23, 2023/24 and Q1-Q3 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 July 2025 at 6.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 9th April 2025

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Performance & Audit Committee **Held on Monday 13th January 2025 at 6:15pm**

Attendance:

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

Also present: C Whitaker – Town Clerk, 2 members of the public.

Minute

- P/25/01/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The Chair opened the meeting and read the Fire Notice and announced that no one was recording the meeting.
- P/25/01/2 Apologies for Absence**
Apologies were received from Cllrs McHugh, Winter and Yarrow.
- P/25/01/3 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/25/01/4 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 14th October 2024 and Any Matters Arising**
The Chair presented the minutes of the Performance & Audit Committee Meeting held on Monday 14th October 2024 and the following was agreed:
- P/25/01/4.01 Resolved**
That the minutes of the Performance & Audit Committee meeting held on Monday 14th October 2024 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.
- There were no matters arising.
- P/25/01/5 Public Open Session**
No representations were made from the members of the public.
- P/25/01/6 Resolution Audit**
The resolution progress for Q3 financial year 2024/2025 was received, updated, and noted.

The outstanding resolutions for 2022-2023, 2023-2024 and Q1 – Q2 2024/2025 were received, updated, and noted.

Minutes of Performance & Audit Committee held on Monday 13th January 2025

P/25/01/7 Neighbourhood Plan

There was no report made from the Neighbourhood Planning Working Group.

P/25/01/8 Working Group Reports

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

P/25/01/9 Correspondence

None noted.

P/25/01/10 Date of Next Meeting

Monday 14th April 2024.

Meeting closed at 8.10pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
No Recommendations	

Item 6a

NEWMARKET TOWN COUNCIL

RESOLUTION AUDIT - 2024/2025

TRAFFIC LIGHT STATUS
 GREEN = FULLY COMPLETED
 AMBER = IN PROGRESS
 RED = NEEDS ACTION

QUARTER 4 - (JANUARY 2025 - MARCH 2025)

NTC Resolutions January 2025

Page 1 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
<u>25/01/11.01 Resolved (C/25/01/7.01 Recommendation)</u> <i>Cemetery Fees 25/26 review</i>	That the Cemetery Table of Fees for Newmarket Cemetery for 2025/2026 be approved.	TC		new fees in effect from 1/4/25	
<u>25/01/17.01 Resolved</u> <i>Twitter account</i>	That the Council's Twitter account be closed.	EM		Account closed	

QUARTER 4 - (JANUARY 2025 - MARCH 2025)

NTC Resolutions February 2025 page 2 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
25/02/13.01 Resolved (L/25/02/7.01 Recommendation) Decoration of Memorial Hall	That quote from Newmarket Decorating Company for £11,910 to re-decorate the Memorial Hall be approved.	EM		Decoration completed March 2025	
25/02/13.02 Resolved (L/25/02/8.01 Recommendation) Christmas 2025 event	That a Christmas event be held at the Severals in principle, subject to time and costings.	EM		Event manager to bring further cost information to LS committee	
25/02/13.03 Resolved (L/25/02/9.01 Recommendation) Railway 200 - Model Railway exhibition	That the Memorial Hall be used to host a Model Railway Exhibition for a weekend in August 2025 free of charge with chargeable light refreshments being provided.	EM		Currently attempting to source a contact who could assist with the organisation and promotion of this.	
25/02/15.01 Resolved Grant application	That the grant application from Hope for Tomorrow be approved at £500.00.	TC		Grant Paid March 2025	

QUARTER 4 - (JANUARY 2025 - MARCH 2025)

NTC Resolutions March 2025

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status
<u>25/03/11.01 Resolved (C/25/03/7.01 Recommendation)</u> <i>Cemetery Regulations review</i>	That subject to an amendment, the revised Cemetery Regulations for Newmarket Cemetery for 2025/2026 be approved and adopted.	TC	
<u>25/03/11.02 Resolved (C/25/03/8.01 Recommendation)</u> <i>Public Convenience closure</i>	That the public conveniences be closed from 1st April 2025 and only open when events are running in the Memorial Gardens and Town events.	EM	
<u>25/03/12.02 (F/25/03/9.01 Recommendation)</u> <i>Grant application</i>	That the request from Newmarket Scout Group for a grant be approved and be awarded £1,000.	TC	
<u>25/03/12.03 (F/25/03/9.02 Recommendation)</u> <i>Grant application</i>	That the request from the Racing Centre Primary Healthcare for a grant be approved and be awarded a provisional £2,000 followed by a review, engaging with the Racing Centre to establish the impact of the reduction from last year's award of £4k which was seen as "pump-priming" and what actions they are taking to attract alternative funding sources to reduce dependency on the Town Council contribution and so that the service is sustainable.	TC	
<u>25/03/12.04 (F/25/03/10.01 Recommendation)</u> <i>Annual Policy reviews</i>	That policies be delegated to the Policies Working Group for review	TC	

Action / Notes	Updated since last report
Cem Regs updated and in place 1/4/2025	
Public Toilets closed. NB: Since closure it has become apparent that the antiquated sewer has in fact collapsed to the side of the building. Therefore it will not be possible to open toilets for events.	
Grant paid April 2025	
Initial grant paid April 2025. Meeting to be arranged.	
Review date and process ongoing	

Item 6b

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 (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.	

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

NTC Resolutions June 2022	Resolution Wording	Current Status	Action Taken/Notes
<u>22/06/10.01 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.
<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.		

updated

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

NTC Resolutions July 2022	Resolution Wording	Current Status	Action Taken/Notes	updated
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.		Latest from WSC. "We have discussed further with SCC on the proposed changes to on street parking – the additional bays and introduction of the waiver permits for local residents. They have advised that the TRO process will take around 3 months from issue of formal instruction. The costs of the TRO and associated line markings and signage will be in the region of £10,000. They will require a formal instruction from you and subject to quotation provided by them, a purchase order from you for the works. We can provide details on who you need contact once you have agreed the project at your Council meeting. With regard the issue of abortive costs (ref. your emails dating back to 2020) and whilst we take the view that the advice on RPZ v Waiver permits was provided by SCC Highways and we were only acting on pulling together the email response, our Portfolio Holder David Taylor is happy to rescind this cost given you will be funding the changes above. To confirm proposals agreed with Portfolio Holder, residents in All Saints Road and Park Lane are able to purchase a Waiver Permit for £40 per annum and/or a resident season permit to park in All Saints Road Car Park at a cost of £75 per annum. We have reviewed the letter and passed to SCC – we are still waiting on them to come back to us, hence the reason for not sending – on receipt, Kevin will get the letter over to you."	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 that land transfer is going ahead to the school on hold until pathway issue addressed.	

NTC Resolutions February 2023	Resolution Wording	Current Status	Action Taken/Notes	updated
<u>23/02/9.01 Resolved (C/23/02/8.01 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 Evaluation of the effectiveness required. TO BE TRANSFERRED TO D&P COMMITTEE AGENDA FOR FURTHER DISCUSSION	

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 folloiwng 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 facililty. 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
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 sitefff.	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
<u>23/08/8.01 Resolved (D/23/08/5.01 Recommendation)</u> Feasibility study for pedestrian crossing at <u>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		PRE-FEASIBILITY REPORT DEEMS BURY RD OPTION UNFEASIBLE. FORDHAM RD OPTION CROSSINGS INSTALLED SEPT 24. AWAITING RE-ASSESSMENT OF FEASIBILITY AND COSTS OF INTRODUCTION OF PED CROSSING INCORPORATED INTO JUNCTION SYSTEM <u>Feasibility Report</u> – aprx. £5000 This fee includes for: Site visits, Vehicle survey, Pedestrian survey, Design considerations, Utility requests, Designer hazard identification, Design and construction estimate & Feasibility Report. If study shows that a signal controlled ped. <u>crossing would be</u> achievable and appropriate, cost of the design/construction would need to be met. As a rough guide, est. would be in the £100-£150k	YES

QUARTER 2 - (JULY 2023 - SEPTEMBER 2023)

NTC Resolutions September 2023

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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		ROUNDAABOUT REFURB COMPLETE	

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.	DTC		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 MEETING OF WGRP IN MARCH 25	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> <u>Exning Road bollards</u>	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. PERMISSION GRANTED -	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. ENFORCEMENT WGRP	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 MAY	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	
<u>23/11/11.01 Resolved</u> 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.	DTC		DTC ASSISTED KY WITH SIGNAGE.	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 September 2024

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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 Mtg with NCF to look at gym tenders.	YES
24/09/11.01 Resolved (C/24/09/7.01 <i>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	
24/09/11.01 Resolved (C/24/09/7.01 <i>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	
24/09/11.03 Resolved (C/24/09/8.01 <i>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.			SEVERALS/WAR MEM COMPLETED - MEM GARDENS IMMINENT	YES
24/09/12.02 Resolved (F/24/09/9.01 <i>Recommendation</i>) <i>Small Grant</i>	That the grant application from NEXUS CIC for £500 be approved, subject to the receipt of requested documents.			NO FURTHER INFO AVL. AGREED TO WITHDRAW AT THIS TIME.	YES

QUARTER 3 - (OCTOBER 2024 - DECEMBER 2024)

NTC Resolutions October 2024

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
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		GUIDE COMPLETED AND DELIVERED	YES
24/10/12.01 Resolved (L/24/10/8.01 Recommendation) <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		VISIT DATE 16/5/25-19/5/25 ALL ARRANGEMENTS CONFIRMED	YES
24/10/12.03 Resolved (L/24/10/10.01 Recommendation) <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		Height adj by 4inches - no planning permission req'd. Installation begins imminently by JCE	YES
24/10/12.04 Resolved (L/24/10/10.02 Recommendation) <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		as above - and gym equipment being current chosen.	YES

QUARTER 3 - (OCTOBER 2024 - DECEMBER 2024)

NTC Resolutions November 2024 page 2 of 2

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
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. SOME ISSUES WITH PERMISSIONS FROM SCC	YES
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		BIN REPLACEMENT NOW IN PROGRESS. PLANTERS TO BE INSTALLED MAY/JUNE.	YES
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		WEBSITE REVIEW WGRP MEETINGS IN PROGRESS	YES

KEY: Obsolete – no longer required (Blue)
 Active – ongoing activity / progress being made (Green)
 Dormant – past activity, now paused/stalled (Amber)
 Inactive – no past activity / working group not started (Red)

<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)
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 for 16/1/25 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, JJ CO, CW	JMcH	To consider matters relating to bio-diversity CA of NPP	FTC	DTC	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, JH	JH	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	DTC	Initial meeting – discussion around audit and recording of bin facilities, litter volunteer campaigns, education. (Rubbish Talks?)
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.	LS	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 Involve AHayes and RWood

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Market	T&F	Active	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.	FTC	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 CW	?	To review High Street advertising	DP	DTC	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.
Solar Farms (Kingsway)	T&F	Active	Written Reps submitted 26/9/22	RH, TC, AD, JH	RH	To receive & consider information regarding the Sunnica Solar Farm application/proposals.	DP	DTC	PINS appeal was allowed. Now dealing with Kingsway Solar Farm-ECambs
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	DTC	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. Further discussion 25/2 Other issues (parking, cycling, etc.) being considered.
Website Review	T&F	Active	Initial meeting planned for January 25	SP, JH, JM		To review existing websites and consider upgrade as required.	FTC	TC	Initial meeting and brainstorming session completed (Feb25)