

Membership from May 2025

Councillor Harvey
Councillor Drummond
Councillor Hood
Councillor McHugh
Councillor Winter
Councillor Yarrow

Members = 6
Quorum = 3



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

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
PERFORMANCE & AUDIT COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP
on **Monday 14th July 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) Election of Chair for the Performance and Audit Committee Meeting for the Municipal Year 2025/2026**
- 2) Election of Vice Chair for the Performance and Audit Committee Meeting for the Municipal Year 2025/2026**
- 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 14th April 2025**
 - 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 2025/2026
 - b) 2022/23, 2023/24 and Q1-Q4 2024-2025 – outstanding resolutions
- 9) Neighbourhood Plan** –to 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 13th October 2025 at 6.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 8th July 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 14th April 2025 at 6:15pm**

Attendance:

Councillor J Harvey (Chair)

Councillor A Drummond

Councillor R Hood

Councillor P Winter

Councillor K Yarrow

Also present: C Whitaker – Town Clerk. One member of public.

Minute

P/25/04/1 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/25/04/2 Apologies for Absence

Apologies were received from Cllr McHugh.

P/25/04/3 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/25/04/4 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 13th January 2025 and Any Matters Arising

The Chair presented the minutes of the Performance & Audit Committee Meeting held on Monday 13th January 2025 and Cllr Harvey made a proposal seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

P/25/04/4.01 Resolved

That the minutes of the Performance & Audit Committee meeting held on Monday 13th January 2025 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.

There were no matters arising.

P/25/04/5 Public Open Session

No members of the public wished to speak.

P/25/04/6 Resolution Audit

The resolution progress for Q4 financial year 2024/2025 was received, updated, and noted.

The outstanding resolutions for 2022/23, 2023/24 and Q1-Q3 2024-2025 were

Minutes of Performance & Audit Committee held on Monday 14th April 2025

received, updated, and noted.

P/25/04/7 Neighbourhood Plan

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

P/25/04/8 Working Group Reports

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

P/25/04/9 Correspondence

None noted.

P/25/04/10 Date of Next Meeting

Monday 14th July 2025.

Meeting closed at 7.50pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>P/25/04/4.01 Resolved</u>	That the minutes of the Performance & Audit Committee meeting held on Monday 13th January 2025 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.

QUARTER 1 - (APRIL 2025 - JUNE 2025)**NTC Resolutions April 2025**

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Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
25/04/11.02 Resolved <i>(L/25/04/8.01 Recommendation)</i> <i>Lexington 250th delegation visit to Newmarket in September</i>	That NTC assists with the itinerary plans for the Lexington delegation and provide an evening reception with food and entertainment.	EM		EM to plan reception and entertainment and update Full Council	
25/04/11.03 Resolved <i>(L/25/04/8.02 Recommendation)</i> <i>Lexington 250th representation at Lexington in October</i>	That a reasonable subsidy be provided to any representative from Newmarket to Lexington. If a Councillor is unable to attend that the Clerk attends in their place to represent NTC. The decision to agree the amount to be delegated to the Mayor.	TC		£600 subsidy agreed between the Clerk and the Mayor/Deputy Mayor; to offset travel and accommodation costs. Clerk to represent NTC.	
25/04/14.01 Resolved <i>Youth Strategy adoption</i>	That Newmarket Youth Strategy 2025 be adopted.	TC		Josh Schunmann (NCF) sent the minute and dates of council meetings	
25/04/15.01 Resolved <i>EMR transfers - end of 24/25</i>	That the recommendations for transfers to Ear-Marked Reserves be approved.	TC		EMR transfers made as per the report.	
25/04/17.01 Resolved <i>Public Toilets at Memorial Hall/Gardens</i>	That companies are consulted to get an estimate of costings for a refurbishment of the toilets, including the new pipework.	DTC		Quotes and visits being co-ordinated - report to CS July 25	
25/04/17.02 Resolved	That portable toilets are hired for events.	EM		Hired for Summer Entertainment dates	
25/04/17.03 Resolved	That a Press Release be issued regarding the closure of the toilets.	TC		Agreed statement sent to media	

QUARTER 1 - (APRIIL 2025 - JUNE 2025)

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
25/05/15.03 Resolved <i>(F/25/05/7.01 Recommendation)</i> Small Grant	That the request from Newmarket Scout Group for a grant be approved and be awarded £1,000.	TC		Grant Paid	
25/05/15.04 Resolved <i>(F/25/05/7.02 Recommendation)</i>	That the request from Newmarket Avenue Bowls Club for a grant be approved and be awarded at £500.	TC		Grant Paid	
25/05/15.05 Resolved <i>(F/25/05/7.03 Recommendation)</i>	That the request from My Wish Charity for a grant be approved and be awarded £500.	TC		Grant Paid	
25/05/26.02 Resolved	That a donation of £1000 be offered to support the event.	TC		Paid	

QUARTER 1 - (APRIL 2025 - JUNE 2025)

NTC Resolutions June 2025 page 3 of 3

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
25/06/8.01 Resolved NCF - Pavilion use for Youth Hub	That the proposal from the Newmarket Charitable Foundation to utilise the Pavilion be supported and approved and that the Events Manager and Town Clerk approve and arrange the hire detail.	EM		Awaiting NCF comeback with firm plans.	
25/06/9.01 Resolved <i>Horse crossing - Fordham Rd</i>	That a formal complaint regarding safety issues at the horse crossing on Fordham Road which we consider to be not fit for purpose be made to SCC Highways.	TC		letter sent to SCC HW - response requested exact details of perceived issues	
25/06/12.04 Resolved (<i>L/25/06/9.01 Recommendation</i>) <i>Christmas Event 2025</i>	That Christmas 2025 be run on the Severals during December 3rd – 10th December 2025.	EM		EM in process of arranging details and updating LS Cttee as necessary	
25/06/12.05 Resolved (<i>L/25/06/6.01 Recommendation</i>) <i>Main Hall shutters</i>	That the proposal by Hilary's for window shutters to be installed in the Memorial main hall be approved at £9,887.81.	EM		Hilary's have pulled out of the project, citing the height of the windows for H&S reasons. EM sourcing alternate quotes.	
25/06/13.04 Resolved (<i>H/25/06/9.01 Recommendation</i>) <i>ATK post</i>	That the Assistant Town Keeper's job specification be adjusted to 35 hours per week.	TC		Updated JD and advert to be placed, initially in Job Centre and BID vacancy board	
25/06/15.01 Resolved	That the proposal for NTC to vote Yes in the BID ballot to be held on 3 rd July 2025 be approved.	TC		Vote has been submitted	

Item 8b

RESOLUTION AUDIT - 2022/2023 - QUARTERS 1 & 2 (1/4/22-30/9/22)

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

NTC Resolutions May 2022	Resolution Wording	Current Status	Action Taken/Notes	updated
21/05/12.03 Resolved (F/21/05/12.01 Recommendation) CARBON ZERO PROJECT	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. TC to allocate projects to ADMIN to move this forward.	
21/05/12.04 Resolved (F/21/05/12.02 Recommendation) CARBON ZERO PROJECT	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.	

NTC Resolutions June 2022	Resolution Wording	Current Stat	Action Taken/Notes	updated
<u>22/06/10.01 Resolved</u> <i>***H/22/06/11.02 Recommendation***)</i>	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.		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.			

RESOLUTION AUDIT - 2022/2023 - QUARTERS 1 & 2 (1/4/22-30/9/22)

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

NTC Resolutions July 2022	Resolution Wording	Current Stat	Action Taken/Notes	updated
22/07/8.02 Resolved (D/22/07/17.01 Recommendation)	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.		JH working with WSC to progress the adjusted plans for a scheme in All Saints Ward - All Saints and Park Lane.	YES

NTC Resolutions January 23/01/21.01 Resolved	Resolution Wording	Current Sta	Action Taken/Notes	updated
LAUREATE SCH RD / WILLIE SNAITH RD	That an application for a DMMO for the original footpath to be recorded be submitted.		The pathway is now fenced and opened by the new owners. NTC to progress application procedure for DMMO.	YES

NTC Resolutions February 20	Resolution Wording	Current Sta	Action Taken/Notes	updated
<u>23/02/9.01 Resolved</u> <u>(C/23/02/8.01</u> <u>Recommendation)</u> SIDS PLACEMENT	That each proposed road/location to be adopted by a councillor to carry out the necessary investigations, provide the photographic evidence and obtain written support from the nearest residents. A template letter is available. Cllrs were allotted to cover the nominated roads.		Further purchases and placement of SIDs halted until 25/26 due to financial reasons Evaluation of the effectiveness required. TO BE TRANSFERRE D 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> (P/23/04/7.01 Recommendation) 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)

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/06/11.06 Resolved (C/23/06/12.01 Recommendation) Path behind Millbank	That WSC are approached to request that they adopt the unregistered part of the TC path, tarmac the entire path where necessary and to add an accessible ramp. That Aldi are approached to make a contribution to the costs.			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. Established path is owned by school. M.Fox has said the steps and ramp are feasible.	YES

QUARTER 2 - (JULY 2023 - SEPTEMBER 2023)

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		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 Feasibility Report – 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. crossing would be 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 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	

QUARTER 3 - (OCTOBER 2023 - DECEMBER 2023)

NTC Resolutions November 2023 page 2 of 2

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
23/11/8.01 Resolved (D/23/11/7.01 Recommendation) 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		Installation due July 25 - halted due to resident concerns	YES
23/11/8.03 Resolved (D/23/11/18.01 Recommendation) 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	
23/11/10.06 Resolved (F/23/11/14.01 Recommendation) Approve phase 1 of Cloudy IT	That the plan for phase 1 - Cloudy-IT for options a, and b, for cloud-based system and agenda pack creation software within current financial year (23/24) be approved.	TC		AGENDA SOFTWARE TO BE IMPLEMENTED AS SOON AS STAFFING LEVELS ALLOW - TRAINING NOW BOOKED FOR MAY	
23/11/10.07 Resolved (F/23/11/14.02 Recommendation) Approve Phase 2 hybrid and broadcasting in principle	That the plan for phase 2 - hybrid and broadcasting of council meetings and councillor devices, options c, and d, in the next financial year (24/25) be approved in principle subject to specification, investigation and review.	TC		to be re-visited following Phase 1 completion	
23/11/11.01 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	

QUARTER 4 - (JANUARY 2024 - MARCH 2024)

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
24/03/11.03 (C/24/03/07.03 Recommendation) Cemetery memorial benches	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)

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.			Ordered with Sunshine Gyms (subsidiary of BROXAP). Est. installation date August 25 Dog PSPO application in progress. Fencing/mesh received - to be installed by JC. Inst date est Aug/Sept. 25	YES
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	
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	

QUARTER 3 - (OCTOBER 2024 - DECEMBER 2024)

NTC Resolutions October 2024		Page 1 of 2			
Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
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		2025 visit completed.	YES
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		Installation June/July 25 - almost finished. New signage on order	YES
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		Gym equipment and installation on order for probable Aug25 installation. PSPO dog exclusion zone to be secured on completion	YES

QUARTER 3 - (OCTOBER 2024 - DECEMBER 2024)

NTC Resolutions November 2024

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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 - looking into alternative options	
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 and planters fully installed	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	

QUARTER 4 - (JANUARY 2025 - MARCH 2025)

Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
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		Budget and event approved	YES
25/02/13.03 Resolved (L/25/02/9.01 Recommendation) Railway 200 - Model Railway display	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		Contact with Ely Model Railway Club - agreed date of Oct 31st and Nov 1st now due to member availability	YES

QUARTER 4 - (JANUARY 2025 - MARCH 2025)

NTC Resolutions March 2025		Page 2 of 2			
Resolution Ref / Subject	Resolution Wording	Allocated Officer / Staff	Status	Action / Notes	Updated since last report
25/03/12.03 (F/25/03/9.02 Recommendation) Grant application	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		Initial grant paid April 2025. Meeting to be arranged.	
25/03/12.04 (F/25/03/10.01 Recommendation) Annual Policy reviews	That policies be delegated to the Policies Working Group for review	TC		Review date and process ongoing	

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, PW	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

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)

Working Group	Type	Status	Progress	Membership	Leader	Terms of Ref	Report To	Officer	Action / Comments
Health & Well-being	Ongoing	Active	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 - Installation of Adult outdoor gym on Sevels – inst est Aug/Sept 2025
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 asap Phase 2 for planning in end 2025
Litter	T&F	Dormant		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	Dormant	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 Awaiting a smaller meeting with WSC officers at WS House – possibly July/Aug 25
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 30/6/25 Cllr Workshop meeting - postponed
On Street Advertising	Ongoing	Dormant	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. Sub-group of Enforcement Working Group
Solar Farms	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. Also FH Parish Council Alliance – Sunnica – resurrected to monitor the project and its effects.
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. The pathway has been reinstated (June 25) and the DMMO application is outstanding.
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)

List of delegations from Committees:- Delegating Committee / Delegated To / Deadline / What Item