

aware of these requirements. SB had emailed MS with copy of proposed form awaiting response.

ACTION Town Clerk to submit Designation Area Form to West Suffolk (Forest Heath District Council and Bury St Edmunds Council) and copy in RH and SB. (SB subsequently spoke to the Town Clerk who was already aware of what was required)

SB had contacted Robert Feakes who was on annual leave to clarify funding for the NNP.

ACTION WH to speak to Robert Feakes

ACTION SB to email a copy of Invoice to Marie Smith from Optimis to clarify that it is appropriate for RH to sign off for payment.

Cllr Warwick Hirst was nominated to be Treasurer for NNP and duly accepted the position

Discussion about advertising the Public Consultation on Tuesday 03 November 2015

CE offered the services of a designer for Poster

NNPSG ~ Approved Poster Design cost of up to £65 for advertising consultation for approval at next meeting.

ACTION CE to contact designer to prepare a draft poster to ratify at the next meeting.

Advertising in local Newspapers and use of Logo. In light of the dissolution of the CPDG it was agreed to simplify matters, to keep costs down and for continuity to use the Vision Logo and not to proceed with a specific NNP Logo.

ACTION SB to thank Paula Wilson and notify her of decision of NNPSG

[MJ arrived]

Discussion about use of Social Media Facebook/Twitter and feeding information: will need to send information to Vision Twitter and Forest Heath District Council for submission to Facebook

SB to liaise with Kylie Uney (NTC Resources Assistant) once advert approved for submission to NTC web site.

To buy advertisements for Newmarket Journal and Newmarket News

Further discussion about finances, the Town Clerk should be aware of what funding is being held.

ACTION WH to discuss with the Town Clerk and seek approval for payment of advertising proposed in Newmarket Journal October 29th and Newmarket News October 28th for one week.

WH suggested NNPSG sign off for Advert. The Town Clerk has the original advertisement to avoid confusion a copy of the original was edited to show the changes. Will need to show web site address.

ACTION WH to take advertisement to Town Clerk to prepare draft for next meeting.

ACTION CE to discuss with NTC Resources Assistant (KU) the implications of using the Town Council web site, how we can have responses on line, and database of email addresses bearing in mind data protection.

RH signed copy of agreed and approved advertisement for Newspapers, but advertisement and poster will be in draft form for final approval at the next meeting.

A vote of thanks was expressed by NNPSG to SB for the work already undertaken in association with the NNP

Consultation Aims and Objectives

Memorial Hall booked for Tuesday 03 November 2015 08:00-20:00

A board for each Aim/Objective (minimum 7) + map showing proposed area. Map for plotting with sticky dots where attendees of Consultation live or work Photographs to accompany aims/objectives. Post it notes to be provided for comments. Explanation of NNP.

ACTION MJ to liaise with Town Clerk to ensure all is organised and prepared for the Public Consultation on 03 November 2015.

As RW had not arrived we briefly discussed Aims and Objectives.

MJ drew attention to Objective 2, 3rd bullet point re 'poor housing'

Wording changed to "Review existing area of housing which could be improved or re-developed"

JW drew attention to unique features - key buildings etc. and content within brackets therefore remove brackets and contents within.

ACTION all to review documents and bring revisions to next meeting.

[As RW arrived a little late Aims and Objectives is further discussed below]

JW asked about closing down of Community Planning Delivery Group

WH gave an explanation that amongst other things the CPDG has been looking at the number one drain and the Neighbourhood plan and if the neighbourhood plan comes out to the Town Council which is where it should be then the drain etc. could go to the TRET group.

Town Mayor sits on VSG and has delegated WH to go to the meetings, there is also a SCC Councillor and a District Councillor there as part of the tripartite agreement plus various officers.

Will be reporting to the next Town Council meeting of not the following one. Changes are primarily a result of the elections in May 2015.

RH stated no clarification that this was the position

MJ Real concerns that the redevelopment of the Green Corridor is not lost

WH the intention was for MJ to be invited to become a member of the TRET group

SB From an email received from Cllr Stamp it should be noted that all members have subsequently been invited to join other groups and has been suggested that the Green Corridor project will be taken on by the Tourism Group but the Tourism group were not informed.

RW as Chair of Tourism Group felt that she should have been informed as she was not sure that it can be managed

JW clarified who had been sent the email and by whom the difficulty is that by moving work from CDPG to Tourism may result in work already undertaken being lost and perhaps having to be started all over again. Email was quite categorical that CPDG had been disbanded and work shifted into Tourism.

WH the fact that the CPDG was to be closed down was discussed at VSG but had no knowledge of email from Cllr Stamp or that the Tourism Group would take over the Number One drain work. WH's understanding was that the remaining work of the CPDG would be incorporated in the TRET group not specifically the Tourism sub Group of TRET. At the next TRET meeting this will be discussed.

CE felt this was not how it was read from the email ~all those previously members of CPDG who were present agreed.

MJ the work has been so positive from the CPDG that it must not be lost and a group must remain to take this forward

RW As the cycle group has yet to form this could be included together with walking routes around the town and green corridor. RW wanted to present this idea. Start with the Green Corridor and branching out from there.

RW read some of the email to explain why members where upset and appeared to be a done deal or fait accompli.

RH The NNP was the remit of the CPDG and the many of the members of that group were present today and is a matter of considerable concern to those who have been working together for the last 18 months and for this to be announced without the courtesy to communicate this to those members. None of this has been reported to the Town Council despite the fact the Town Council have met since.

ACTION RW will forward relevant email to WH.

RW apologised for arriving late and questioned was everything satisfactory with Aims and Objectives documents. MJ explained we had been looking at the Aims and Objectives in readiness for the Consultation on Tuesday November 03 and wish to have a document that is simplified perhaps as two columns Objectives on the left and a description of the Objectives on the right.

WH pointed out 2 typo graphical errors on Planner even though it is a draft it should be correct. SB will action.

PW Left meeting at 10:10

JM left meeting, RW arrived at 10:20

Date of next Meeting Thursday 15 October 2015 at 10:00

Meeting closed at 10:50

Thursday 29 October 2015	Thursday 12 November 2015	Thursday 26 November 2015
Thursday 10 December 2015	Thursday 17 December 2015	
1 st and 3 rd Thursday of each month at 10:00		

Appendix to minutes

Area Designation of Newmarket Neighbourhood Plan

Received from Ann-Marie Howell

After the application has been submitted there will be a 4 week period of consultation – the start date will be agreed with the Town Council but we aim to commence it within 7-10 days of receiving the application. In addition to any consultation promotion the town council may wish to undertake, the district council will be doing the following;

- *Issuing a press release*
- *Placing an advert in the Newmarket Journal (we can provide you with a copy of this for any communications you may wish to undertake)*
- *Have a dedicated webpage*
- *Use Twitter and Facebook to promote the consultation*
- *Contact people on a database compiled of people we know of who have an interest in the area, as well as all councillors, statutory consultees and neighbouring districts and parishes.*

Following the consultation, the council will analyse the comments and consider whether there is any evidence to suggest that the area should not be designated as submitted.

Within 4 weeks of the close of consultation, the council will issue a decision on the neighbourhood area, a decision which is made in conjunction with the Portfolio Holder for Planning.

Boyd Nicholas will be the lead officer for the neighbourhood area application – so please mark all correspondence for his attention.

Finance and Funding

Information Received from Treasurer Cllr Hirst of current Finance position

*Income Suffolk County Council Locality Budgets £1000 Lisa Chambers
£1000 David Hudson
£2000 Total*

Both these amounts have been agreed by SCC and will be paid this month

Expenditure Technical advice and work from Optimis Consulting £1200 <with RH to authorise payment .

Two newspaper adverts for the precious consultation £220

Balance left is £580 , with two more adverts to be paid for for the November 3rd consultation

The £8000 Grant from Suffolk County Council

This was confirmed to you for the Newmarket Neighbourhood Plan in October 2014 .As a new member I have set out the terms of this grant ,whilst appreciating that yourself and the NNP Group had all these details last October 2014

These conditions are in response to the business case made to SCC for this grant

1 The grant will be paid in arrears subject to a satisfactory claim form detailing the expenditure on the N N Plan

2 It must be spent within two years of the grant offer in October 2014 .

3 A detailed report on the progress of the Plan must be submitted to SCC IN October 2015

4 Evidence of matched funding equal to the project costs must be provided to SCC before the grant can be paid .If the level of matched funding is less than that required by SCC then a proportion of the £8000 will be paid < I will ring SCC as I do not understand this clause