

**NEWMARKET VISION**  
**MINUTES OF**  
**Neighbourhood Plan Working Group**  
Thursday 03rd September 2015

held at Newmarket Town Council Offices, Sir Ernest Cassel Room.

**Members Present:**

Cllr Rachel Hood (Chair), Newmarket Town Council

Sara Beckett

Michael Jefferys

Rachel Wood

Julian Wilson

Claire Elbrow

**Apologies**

William Gittus, Andrew Burton, Marie Smith (FHDC), Isabelle Barrett (Newmarket Town Clerk)

**Invited Guests**

Paula Wilson Artist in Residence at National Horse Racing Museum, would be attending between 10:00 and 11:00 and would be accommodated to introduce herself and her work and discuss how a Logo for the NNP could be designed.

The Town Clerk was asked to print copies of the documents below for use at the meeting.\*

[1] The Agenda

[2] Previous minutes

[3] Terms of Reference

[4] Map for proposed designated area

**Matters Arising**

JW thought it had previously been discussed that residents of the Parish living in this ward were happy and thought of themselves being associated with Newmarket SB had explained events via email to JW.

Claire Elbrow *\*explained that CPC had discussed the North Ward of the Cheveley parish being included in the NNP. There is a community group in Cheveley which is producing a community plan, so it was felt that to*

*participate in further survey work would be confusing. Cheveley Parish has also undertaken an affordable housing survey in 2015 as well.*

*The Community Plan steering group may be willing to share any relevant information with the NNP steering group once the community plan was complete and published.*

The NNPSG welcomed CE's explanation and felt that it demonstrated extremely well that neighbouring parishes have been extensively consulted with.

Discussion re email received by SB from the Town Clerk who had again raised concerns that the Agenda for NNPSG should be available prior to the meetings. SB found it difficult to understand when all NNPSG meetings until December 2015 were available on the NNP link via NTC web site and were therefore advertised in advance which was perfectly acceptable for Newmarket Town Council meetings when summons and Agendas for those meetings had not met the required timings. SB assured the NNPSG that every effort will be made to send out Agendas in good time but when the terms of reference were approved the Town Clerk was responsible for Agenda's and Minutes etc. and as the terms of reference have not been amended it did not reflect that the Town Council was no longer responsible for providing this detail. It should be remembered that previously a paid member of staff had been supporting the NNPSG in the role of taking minutes and had resigned from that role and it was now being undertaken voluntarily with no financial support (not even stationary). The terms of reference state *Notice and associated papers shall normally be despatched three clear working days before the date of the meeting by e-mail.* SB will normally prepare the Agenda in good time in future, but understandably there may be times when this is not possible. Items for the future Agenda are discussed at each meeting. Dates of future meetings are available. In addition it had been pointed out that notes from an un-quoted meeting of August would not be on the web site, yet it was observed that the 'notes' from 08 July were on the web site. The inconsistency of the points raised was noted, whether they are notes or minutes they are relevant.

*The Secretary will take minutes from the meeting, record main decisions and action points; and make available to the public, these and any relevant information as appropriate.*

Paula Wilson arrived. Paula who is currently Artist in Residence at the National Horse Racing Museum had been invited to attend the NNPSG to discuss a Logo for the NNP as it had been noted that a Logo used

previously on Consultation documents had not been authorised by members and was the Trademark Logo for HONDA, which we had no authority to use. Paula kindly gave an outline to her work which can be viewed and further explained by visiting <http://www.paulawilson.co.uk/>

\*IB brought copies of maps to the table.

Discussion about process, copyright.

Agreement would be needed to Commission outline for work to be undertaken.

The Clock Tower is already featured on the Vision documents.

RW had previously conducted a survey which resulted in Warren Hill being the most popular place of recognition in Newmarket.

It was noted that Newmarket Parish is made up of 4 Wards 2having Churches.

**ACTION** CE to write a brief for PW

PW left the meeting

### **Matters Arising Continued.**

Minutes/Notes from 13 August 2015 approved and adopted by all members.

It was agreed that matters arising were included in the Agenda for discussion and we would proceed.

No response as far as we know from Woodditton Parish Council.

**ACTION** SB to inquire of Town Clerk.

**Designated area boundary** ~ discussed with map provided by FHDC which SB had asked for confirmation that it could be used with no worries about Copy right etc. (SB has Email form FHDC)

It was agreed that instead of drawing around the Cemetery on Exning Hill it should be stated that the Cemetery is NOT included

Clarity will be required about Woodditton's position before next meeting.

For consultative purposes the residents of the Lower Ward of Woodditton and the North Ward of Cheveley can be consulted, they will not however have a vote but most definitely their view will be considered

Will clarify final Designated area at next meeting for approval by Newmarket Town Council on 28 September 2015.

**Objectives** ~ MJ had prepared 2 documents The Objectives using Cringleford NP as a starting point and the Newmarket Vision document

Approval of Objectives will come from the people of Newmarket, but need to be defined as headings to promote discussion  
SB to ask MS if Education should/could be included  
Vision needs to be linked to Objectives of NNP  
Employment would need to be considered  
[5] Tourism should be ~ Promote Historic Town  
[8] More Employment should be ~ continue sustainable employment

Community Cohesion required this was mentioned as being an important consideration in preparing NNP

**ACTION** MJ would email documents to all  
**ACTION** amendments to be sent back to MJ by Wednesday 09 September 2015 to be collated

**Terms of reference** ~Councillor Appleby had previously proposed that the NNP be disbanded and the Mayor Deputy, Mayor and Chairs of NTC's Committees should be totally responsible for producing the NNP.  
Newmarket Town Council agreed that to maintain quorum 3 additional Town Councillors should be included in the NNPS  
RH reported that 5 Councillors had now volunteered which was marvellous as this should now solve the 'problem' of quorum  
MJ stated this is a Steering Group and Tasks and reiterated 'doers' are needed, will need to be delegated the NNPSG.  
Terms of Reference, will need to be reviewed  
Once the additional members have been ratified delegation will commence

Action Plan /Timetable ~ RH CE and SB will meet to discuss and prepare a draft

Logo ~ await contact from PW will need to in place before next Consultation

Web site ~ to be reviewed One Suffolk thought to be ideal SB will be undertaking course for use of this.

Items for next Agenda ~ duplicate 03 September 2015

Next Meeting 18 September 2015 SB to cancel 17 September 2015 and re-book room.

**Date of Next Meeting** Thursday 18th July 2015 at 1:00pm Room TBC  
\*\* Meeting of importance

- \* Amended minutes

18 September 2015	**28 September 2015 Newmarket Town Council Meeting 7pm Council Chamber	01 October 2015
Further meetings TBC dates already agreed to be confirmed in conjunction with CPDG		

