



**NEWMARKET VISION  
MINUTES OF  
Neighbourhood Plan Steering Group  
Thursday 10 December 2015**

held at Ernest Cassel Room. Newmarket Town Council Offices 10:00

**Members Present:**

Cllr Rachel Hood [RH]	Julian Wilson [JW]
Cllr Mick Jefferys [MJ]	Rachel Wood [RW]
Cllr Warwick Hirst [WH]	Sara Beckett [SB]
Cllr Philippa Winter [PW]	Town Clerk –Isabelle Barrett [IB]

Apologies received Cllr Amy Starkey, Cllr John Morrey, Cllr Chris O'Neill, William Gittus, Principle Planning Officer- Boyd Nicholas, Senior Planning Officer-Marie Smith.

IB handed out revised aims and objectives (A&O) document and document from BN with comments received on designated area consultation. Comments from Tattersalls consultation could not be read SB to liaise with IB after meeting.

Welcome and awaiting arrival of some members to be quorate

Review of minutes from 26 November 2015. WH thought there was a misunderstanding at the bottom of page 4 and should read "confirm that the cost of the referendum would be met by FHDC".

IB noted that the sentence on page 5 did not make sense ~ typographical error to amend from "if" to "it".

The draft minutes were accepted by all, with these 2 amendments

Matters arising and review of previous actions.

Enquiry form on NTC website Neighbourhood Plan tab needs amending to include post code of home/work address. IB had not been at last meeting and only became aware when draft minutes produced so would still need to speak to Kerry who owns and is responsible for the 'onesuffolk' web site and set up the original form. This is done remotely and will be amended.

Match funding info and response from Robert Feakes (SCC) ~ in summary WH stated that £10,000 needed as match funding. The total cost of producing a NHP could be £30,000 or more. The costs and process had been set out in June 2015 from the Consultants. WH had been advised by Andrew Cuthbertson (SCC) that rather than listing costs of funding individually they would put a value to actions therefore work done would be match funded. Action plan from consultants, costing and NNP planner could be used. WH will write to Andrew Cuthbertson to confirm details cc to RH, SB and RF

IB stated that currently expenses incurred for NNP are in the budget for NTC . There is currently a zero budget for the NNP which is under the Finance and Policy Committee. Expenses should be taken out from NTC and placed in NNP Budget. RH felt there should be a budgetary allocation for the NNP. JW request that quotes from consultant are circulated to all WH confirmed this would be useful for discussion at next meeting so group can lay out actions that we are working to.

WH would like to check business plan sent to SCC. IB suggested that WH look at quotes received from Consultants to work out projected costs of NNP.

WH had contacted Cllr Stamp about using the Vision database to further the consultation on Aims and Objectives but it was felt that at this time of year it was not a good idea and it could go on the Vision Steering Group January Agenda. There is to be a conference in the New Year which could include the display boards and give 100+ people access to it. The stumbling block to this idea (the NNPSG felt) was that with no immediate date in mind it would stall the process that the NNPSG was progressing very well with. BN had used the Vision database for the Designated Area consultation. MJ felt that many of the comments hadn't actually been about the A/O's and PW had encouraged people to complete a note about any matter that they were concerned about and those comments may well need to form part of amended A/O's, car parking problems and lack of an open space to sit quietly were elements that may need to be addressed within plan. The main question at this point is have we fulfilled our obligation of consultation in relation to the A&O's document. It was unanimously agreed we have. RW wished to consult with members of the Vision Tourism Group and it was agreed by all that we should have a time limit when we should vote to accept or amend the document and that date would be 21 January 2016. We have more than adequately consulted on this document but in order to give extra opportunity we will not accept this until 21 January 2016, between now and then anyone who wishes to consult further is entitled to do that. Unanimously agreed.

RW to email SB if further amendments are sought

Social media to go on next agenda SB to consult with CO'N

IB to telephone AS to discuss creating and extending database to also ask CO'N for assistance.

The items that were to be led by BN should go on the next agenda

IB confirmed that MS and IB had been named as non-voting members on change of TOR to NTC

SB read out comments from Tattersalls Consultation held on 30 November 2015. All will need to go through document handed out by IB at the start of the meeting. Aims and Objectives need to be thoroughly reviewed and/or amended to give basis of policies

IB informed the group that the budget is exactly the same as the last meeting therefore hasn't been updated

Social media will be in the next agenda

IB has been updating information on the NNP tab of the NTC website with agendas minutes consultations and progress stages and thought that it would be nice if RH could write an article as Chair of NNPSG. IB will email RH the article that was used for Annual Review.

Review of document sent from BN with comments from consultation of Designated Area. It was apparent from the comments that there was approval for the proposed area of designation. Comments from Sporting England would fit in with the objective of Well-being. Police comments related to Local Plan. IB to email Historic England re comment ~ conservation area on at risk register but what does that mean? Re recommendation on Archaeology IB to email MS to enquire if information is already to hand to avoid duplication of work as a certain amount will have been done in preparation of the Local Plan

It has been noted that FHDC will pay for Referendum but a service agreement is required IB explained that there are many service agreements between authorities but will need to find out from FHDC what they are prepared to do and what is required by NTC.WH stated that a service agreement is a statutory document which should detail obligations IB to discuss with BN

Update of membership ~ IB had received replies from 3 members who had been unable to attend meetings of the NNPSG and they all fully understood the position of the NNPSG and were grateful for the correspondence and hope that in the future they might be able to assist.

The NNPSG now need to look at the basic future programme of work. FHDC will inform the NNPSG of the outcome of the designated area consultation. There is no requirement that FHDC consult over the A&O's as there was for the DA.

From the Consultations we need to work out what is included and what is excluded. Policies have to be written and all policies have to conform to the Local Plan. Thought must be given as to how we write the policies. At the next meeting we will try and devote much of the time in discussing a programme for writing the policies. It was suggested that we look at other NHP's

Discussion about future meetings, some should take the form of a workshop but it was agreed that each meeting would be reviewed on a meeting to meeting basis and all future dates would remain the first and third Thursday of each month. The main focus of the next meeting should be finalising the A&O's, amending and preparation and process for writing the policies of the plan. We should be looking at the comments received in the third column of the document that should be included within the policies, 2 examples are residents parking and open spaces to sit quietly IB suggested that we should be aware of ALL legislation before writing policies but it was subsequently felt better to not be influenced by legislation

*Venue: Newmarket Town Council Offices Ernest Cassel Room.*

Thursday 07 January 2016	2016 1st and 3rd Thursday of each month at 10:00 In Ernest Cassel Room	<b><a href="http://www.newmarket.gov.uk">www.newmarket.gov.uk</a></b>
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