

that whilst not perfectly balanced it is a group that is composed of firmly committed members. IB advised that during consultations businesses will have the opportunity to comment.

Confirmed payment of account to OPTIMIS had been made by IB

IB confirmed advert in local papers cost for consultation [1] £120 [2] £100

IB advised there should be reference in TOR that indicates non-attendance of consecutive meetings should mean removal from Steering Group

Agreed 4 consecutive meetings missed = deemed to have resigned from Steering Group

Agreed quorate will be 5 voting members

MJ advised that for today it is reasonable to assume the group is quorate

IB confirmed that Feedback form is up and running on Newmarket Town Council web site and has been since last meeting but disappointingly no such form has been received.

Discussion Social Media

IB reported that the Town Council says they have a twitter account but they don't.

If social media is used it will need management the Town Council staff would not have the time.

IB was asked if it was possible to know the number of hits the web site has for the purposes of the NNP. IB stated this was not possible but a service at £200 per month is available that would give that information. IB would seek further information from the resources assistant. Both JW and SB thought the one Suffolk web site already provided that facility.

AIMS and Objectives

IB kindly provided the A&O document with responses

2 post it notes which were recording details of attendance plus agreement or not (as the case may be) with the A&O's had disappeared in the afternoon. We had a number of people that posted on the boards 'agree' or 'yes'. The detail of the register of attendees had not been typed up as yet. Following a review of the document noting the amendments it was agreed that we would take it away and review comments for next

meeting. It was suggested that pages should be numbered for ease of use and referral. An expression of thanks was made to the Town Clerk for the work she had put in to prepare the document for today.

Discussion of further Consultation to take to:

Monday 30 November 2015 at Tattersalls

Tuesday 01 December 2015 at the Guineas Centre

10:00-14:00 each day Rota for next meeting

IB to ask Ross McKittrick. RH to ask Tattersalls

These events will not be advertised in the papers

All comments can be picked up not just those who live in the designated area but we would need to know where the respondents live or if they work in the Designated Area (DA)

Only one set of exhibition boards available

If Cllr O'Neill can upgrade photographs that would be good but MJ didn't think level of detail was important.

IB thought for Consultations and with her experience the Memorial Hall was too far away to engage with the public. Consultations should be taken to the public not rely on the public going to the Consultation

Post it notes did fall off the boards but IB would like the detail to stay and not be removed, even though this had been carefully recorded before removal.

Whilst this was not exactly a tick box exercise it was felt by some that the option as discussed previously of Do you.....agree (yes), if not (no) and therefore amend or add this could be on the feedback form and will provide contact details.

SB suggested as it had been on the Planner that the consultation could be used at the Winter Wonderland as it is a community event which attracted 7000 people in 2014 but IB stated that there would not be room and in fact stall holders have been turned away for 2015. Therefore this was not agreed.

The opportunity for consultees to complete the feedback form via the website should be advertised

TOR to be amended to show

Membership should be no more than 12 voting members

Quorate will be 5 voting members

4 consecutive meetings missed = deemed to have resigned from Steering Group

Removal of CPDG

WH arrived

Minutes of 15 October and notes of 29 October reviewed by WH and as no further comments received they were accepted and adopted by all present.

Finance

WH/IB had been actioned on 15 October to provide draft report to present to SCC re match funding with RH and SB to be cc'd and also Robert Feakes (SCC). The report was to provide progress detail to October 2015 (one year from original offer). The report was to provide detail of

[1] Progress on Area Designation + Map

[2] Draft aims and objectives

[3] Detail of Consultations

It was unclear if this had actually been done but a report had certainly not been received by RH and SB. MJ confirmed this was an action for IB. Despite WH not understanding why IB had been tasked to produce this report and that it should have been RH and SB's responsibility and stating that SB was 'up a pole' IB confirmed this would be done as originally requested. WH stated he and IB would discuss it after the meeting.

Discussion about match funding IB spoke of funding from Tesco and Asda

Tesco have a new Community Funding pot of £12,000 for projects that enhance the well-being of a Community. The NNP should eventually enhance the well-being of a Community. Asda had a similar fund. IB was asked to email to all the links of both funding opportunities

Funding had been secured from Cllr Hudson (SCC) £1000 and from Cllr Chambers (SCC) £1000 and assume that Newmarket Town Council (NTC) will budget for some funding. NTC's contribution is for the Town Clerk to attend a meeting of 2 hours twice a month, the cost of the room hire, plus day to day expenses. IB suggested to contact another similar sized Town preparing a NP to equate cost/time, the biggest cost to NTC would

be the referendum. A quote had originally been obtained from Optimis (Consultants) SB/JW thought that FHDC would contribute to the total cost by paying for the referendum which they would undertake. IB stated no it was only for a General election and there would still be a cost to NTC for Polling Station, Polling cards, officers, monitoring officer and would be looking at a cost to NTC of £20,000.

MJ suggested could negotiate with FHDC if referendum was perhaps held in 2017 with SCC elections.

WH thought the cost could be estimated by pricing each action on the planner with the additional cost of staff time. IB quite sure that the NP would have to pay for the referendum. A major cost would be the printing and delivery of the final draft NP.

If applying for funding from Tesco it should be applied for by the NNPSG as NTC will be applying for funding for the Water feature in the Memorial Gardens

Budget and Community funding will need to be discussed at NTC

To discuss Community funding further at next meeting

Review timetable and the possibility of rolling in with next elections ~ explore further

RH to speak to Marie Smith

WH request copy of Planner

SB had notified WS that an error had been made on the Area Designation page of the website with reference the date of the consultation which had now been amended.

Explained to WH the proposed changes to the TOR

WH request that as the NNPSG is a sub group of NTC that in theory the Chair, Vice Chair and even the Treasurer should be elected on an annual basis. The committee should re-affirm those positions and be elected by the NNPSG

IB suggested that in the TOR any reference to the CPDG should be removed as it is no longer in existence

It was agreed by all that the meeting scheduled for 17 December 2015 should be cancelled

ACTION IB to write to Ross McKittrick, Andrew Burton, John Durrant

ACTION IB to place item on Agenda for NTC for approval of change of TOR (changes to be highlighted on original document)

ACTION IB to seek advice from Resource Assistant on website

ACTION IB to provide cash book print out at second meeting of each month

ACTION SB to advise all members of venues, dates, and times of future consultations.

ACTION SB to email links of Community funding from Tesco and Asda

ACTION RH to speak to MS re cost of Referendum

ACTION SB to email copy of email received from WS Communications team re Social Media

Dates for future meetings 10:00 Ernest Cassel Room Newmarket Town Council

Thursday 26 November 2015	Consultation Monday 30 November 2015 Tattersalls	Consultation Tuesday 01 December 2015 The Guineas
Thursday 10 December 2015	2016 1 st and 3 rd Thursday of each month at 10:00	