

**NEWMARKET VISION**  
**MINUTES OF**  
**Neighbourhood Plan Steering Group**  
Thursday 15 October 2015

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

**Members Present:**

Cllr Rachel Hood (Chair), Newmarket Town Council [RH]	
Julian Wilson [JW]	Cllr Philippa Winter [PW]
Claire Elbrow [CE]	Cllr Mick Jefferys [MJ]
Cllr Chris O'Neill (CO)	Cllr Warwick Hirst [WH]
Sara Beckett [SB]	Marie Smith [MS]
Rachel Wood [RW]	Isabelle Barret (Town Clerk) [IB]

Apologies received William Gittus, Cllr Amy Starkey, Andrew Burton, Cllr John Morrey

Welcome

Review of minutes from 01 October 2015 and matters arising from minutes

SB to email MS to express how grateful the NNPSG is of her input and value her attendance

West Suffolk Council to be identified in full and not abbreviated

ACTIONS from minutes

ACTIONED WH had not spoken to Robert Feakes but terms of funding had been set out in the appendix of minutes. The letter from SCC had set out the grant offered and there are 4 key conditions to the grant offered in October 2014.

**ACTION** Detailed report required. IB reported there was no need for this report to be approved by full Town Council IB to prepare and provide report and circulate to all and cc to Robert Feakes, which would detail

[1] Progress on Area Designation + Map

[2] Draft aims and objectives

[3] Detail of Consultations

Frances Bedding was the External Funding Manager for SCC

**ACTION** WH/IB to clarify match funding in clause

ACTIONED SB had emailed MS and the Invoice could be paid provided the NNPSG were happy with the detail of the work carried out.

**ACTION** Invoice therefore was approved by all and authorised by RH for IB to pay in full.

ACTIONED SB had been in contact with Paula Wilson and explained that a Logo was no longer required and thanked her for her assistance.

**ACTION** Advertising WH had copy of agreed wording for newspaper advert from last meeting IB to place advertisement in both papers as per agreed last meeting.

[CE] arrived

IB thought cost for above would be £180 each (£220 for 2 adverts last time)

ACTIONED CE had designed poster with photos from West Suffolk. CE had spoken to Kylie Uney (Resource Manager Assistant) re feedback form on website to collect email addresses, and had been advised that this should not be a problem. Emails to go through to Town Clerk.

MS arrived 10.25 therefore expressed value of her attending meetings and gratitude for doing so (No need to email). We appreciate it is a commitment to attend but often advice is needed. We could advise MS if attendance not required.

Technical detail of printing flyer and posters discussed. [CO] will arrange and pay for printing and thanked by all for his kind offer. (No need to declare an interest) All happy with design of flyer/poster

IB suggested she could find costing for delivery by person who delivers Town Council Newsletter. [Not approved] Posting to households [Not approved] WH expressed concern re costs all agreed. All agreed flyers will be hand delivered as before. IB estimated 100 required. (All High Street and side streets and all shops in Newmarket) All members discussed where they could deliver flyers/posters and would do so by 26 October 2015. \*(see appendix of roads area covered) Posters/flyers will be ready Monday 19 October 2015.

Website / Database/Collection of email addresses

CE had spoken to Kylie Uney who would need to speak to Kerry Burn [one Suffolk] about website facilities to accommodate signup post for NNP.

**ACTION** IB to chase.

Further detail will need to be discussed.

Town Council has database but mostly private individuals but would be ideal to use and add to any database that will be used for NNP

**ACTION** IB will discuss with Kay Dawson [Resource Manager] who has access to database.

Database required to be attached to NNP part of NTC website (sign posting) MS agreed very important to show Inspector and that he/she feels confident in processes used.

MS authorised that Christine Rush (West Suffolk) should circulate flyer to all on Newmarket Vision database.

MJ reported that material etc. for consultation on 03 November 2015 is ready to be wheeled out on the morning. Colour coding, post it notes will be used and feedback form will be developed. Decided not to advertise refreshments available (although they will be available)

**ACTION** MJ to liaise with IB draft feedback form for next meeting to sign off.

Allocation of members to 'man' Consultation

Aims and Objectives to be formatted to fit boards size A3

MS Objective 2 proposal map .....should read of the designated area plan

Not to display map of designated area as not consulting on area would be confusing in light of FHDC forthcoming consultation

To have copies of Princes Foundation Vision documents.

Discussion about VISION are we indicating documents or the meaning (word)

Take out 2030.

We should be asking what is the vision that people see for the future of Newmarket perhaps we should be using the word aspiration. We are consulting on the NNP not the Vision.

Discussion about heading not be too long winded

HEADER (may be)

*This plan sets out 7 objectives to be considered when determining land usage with the aspiration of developing a vision for Newmarket 2030*

A neighbourhood plan is about LAND USAGE

Allotments should be included and will be under Objective 7 Wellbeing

Objectives and description need formatting CO offered to help It needs to be easy to read, consistent and makes sense.

**ACTION** MJ to re -write tidy presentation and circulate.

MS confirmed that we are saying at the consultation..... the NNPSG have developed these objectives and asking the question are they correct do they need to be amended etc. have we missed something that needs to be noted.

MJ confirmed that we are using prompting questions

Need to ask 'Do you.....agree (yes), if not (no) and therefore amend or add this could be on the feedback form and will provide contact details.

On Boards too 'Do you.....agree (yes), if not (no) and therefore amend or add

Context and examples might be words to use.

Update on submission of application form approved at NTC of area to be designated for Newmarket Neighbourhood Plan. Whilst this had generated correspondence since last meeting resulting in changes made after approval by NTC. All had copies. IB identified changes had been made.

Item 9 addition of information.

Item 10 ticked incorrectly (proposed area does not cover whole parish because it excludes Exning Cemetery (Cemetery Hill, Exning Road)

Item 11 additional wording/amended

Map was incorrect area now shown in red as designated area

SB noted that under Item 11 where it is stated 'Horse Racing' does not read correctly..... all agreed Industry should be Industries and take out 'the'

No other comments

IB stated form to be submitted later in the day.

Consultation was due to start 22 October 2015

**ACTION** a proposed Designated Area form has now been revised and re-submission to Boyd Nicholas will be later in the day when amendments noted today have been made. All agreed.

MS suggest that the FHDC consultation on the Designated Area be postponed slightly. It would take 2 weeks to go through the process of the submission. So as not to have 2 consultations (NNPSG Aims and Objectives and FHDC formal consultation on the Designation) running at the same time delay FHDC Area to be Designated formal consultation until a few days after 03 November 2015 therefore agreed that this should commence 05 November 2015. Do NOT use designation area map.

Does not delay process of NNP but stops confusion

3 NP's being processed by West Suffolk at the moment so lots of going backwards and forwards as we are all learning.

**ACTION** MS to inform Boyd Nicholas

FHDC Formal Consultation will commence on 05 November and run for 4 weeks. It will have a dedicated web page with submitted information, inform statutory consultees as well as neighbouring parishes and people who live in and around Newmarket that are on FHDC database.

All agreed this was appropriate and sensible.

Helpful that Marie attends meetings as this means this sort of detail can be agreed.

Discussion about Social Media MS stated definitely use Facebook and twitter

IB confirmed NTC has a Facebook page

Perhaps link with Newmarket Vision

Can go through NTC Facebook page

IB indicated is not a Town Council Facebook page, just events or just Winter Wonderland just NTC website.

MS stated Inspectors like the use of Social Media

We should have a Facebook page for the NNP but needs to be managed very well and responded to quickly.

IB stated someone else should manage it not Town Council staff as too time consuming. CO suggest may need 3 administrators

Newmarket Vision has a twitter account

In principle NNPSG think we should use social media SB to investigate CO will provide image suitable for Social Media use. Review next meeting.

Review of Timetable ~ No changes apart from SB to update with FHDC Consultation status. MS added Hatchfield Farm decision has been delayed until 16 December 2015 this may have an implication on the Local Plan Timetable so NNP timetable may need to be amended too, this will be known by next meeting and MS will update as this will be known in next 2 weeks.

### **Terms of Reference**

SB concerned TOR not quite right in terms of membership and quorum.

12 members and quorate should be half

**ACTION** all amend appropriately and discuss next meeting

IB informed NNPSG that amendments will have to be approved by NTC. Will have to ask NTC to amend by NTC has to resolve this.

IB to send out to all (available on NTC website)

### **AOB**

To enable MS to leave meeting item [2a] was discussed first.

[1] Newmarket Vision CPDG and role of Vision Steering Group VSG

[2a] SB had sent completed draft DA form to MS (as suggested by MS) and agreed by NNPSG at 18 September 2015 meeting, but as MS not available SB had consulted with Planning at FHDC when notified by the Town Clerk that amendments had been made and sought approval to those changes within a short time period (half an hour) Officer at FHDC was not available but informed

further contact would be made on Monday morning by phone. Contact was made by FHDC but via email which SB had sight of later in the day. MS was able to confirm the above facts and events and that she was indeed away from the office but that SB would not have been aware.

MS left the meeting 11.30

[1] Discussed after meeting closed

[2b] Discussion of correspondence re amendments to NNP Designated Area Application form and submission to FHDC. The submission of form and following process of dealing with the proposed designated area was a movable feast as has been demonstrated at the meeting, this is part of the process which is new to all. All agreed. If the cemetery was in or out it has to be right. All Agreed. This was the reason SB had been tasked to keep in contact with MS as had been confirmed by MS earlier and had the approval of the NNPSG to do so. SB had received an unwarranted email from the Town Clerk, which was precipitated by the Town Clerk not knowing that SB had been tasked to keep in touch with MS so clarifying to all, that this was what was asked by NNPSG. SB was not required to be the sole respondent to amendments proposed by the Town Clerk with a half hour time scale. SB sought advice from FHDC in the absence of MS. No misunderstanding or lack of information in future as hopefully the Town Clerk will be attending NNPSG meetings. NNPSG under impression that the submission form for the designation of the area for NNP which was approved by NTC was satisfactory at that time, but had clearly caused confusion but now clear to all and agreed.

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

Thursday 29 October 2015	Thursday 12 November 2015	Thursday 26 November 2015
Thursday 10 December 2015	Thursday 17 December 2015	
2016 1 <sup>st</sup> and 3 <sup>rd</sup> Thursday of each month at 10:00		