

**NEWMARKET VISION  
MINUTES OF  
Neighbourhood Plan Working Group  
Thursday 16th July 2015**

held at Newmarket Town Council Offices, Council Chamber.

**Members Present:**

Cllr Rachel Hood (Chair), Newmarket Town Council  
Cllr Michael Jefferys  
Julian Wilson  
Sara Beckett  
Graeme Lockey  
Isabelle Barrett (Town Clerk)\*  
Marie Smith\*  
Rachel Wood \*

• **Apologies**

William Gittus, Andrew Burton.

- **Minutes** from 25 June 2015 and 08 July 2015 reviewed and accepted

- **Discussion of the Neighbourhood Plan Designated Area**

As per the minutes of 25 June 2015 and 08 July 2015 the area displayed at the last Designated Area Consultation was not set out clearly and the results were inconclusive. Clarity of the proposed area is needed for a second consultation and in light of the error made for the advertisement placed in Newmarket Journal and Newmarket Weekly News showing Thursday 21 July instead of Tuesday 21 July it was proposed and agreed the following:

\*Town Clerk arrived

The proposed designated area for Newmarket's Neighbourhood Plan would include

[a] The Parish of Newmarket to exclude Exning Cemetery situated at Cemetery Hill Exning Road Newmarket

[b] Include North Ward of Cheveley

[c] Include Lower Ward of Woodditton.

The proposed designated area for Newmarket's Neighbourhood Plan would be displayed in the Memorial Hall from Tuesday 21 July to Thursday 23 July 2015 inclusive from 09:00am to 19:00pm for the 3 days. Representatives of the Steering Group would make themselves available between 17:00pm and 19:00pm for the 3 days. To avoid the need for extra Council staff hours to be incurred, the Town Clerk would not cover these hours but would obviously be available during normal office hours to assist members of the public.

Cllr Jefferys, Cllr Hood, Sara Beckett 23 July

Cllr Hood, Sara Beckett 22 July

Cllr Hood, Rachel Wood, Sara Beckett 21 July

The above volunteered to attend the consultation to guide the public if necessary between 17:00 and 19:00

\*Marie Smith arrived

All members agreed and were happy that we can now move forward with the Consultation. The audit trail has been preserved accordingly showing the first consultation was inconclusive and the need to exclude Exning and in addition widen the area.

A written response from Woodditton Parish Council has still not been received and the Town Clerk to chase.

\*Rachel Wood arrived

Advertising the Consultation was discussed. It was agreed to ask the following to display a notice to be prepared by the Town Clerk: Doctors surgeries, Library, Museum, Supermarkets, independent shops along High street and those that would normally be visited by the Council to advertise such events, Leisure Centre, Hospital, Community Centre Studlands, Duchess Drive area notice boards.

That same notice should be emailed to Christine Rush to distribute via email to a vast list of addressees that she would hold, it should be emailed to all Councillors, Newmarket Community Events, and Churches.

It was agreed that we would endeavour to build up an email database and that we should encourage it to be cascaded. It was suggested a separate email address should be used but the Town Clerk stated that as it was the Town Councils Neighbourhood plan it would be the Town Council email address.

Newmarket Town Council office staff would have to be responsible for building the database from previous consultations and addresses from Newmarket Vision. From on-going consultations of the NNP it will be possible to capture email addresses and they would be useful for dividing into various heading Residents businesses, voluntary groups, community groups etc.

Confirmation of responses from neighbouring parish councils

**Cheveley** the Town Clerk has spoken to Sheila Marvin (acting Parish Clerk) and they are very happy for the North Ward of Cheveley to be included in the NNP

**Woodditton** the Town Clerk has spoken to Mr Pettitt (Chairman of Woodditton Parish Council) and he too is very happy for the Lower Ward of Woodditton to be included in NNP.

**Exning** no official response has been received but numerous members of their Parish Council attended the first public consultation from the original email sent to their Parish Clerk informing them of the intentions of the NNP. Their comments are available on the consultation responses but we need an official response from Exning Parish Council. We have responded to their concerns re the Cemetery and now propose to exclude that specific area from the NNP. We should write to Exning PC thanking them for their contribution and request formally that they notify that they are happy with the new proposed area of designation for the NNP.

Discussion about the possibility of informing other neighbouring parishes once we can confirm those. Marie Smith will supply to the Town Clerk a map showing neighbouring parishes that we share a boundary with. (cc Chair and minute taker)

The Town Clerk should write indicating that we are proposing a NNP and not intending to include their Parish and would they confirm that they are happy or not.

To be robust we should notify those neighbouring parishes by letter/email and for evidence we will note why we thought it appropriate to do that.

Moulton, Kentford and Snailwell Parish Councils were considered but as above await confirmation of which parishes from Marie Smith. Once we have identified which parishes share a boundary The Town Clerk will write a letter along the lines

Dear Parish Clerk

We are proceeding with our NP and we are notifying you that we do not intend to include your parish, please let us know if you think you should be and why asap Possibly provide a date (2/52 from date of email) and state that if we have not heard by then we assume they are happy and do not wish to be included in the NNP.

**Shared County Boundary with East Cambs** ~ Marie Smith will speak to Wendy Hague to find out what their process is and will keep her informed.

**Further discussion about database** ~ data protection

Partly Town Council and NNP

When a representation is made to the NNP the fact that an individual has made comment to a public consultation then that becomes a public document as a caveat we should state that will be the case when seeking email addresses. Members of the steering group would need perhaps to have access to representations made held by Newmarket Town Council. The Town Clerk as proper officer of the Town Council would deal with day to day business of emails for the NNP anything out of the ordinary the Chair would be consulted for a response.

A new database will be created named Newmarket Neighbourhood Plan (Update to members)

## **Map to be marked to show proposed NNP**

Using ordnance survey map Cllr Jefferys marked the proposed area in **YELLOW**  
A photograph was taken once this had been done for reference.

The Town Clerk will purchase 4 more maps and mark them up for the purpose of the consultation.

## **AOB**

### **Discussion of questionnaires:**

Photocopying to look professional

**First question should be:** - Do you agree with proposed boundary for the NNP, please state your reasons

**Followed by:**

Name

Email address so that you can remain part of this process

Postcode

Age

Do you live in Newmarket?

Do you work in Newmarket?

If you live outside Newmarket where

Disclaimer not needed as participating in a public consultation makes feedback form a public document

For ease of reading and storage keep the same size as before but in Portrait form rather than Landscape

Marie Smith advised that when submitting the application to FHDC for designation, a statement will be needed as to why the Steering Group felt the area was correct for the NNP therefore the Steering Group agreed the following

Having considered the comments received from the previous consultation, the map has been drawn to reflect the groups view about the efficacy of having the area of Newmarket Town Parish plus Cheveley North Ward, Woodditton Lower Ward minus Exning Cemetery situated at Cemetery Hill, Exning Road, Newmarket. The Boundary for Newmarket Neighbourhood plan must be representative of where people live who associate themselves with Newmarket.

Objectives need to be considered (homework)

Link showing progress of Neighbourhood Planning

[http://www.ourneighbourhoodplanning.org.uk/about/npa\\_area\\_list](http://www.ourneighbourhoodplanning.org.uk/about/npa_area_list)

## Discussion of future meetings

Meetings need to be on a more regular basis perhaps 2 per month.

Thursdays appeared to be a convenient day for all present so it was agreed that as a general rule we would aim for the first and third Thursday of each month. It was appreciated that during the month of August and the relatively short notice we would arrange the following meetings and that they should be morphed with Community Planning one following the other (to confirm those dates in conjunction with those of NNP) Marie Smith would also advise Liz Watts (West Suffolk) CP has some ongoing work and should not cease.

The Town Clerk requested past agenda and minutes for previous 2 meetings are made available for inclusion on web site, as per terms of reference. SB confirmed that as up to date items have been available at the meeting and have been agreed with members, they can be forwarded by email to the Town Clerk and would try her best to do so in the future.

The Town Clerk left the meeting

Rachel Wood questioned whether she was a member of Community Planning and all agreed she is

Every member present was happy with the progression of events to reach the point of this meeting to confirm details of designated area and further Public Consultation from 21 July 2015 to 23 July 2015 inclusive and no other business was noted.

- **Date of Next Meeting**

Monday 27th July 2015 at 09:00am in the Town Council Offices.

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|---|--|--|
| Monday 27 July 2015<br>9am followed by<br>10am<br>Walk and Talk YBR<br>Followed by Community<br>Planning            | Thursday 03 September<br>2015<br>10:00am |  |
| Future meetings TBC<br>following detail of<br>preferred times from<br>Steering Group members<br>Agreed 16 July 2015 |  |  |
| Thursday 13 August<br>2015<br>10:00am   |  |  |