



**NEWMARKET VISION  
MINUTES OF  
Neighbourhood Plan Steering Group  
Thursday 26 November 2015**

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

**Members Present:**

Cllr Mick Jefferys [MJ]  
Cllr Warwick Hirst [WH]  
Cllr Amy Starkey [AS]  
Boyd Nicholas [BN]

Julian Wilson [JW]  
Rachel Wood [RW]  
Sara Beckett [SB]

Apologies received Cllr Rachel Hood, Cllr John Morrey, Cllr Philippa Winter, Cllr Chris O'Neill, William Gittus, Senior Planning Officer -Marie Smith, Town Clerk-Isabelle Barrett,

Welcome and awaiting arrival of some members.

With apologies having been received from Cllr Hood, it was proposed that Cllr Jefferys should take the Chair. It was further suggested and then proposed/seconded that Cllr Jefferys should officially be appointed Vice Chair.

Review of minutes from 12 November 2015. Cllr Warwick Hirst had suggested that the minutes should be issued 3 days after the meetings so actions are known to members. SB stated that the reason she had undertaken to take and prepare the minutes on a voluntary basis was because, since May the Town Clerk had no longer been able to undertake the task. With regard to the minutes being required to demonstrate actions by members SB had sent an email to IB with the specific actions that had been allocated to her and this information was also at the end of the minutes for everyone's reference. SB didn't feel it was unreasonable for everyone to be responsible for their own actions and to make a note of them at the meeting. If the NNPSG meetings are on a Thursday there was

no way that SB should be expected to undertake to prepare minutes within 3 days and/or actions the same day as WH had suggested. SB stated as she had at a previous meeting having received an email from IB that she could only do her best in the circumstances.

The minutes from 12 November were approved and accepted by all.

#### Update Terms of Reference

The TOR had been amended and approved by Newmarket Town Council on 23 November 2015.

SB noted that whilst Marie Smith as a Senior Planning Officer had been named specifically in the previous TOR this had been omitted from the amended TOR. It was agreed that this would be further amended but did not require to be resolved by NTC.

WH requested that election of positions should be stated in TOR. NTC would reaffirm the NNPSG at the Annual Meeting of the Town Council. The NNPSG meeting immediately following would elect the Chair, Vice Chair, Treasurer, and Secretary.

#### Aims and Objectives

**Action** Boyd Nicholas [BN] would review A&O document taken from NTC web site to provide feedback and recommendations at the next meeting.

RW arrived

Discussion of Public Consultations taking place 30 November and 01 December

Monday 30 November at Tattersalls 10:00 -14:00

Cover arranged RH PW JM SB

Tuesday 01 December at the Guineas

Cover arranged PW SB RW MJ WH

**Action** SB Arrangements will be made with Ground Staff for delivery and collection of display boards to both venues. SB will confirm exact location within the Guineas

**Action** SB to send email to all members inviting them to cover as additional help would be appreciated.

Will need a feedback form with additional tick box for agree, not agree, comments to amend.

It was suggested that the website details should be available at the consultations but WH felt that doing this would be too fail safe, giving the people the opportunity to just walk away.

Tally chart required

**Action** Feedback form on NNP tab of NTC website should be amended to include respondents postcode for home or work if they live outside the Designated Area but work within it whichever is applicable. This will enable group to make judgement and agreed with BN.

Further discussion about Aims and Objectives document now that RW had arrived. RW was concerned that following the first consultation she had spoken to some people who perhaps thought that it was attracting comments about the past and not the future and all about horses. RW stated that as she had written most of the aims and objectives that the latter was certainly not the case.

It was discussed and felt that the purpose of the consultation is to receive comments in conjunction with agree/not agree. If there are, for example, a number of negative comments about the High Street then it proves there is a premise that the High Street needs to improve. We will be looking for common themes to indicate policy required. Engagement is essential at consultation. There will always be comments about horses either negatively or positively because that is the environment in which we live in Newmarket.

BN agreed that we will need to analyse the comments

IB had prepared feedback against objectives from earlier consultation

AS suggested that all members should look for themes from objectives and write their own reports which can then be compared.

RW expressed that she would like to discuss the A&O with the Tourism Group as an Agenda item as many members had toes in other community groups.

WH thought that Vision Groups should be kept separate from general population.

Christine Rush could send to all Vision members and ask them to respond. RW would really like to discuss with the Tourism Group then submit a response from that group. **Action** WH suggested as a courtesy he would talk to Cllr Sarah Stamp (Chair of the Vision Steering Group) and would report back on 10 December as to whether an email should be sent to all Vision Groups/members. BN thought it would provide valuable feedback, the DA consultation had been sent to many - 1500 emails had

been sent to Consultees with Newmarket addresses using databases from the Vision, Local Plan and businesses listed in Companies House. If Vision had been brought in for DA then it should be for A&O. with regard to the D/A consultation there had been some confusion with other consultations running at the same time but comments made by statutory consultees such as Historic England, Environment Agency whilst they are on a statutory form they will provide valuable feedback. **Action** BN will provide draft report on DA for 10 December meeting.

#### Finances and Procedures

WH reported that IB had sent a simple report to Robert Feakes who was happy with it and his reply had been circulated to all. IB had prepared a budget report (excluding VAT)

NNP had £8000 subject to match funding the amounts received from Cllr Hudson and Cllr Chambers of £1000 each could not be used for matching as they had essentially come from Suffolk County Council (SCC)

The Town Clerks time and attendance at meetings and all expenses that come from NTC should be shown as match funding i.e. cost of TC's time related to hours spent on NNP in general, TC's time in attendance at NNPSG meetings, cost of room hire, printing. It could also include volunteer time but what is a reasonable cost, it was suggested the Local government salary scale. A steer is needed as to what is a reasonable cost per volunteer x number of volunteers. AS confirmed from email of RF on 16 November 2015 that volunteer funding is a cash match.

**Action** IB/WH to clarify match funding and give an estimate of TC's time together with Councils other costs.

A lot of time was spent preparing A&O's document by RW

**Action** WH will initially talk to RF

SB had sent an email to all members with Asda and Tesco links to Community Funding.

MJ thought email sent by MS re funding of referendum was very welcome this had been in response to an email sent by SB to all, who had been unsure as was JW that the information given about Finances for the referendum at the last meeting was correct and had sought to clarify this. We had been told by IB/WH that the cost of approximately £20,000 for the referendum would have to be met by NTC but in fact this was incorrect and the Local Planning Authority FHDC would be responsible. The major future cost for the budget of the NNP would be the final

document which would become the NNP, which MJ thought may be manageable from the budget.

Social Media **Action** will need to be on next agenda as discussion needed with Cllr O'Neill present, who it is hoped will be responsible for the management of this aspect.

Database for NNP

AS was able to explain that the NNP should be able to draw from other databases e.g. Vison Newmarket Racecourses. Previously IB and KU had been tasked to explore **Action** AS will speak to IB and report at the next meeting. Cllr O'Neill will more than likely need to be involved.

WH wished to discuss Item 16 further. WH had received comments about the DA and the fact that St Johns Ave and Duchess Drive were not included and wanted to know how the area was decided and have we written confirmation of why those decisions were made. The process was explained that all neighbouring parishes had been consulted on the proposed DA initially both Woodditton and Cheveley Parish Councils had approved of being included. NTC had arranged to attend a Parish Council meeting but this had to be cancelled. Subsequently, both Woodditton and Cheveley Parish Councils resolved that they did not wish to be included. It was felt regrettable that 20% of residents of Newmarket and 10-15% of Newmarket housing stock was not to be included within the DA when by geography and association they could contribute. WH thought that as East Cambs had adopted their Core Strategy it would be sensible to engage with them so each County is aware.

(Please refer to Minutes of 16 July 2015 which states **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.)

BN said that as part of the Statutory Consultees neighbouring parishes and neighbouring planning authorities will be contacted. NNP will form part of the development plan for this area and regulations will apply. Duty to cooperate is part of those regulations. JW stated that if the East Cambs Local Plan has been adopted all that information will be available on the internet. MJ and WH still felt that East Cambs should give a presentation of their Local Plan and how it will affect Newmarket. AS suggested that as the July Course is in East Cambs and that they are part of the Safety Advisory Group they meet regularly so this aspect could be tagged on. JW stated that as WH had received a strong reaction to this issue those people should feed it into the consultation. RW stated that both Parish Councils had made their views known and it was suggested that perhaps they had responded to the misconception that the NNP would move the county boundaries

SB asked about FHDC requirement of a Service Agreement BN or MS would explain at the next meeting

SB asked if the email/letter had been sent to the 3 members who had unfortunately not attended meetings of the NNPSG MJ would check with IB

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

Thursday 10 December 2015	A Happy and Restful Christmas looking forward to a busy 2016	2016 1 <sup>st</sup> and 3 <sup>rd</sup> Thursday of each month at 10:00
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## **ACTIONS**

IB/KU amend feedback on website to include postcodes of respondents

Feedback form on NNP tab of NTC website should be amended to include respondents postcode for home or work if they live outside the Designated Area but work within it whichever is applicable

IB/WH to provide match funding information of Council expenditure.

To clarify match funding and give an estimate of TC's time together with Councils other costs.

WH to contact Cllr Stamp

WH suggested as a courtesy he would talk to Cllr Sarah Stamp (Chair of the Vision Steering Group) and would report back on 10 December as to whether an email should be sent to all Vision Groups/members.

WH to contact Robert Feakes re match funding expenses will initially talk to RF

CO'N prepare for Social Media topic

AS to speak with IB/KU re database will speak to IB and report at the next meeting.

BN/MS Report on Aims and Objectives document (available on NTC website)

Boyd Nicholas [BN] would review A&O document taken from NTC web site to provide feedback and recommendations at the next meeting.

BN Report on Designation Consultation

BN will provide draft report on DA for 10 December meeting.

BN/MS Report on Service Agreement