



Newmarket
TOWN COUNCIL

**NEWMARKET VISION
MINUTES OF
Neighbourhood Plan Steering Group**
Thursday 29 October 2015

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

Members Present:

Cllr Mick Jefferys [MJ]
Julian Wilson [JW]
Sara Beckett [SB]

Cllr Warwick Hirst [WH]
Isabelle Barrett (Town Clerk) [IB]

Apologies received Cllr Rachel Hood, Cllr Chris O'Neill, Cllr John Morrey, Cllr Philippa Winter
Cllr Amy Starkey, Rachel Wood, Andrew Burton, William Gittus, Marie Smith

Cllr Jefferys took the Chair and as not quorate it was agreed that we would just discuss the arrangements for the NNPSG Consultation on Tuesday 03 November 2015. IB invited to stay for meeting as discussion will be very much about practical arrangements for Consultation.

Minutes from last meeting, matters arising, designated area can all be discussed at next meeting in 2 weeks time.

Discussion followed

Further detail had been added to Aims and Objective document which MJ presented to the meeting but essentially it has not changed the A&O's content that RW had originally prepared and has since reviewed herself. IB stated that forms as presented today have already been printed in readiness for next week. Allotments had been added as discussed at the last meeting. [Objective 7] WH stated he was happy to accept document as it is. JW questioned Travellers [Objective 3] and suggested change of wording [Objective 2] addition of *Housing* should be compatible etc. It must be remembered that the document is out for consultation so viewers may well spot and advice of additions or even errors.

ACTION IB to amend Objective [2] and [3]

IB has been working on material for Consultation, colour coding of A&O's will allow for comments relevant to heading. Photographs will be provided.

MJ and IB to set up display Monday afternoon. MJ and Town Maintenance Operative Manager (Ady) will open memorial Hall to assemble prepared display boards with detail provided by Town Clerk

Discussion of timings for NNPSG members for covering Consultation WH request rota emailed to all

ACTION SB to send rota indicating available time slots to all (emailed 02 November 2015)

Tea, coffee and biscuits will be provided.

Discussion of Feedback forms, initially IB stated they were exactly the same detail as is on website which is now working. WH concerned that feedback form should be completed at entrance and IB further suggested perhaps it should be a registration form with Name/address/ email address provide further comment as the Consultation is viewed and returned for evidence to be collated.

ACTION IB to provide feedback/registration form

Discussion of attendance by public WH thought the advert in the Newmarket News was very clear and well placed. Tuesday is Market day so hopeful of attendance. IB suggested member should direct people from Market Square, it was agreed that this would be difficult. It was suggested that some form of board would be placed outside the Memorial Hall with balloons and invitation flame and tall 'A' frame which NTC can provide.

ACTION IB to provide extra advertising material as above for Consultation outside Memorial Hall.

JW concerned about feedback forms, people may be reticent to give detail and important to get detail when entering. IB envisaged that it would not be a form but register with detail name, address, email address which would be used for database and that views and ideas would be provided by the post it notes which attendees would place on relevant boards

Agreed Attendees on arrival must register with Name, first line of address, post code and email address (if available)

All post it notes will be preserved by Town Clerk

ACTION IB will type comments and email to all.

WH suggested he would distribute photocopied leaflets on the day along the High Street if necessary.

Essential that members engage with attendees to encourage feedback.

Meeting Closed 10:20

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

Tuesday 03 November 2015 08:00-20:00 NNPSG Aims and Objectives Consultation	Thursday 12 November 2015	Thursday 26 November 2015
Thursday 10 December 2015	Thursday 17 December 2015	
2016 1 st and 3 rd Thursday of each month at 10:00		