



**NEWMARKET VISION
MINUTES OF
Neighbourhood Plan Steering Group
Thursday 07 January 2016**

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

Members Present:

Cllr Rachel Hood [RH]

Sara Beckett [SB]

Cllr John Morrey [JM]

Julian Wilson [JW]

Cllr Mick Jefferys [MJ]

Rachel Wood [RW]

Cllr Warwick Hirst [WH]

Town Clerk –Isabelle Barrett [IB]

Cllr Philippa Winter [PW]

Apologies received Cllr Amy Starkey, Cllr Chris O'Neill, William Gittus, Principle Planning Officer- Boyd Nicholas, Senior Planning Officer-Marie Smith.

IB printed copies of Aims and Objectives additional comments from Tourism Group

Welcome to all members. Meeting quorate.

Review of minutes from 10 December 2015.

The draft minutes were accepted by all, with 2 amendments (full stops missing).

Matters arising and review of previous actions.

Numbers in [] equate to action points from previous meeting therefore may not be in numerical order

Clarification of a Conference in the minutes. WH reported from the Vision Steering Group (VSG) that 21 April 2016 was the date being considered and this would be confirmed our next meeting on 21 January 2016, broadly speaking it would be a morning event.

The Chair announced that having had confirmation from FHDC that the Designation of the proposed area had been approved, we are now moving on to the second phase.

Numbered actions from meeting as per list attached with minutes.

[2] WH confirmed he had written to Andrew Cuthbertson (AC) to confirm the discussion and arrangement [read out email]. As each test is completed, the values of which were set out in a letter from the Town Clerk on 26 September 2014. The total estimated to be is between £30,000 and £40,000 and we are sure we would be able to provide at least £10,000 of these costs by volunteers work. The area of operation has been completed and valued at £1400.

The action now is to use this as a test case send to [AC] the values of the defining the designation, meetings etc. and this will be the format for the future.

RH again requested a copy of above email from WH to AC be sent to RH RF and SB. WH had only seen this as an action when minutes were sent out

WH had not received a reply and took it as a positive. Next stage will be to submit the details to date as a broad estimate of hours and days without itemising it.

RH suggested that meeting by meeting basis to keep a rolling tally

Item on each Agenda to state time spent by each member to give a running tally to explain match funding.

WH suggest SB set out Historical activities ~information to be collated in way of a list.

Town Clerk to undertake this from her perspective and SB to do the same (from day one) specifically for and up to the point of designation of the area from the start of the process. Much of the information of attendance by members can be sought from minutes. Should include Ground staff time.

[1] IB confirmed no notice of non- attendance by Cllr O'Neill. Kylie is liaising with Kelly to see that post code is included on website. SB had noticed that whilst this has been done it does not state work and/or home post code which is required

[3] & [4] WH gave an update on both these items

3 sets of figures one each from Suffolk County Council, Maroon and Consultants

Figures are very similar. Do we need to take action plan detail and cost?

If Town Council to budget for NHP this would be the shortfall?

Technically correct which would be a deficit of £40,000.

£8000 through Robert Feakes is available but needed match funding

£2000 from County Councillors requires match funding too.

MJ suggest quote from Burwell print for plan document (+ 2 others) this would be a major expense so we need an idea of that cost. Did not see any other expenditure.

Appeal to other sources of funding.

IB thought there could be more overheads that need covering.

Every household will be a recipient of printed document.

Need to identify what we need to do that incurs costs.

IB thought it would be hand delivered when postage was queried.

JM suggested we need to know exactly what is required against cost and a timeline. The NHP will run with the local plan.

A timeline with actions would help WH to produce costings WH thought that match funding may only be available at the end of the project.

WH not clear of process, the time line and what we actually have to do. Things that we have been talking about are not on the Planner.

IB suggest WH meet Marie Smith as she has dealt with lots of NHP's to try and get some costing

It was agreed that WH IB RH and SB would endeavour to meet with Marie Smith prior to next meeting. To come up with a comprehensive detail of a timeline and costing and to clarify outstanding matters of concern.

JW thought that a guide of costings could come from other NHP. IB thought that as NHP's that have been produced so far would be small parishes that would not give a comparison of costs, but there was a misunderstanding as not just talking about Suffolk. The principles would be the same.

IB to type up work prepared by WH and send to all

RH said we need to re- evaluate where we are, clarify detail with MS as we are tied to District Council local plan so can only be a certain speed but as we are moving on to phase 2 it would be appropriate.

SB would arrange meeting with MS before the end of the month

WH to send quotes received previously to SB

[5] Service agreement had not been discussed with Boyd Nicholas but could be discussed with Marie Smith so we know what the District will cover in terms of finances and data material.

[7] IB to discuss with AS about Database for emails. A meeting has been arranged for 13 January 2016

[8] Social Media SB has a meeting with Mark Beaumont at the end of the month

[9] [10] IB had sent previous Annual Review. RH will attend to the detail of writing piece for web site

[11] IB reported that Boyd Nicolas had contacted Historic England and reported via email. (Copy could be attached)

[12] Information required from FHDC statistics, census detail demography etc. can be discussed at meeting with MS

[6] Thank you to Rachel Wood for all the work she has put into preparing further comments from the Tourism Group meeting all very clear and helpful.

Need to consider these additions when looking at main document.

Re Objective 5 It was noted that a resident had thought perhaps the Taxis in Newmarket could be painted with Racing Colours. District Council responsibility to have yellow and black (Mildenhall Football colours) and many reasons to leave as they are.

Agenda items

Item 6 on agenda next time [Social Media]

At meeting with MS meeting it must be emphasised we value the input from officers at FHDC and need officers to look at the work we are doing with a critical eye so that we meet the requirements of legislation and Examination. This is also evidence that we have continued to seek advice from District Council.

8 Aims and Objectives need to be agreed from Consultation responses. Discussion prior to meeting that we could simplify these to aid with policies (difficult job to do)

Initial discussion on the document so far. Task someone to simplify comments from consultation to give policies. RW/SB would undertake this.

Discussion of meanings of aims and objectives, they are interchangeable.

AIMS/OBJECTIVES = 1-7 with POLICIES giving the detail of how we hope to achieve them from comments received at consultation

It was agreed by all present that the word OBJECTIVE is to include AIMS confirm with MS that this is in order.

From document which has objectives on left and feedback comments on the right we need to go through document to work out which comments can become/form policies UNANIMOUSLY AGREED.

All members went through all the comments, jointly agreeing the comments and marking those for consideration to identify a future policy. We would include the comments that could lead to possible policy to allow feedback in due course.

Future documents should be dated and pages numbered

Advice from Marie Smith about writing policies before allocation all agreed.

As meeting with Marie Smith will possibly not be until the end of the month the meeting for 21 January 2016 will be cancelled.

Meeting for 04 February 2016 is cancelled and re booked for 05 February 2016 at 10:00am

Venue: Newmarket Town Council Offices Ernest Cassel Room.

Friday 05 February 2016	Thursday 18 February 2016	Thursday 03 March 2016
Thursday 17 March 2016	1st and 3rd Thursday of each month at 10:00 In Ernest Cassel Room	www.newmarket.gov.uk