



NEWMARKET VISION MINUTES OF Neighbourhood Plan Steering Group

Friday 22 April 2016

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

Members Present:

Cllr Rachel Hood [RH]

Cllr Michael Jefferys [MJ]

Cllr Chris O'Neill [CO'N]

Sara Beckett [SB]

Cllr Philippa Winter [PW]

Rachel Wood [RW]

1 Member of the public

Apologies received, Cllr Morrey, Cllr Starkey, Cllr Hirst, William Gittus, Julian Wilson, Marie Smith, Boyd Nicholas, Isabelle Barrett (Town Clerk).

Welcome to all members by Cllr Hood.

Minutes from 17 March 2016 reviewed it was noted that Cllr Jefferys was present. Matters arising are covered in the agenda. Minutes approved with the addition of Cllr Jefferys being in attendance and accepted unanimously.

Cllr O'Neill declared a non-pecuniary interest in all items related to printing and web site until further notice.

Database, social media, web site.

Discussion about data bases to enable consultation and public engagement and social media. The current tab on the NTC web site is not satisfactory.

Cllr O'Neill had researched aspects of social media particularly in relation to setting up and membership control. It would need to be a source of information and a source of comments/questions but they would need to be answered in a

constructive way possibly by way of an email address or directing to a www site. We would then build up a database.

Ideally we would like to merge NTC database but if not possible we could build our own

It was proposed and seconded that

[a] Cllr O'Neill with the help of AS and SB oversee the communications aspect [database/social media] commitment of NNPSG. Cllr O'Neill will be the first point of contact.

[b] Cllr O'Neill will contact the Town Clerk to see which format is required with a view to obtaining the general NTC database to merge or add appropriately, to provide a Newmarket Neighbourhood Plan database.

[c] Cllr O'Neill to request that the Town Clerk email all on the NTC database for a reply within two weeks of date of email, requesting they opt out if email communication about the Neighbourhood Plan is not required. Town Clerk to confirm to all when this has been sent.

[a] [b] and [c] were seconded and unanimously approved.

SB has a few email addresses from Consultations

Re website ~ a basic web site so that detail is available. Currently the Agenda is placed on the Meetings page of the NTC web site but has not appeared on the NHP tab since February. Minutes have not been displayed since December 2015.

Consultations are out of date and no recent updates are available. Aims and Objectives are out of date. No draft policies available but these would now need to be critiqued by FHDC first, which was proposed by Cllr Jefferys and seconded.

Cllr O'Neill advised we have some photos and links can be from Facebook and Twitter. A monthly fee is likely to be payable for the web site to be 'live' which could be in the region of £10 per month. Production of a web site is variable but Cllr O'Neill has offered to look at that.

These costs make it important that we progress with funding.

Finances SB had explored the Community funding and an expression of interest form needs to be completed to enable a formal request to be considered. Having looked at the form which whilst only being 2 pages, it needs to be completed page by page to be submitted electronically.

Cllr Jefferys proposed that Councillor Hood as Chair should be the named applicant and that SB's specific NNPSG email address should be used as a point of contact and that SB progress with the expression of interest form. We should apply as soon as possible and discuss this at the next meeting. It was agreed that this was currently an admin matter was seconded and unanimously approved.

With the expression of interest being completed it would enable the NNPSG to progress further for much needed funding

Members Hours MJ 2 RW 2.5 CON .5 PW .5 SB 3 RH 1

The Carnival.

This should be used as a Consultation and a PR exercise on 02 July 2016. Gazebo with table and chairs manned by 2 representatives throughout from 1:00pm – 4:00pm clarify this at next meeting. MJ expected us to have a free stall and would speak to the events manager. CO'N suggested a pull up banner display which he could provide all were in agreement and expenses of up to £70 were authorised to progress this.

Objectives with aims could be displayed on the banner and policies could be displayed separately the detail of looking at the policies and how they would be displayed ~ needs further thought.

A hard copy in addition to take away copies for those who don't like to use the internet could be made available at the Carnival and at key points for reference ~ the Memorial Hall, Library.

SB suggested a business card for the Newmarket Neighbourhood Plan which would have the email address, social media contacts etc. This has multi uses including being able to use individually and further contact details could be hand written on the reverse. All agreed that at a cost of up to £50 for 500 business cards for NNHP CO'N could progress this and should be printed following discussion of content following setting up of the detail of www and social media.

To summarise detail required:

Gazebo table chairs

Representatives available 1:00-4:00pm 2 people per 'shift' RW not available.

Making the NHP known to Newmarket collecting email addresses for data base.

Pop up banner displaying objectives and aims

500 business cards

Hard copy of aims and objectives and draft policies (no need for lamination as they can be printed on waterproof and non - rip material.

Comment book available rather than stickers.

10. **FHDC Planning Officer** Awaiting contact from FHDC. SB to follow up and to express we need assistance of a planning officer.

Discussion about Objective 1

The addition of a Town Museum was greeted with great enthusiasm by all.

Minor amendments made. Vote of thanks to RW, MJ and SB

Matters to be discussed at next meeting

Carnival

Expression of interest for Community funding

Update of database, www, social media (members to bring laptops Cllr O'Neill to advise)

Next Meeting dates

SB to email NTC Office about the bookings of rooms for the NNPSG and with regard to the apparent cancellation of rooms in May of which SB was not aware. To cc all to email.

05 May Workshop at the Pavilion

19 May cancelled.

Next Meeting 23 May 2016 at 10:00am

Venue: Newmarket Town Council Offices Ernest Cassel Room.

Workshop Thursday 05 May 2016	Thursday 19 May 2016 Cancelled	Monday 23 May 2016
Thursday 02 June 2016	1st and 3rd Thursday of each month at 10:00 In Ernest Cassel Room	www.newmarket.gov.uk

Actions

Cllr O'Neill with the help of AS and SB oversee the communications aspect [database/social media] commitment of NNPSG. Cllr O'Neill will be the first point of contact.

Cllr O'Neill will contact the Town Clerk to see which format is required with a view to obtaining the general NTC database to merge or add appropriately, to provide a Newmarket Neighbourhood Plan database.

Cllr O'Neill to request that the Town Clerk email all on the NTC database for a reply within two weeks of date of email, requesting they opt out if email communication about the Neighbourhood Plan is not required.

Town Clerk to confirm above to all when this has been sent.

SB to complete initial expression of interest for Community funding

MJ to speak to the events manager re Carnival stall

Cllr O'Neill to progress printing matters for Carnival

Cllr O'Neill to progress pop up banner

Cllr O'Neill to progress business cards