



## **NEWMARKET VISION MINUTES OF Neighbourhood Plan Steering Group**

Thursday 17 November 2016

held at the Ernest Cassel Rooms, Newmarket Town Council Offices 10:00

### **Members Present:**

Cllr Rachel Hood [RH]

Cllr Michael Jefferys [MJ]

Cllr Philippa Winter [PW]

Julian Wilson [JW]

Sara Beckett [SB]

No Apologies were received.

Welcome to all members by Cllr Hood (Chair)

5 voting members present.

There were no Minutes to approve and accept as the last meeting was a workshop.

**Member's hours** were noted MJ 2.00 RW 3.00 RH .5 PW .5 JW .5

### **Draft Policy Writing**

Two policies remain to be written in draft form and it is intended that these will be completed at the next workshop on 24 November 2016 @ 10.00

On completion RW will send the completed draft policy document (without appendices, notes, maps etc.) to all with a covering note that all comments +ve, -ve, details of suggested amendments or otherwise should be emailed TO ALL (ideally by 02 December 2016) prior to the next meeting on Tuesday 06 December 2016 (12.00- 14:00) where they will be discussed.

On Tuesday 06 December 2016 the NNPSG will approve the draft document **it is vital for attendance by members** so that it can be sent with the necessary amendments by 09 December 2016 to FHDC (Boyd Nicholas) for his critique. This meeting needs to be

constructive and productive therefore it is **very important** that members have done their '**homework**'.

RH/SB to contact Boyd Nicholas to advice of time scale. To be returned to group by Friday 06 January 2017 in readiness for meeting the next week.

It was suggested that MJ and RW arrange a meeting with BN for ease of explaining the draft policy document, possibly 05 or 06 January 2017. (10:00 – 14:00)

The following meeting will be 10 January 2016 **and it is again vital for members to attend** as we will be discussing BN's comments.

### **Next Steps.**

Timetable has been updated slightly in preparation for Cllr Drummond's presentation to Vision Steering Group. SB to send to all

Future consultations were discussed as a number will be required:

SB To ask Newmarket Journal if they could put a policy in the paper each week.

Library are willing to help, The Leisure Centre, Schools

Action SB to advice on Consultations processes at meeting in January.

Action SB to forward Newmarket Prospectus detail that was presented to the Local Economy Group recently.

A discussion about representation of the NNPSG/Vision and Newmarket on the LPWG followed. Newmarket is under represented. It was proposed that Cllr Drummond should represent Newmarket on the Local Plan Working Group at future meetings and to act as liaison between the 2 groups.

It was resolved that the Newmarket Neighbourhood Plan should be placed back under the Newmarket Vision following a discussion about the proposed Newmarket Prospectus.

### **Finance**

It was proposed and seconded that SB should be appointed as Treasurer.

The extension granted by SCC for the funding process can be completed by SB and form can be signed by the Mayor Cllr Drummond.

500 HOURS completed by members attending meetings alone

SB to estimate her total hours

The previous Town Clerks hours and cost had previously been calculated but this info is currently not available.

The lack of funding and lack of officer support from Newmarket Town Council was discussed. In light of the departure of the previous Town Clerk and no immediate replacement, it led to a discussion of the requirement of the NNPSG to have a person who is enthusiastic, who could possibly lead the NHP through. Many Parishes have employed a specific person to oversee their NHP's. It was discussed that to move the Neighbourhood Plan forward a person should be employed, a proposal should be put to NTC that it is considered under the employment strategy item at NTC's next meeting. It was proposed to report to NTC the following:

Brief history of NHP

Where we are at now

Local Plan status

Lack of administrative support and lack of funds

The need for a NHP administrator has been identified and whilst NNPSG indicated a willingness to take on SB who is a suitable candidate, proper process will be adhered to in order to comply with openness and transparency. NNPSG see this role as a person being employed in a consultative role and therefore would not be in the employ of NTC. It should be for a finite period of time up to the end of 2017. The group is supportive of SB continuing her role of Secretary and Treasure but if appointed as NHP Administrator the role of Treasurer might need to be reconsidered in the future.

It was agreed that meetings would be scheduled for the first and third Thursday of each month in 2017.

Meeting closed at 11:20

*Venue: Newmarket Town Council Offices Ernest Cassel Room.*

Workshop Thursday 24 November 2016	IMPORTANT Tuesday 06 December 2016	IMPORTANT Tuesday 10 January 2017
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1st and 3rd Thursday of each month at 10:00  
In Ernest Cassel Room  
**[www.newmarket.gov.uk](http://www.newmarket.gov.uk)**