

Notes of the Newmarket Vision Meeting
Monday, 13 January, 2014 9.00 a.m.
held at Newmarket Town Council

Attendees:

Cllr Lisa Chambers, Chair (SCC)
Cllr Warwick Hirst (FHDC)
Cllr Rachel Hood (NTC)
Bryn Griffiths (SCC)

Liz Watts (FHDC)
Richard Baldwin (FHDC)
Christine Rush (FHDC) Minutes

1. Apologies

Apologies received from Isabelle Barrett, Newmarket Town Council and Sara Blake, Suffolk County Council Business Development Officer.

2. Notes and actions from last meeting dated 5 December, 2013

Review membership of delivery groups - RH asked that an amendment be made to the minutes that RH did not ask to be added to the community planning group, her membership had already been agreed, but not recorded. Noted.

Traffic/Highways – LC was appointed Chair at the last meeting of the delivery group in December. The group also agreed to adopt the communications protocol.

Education – LC confirmed a date for the first meeting has been identified.

Town Centre/Retail, Local Economy and Tourism – the first meeting is to take place on Friday, 24 January, 2014 at 10.00 a.m. WH will be asking Rachael Wood to be administrator for the group.

Community Planning – first meeting to take place on Friday, 24 January, 2014 at 11.00 a.m. RH will Chair the group and will have discussions at the meeting to identify an administrator. Julian Wilson and Hugh Anderson have agreed in principle to join the group.

Action: It was agreed that a wider media note for publicity would be actioned in the very near future, after the individual delivery groups' first meetings.

3. Media Briefing

The media briefing was discussed. The meeting agreed that LC would be the spokesperson when the media joined the group, and that everyone would be included in the general discussion when questions asked. LW reminded the group of the communications protocol agreed at the last meeting. It was agreed that the fourth bullet point on page one of the Newmarket Vision Media Briefing:

'Media will be very welcome to go to whoever is listed in the action notes for being responsible for specific actions to talk to them direct.'

should be deleted, as point 10 of the Newmarket Vision communications protocol states:

'Spokespeople: to ensure clarity and consistency, the NVSG is the only route for external communications. NVSG members will agree who will be the spokesperson for any outcome or action that is to be publicised further, beyond

publication of the action notes (this may be the chairman or another member with more appropriate experience or knowledge of the issue).'

4. Role of officers and Councillors on Steering Group

An in depth discussion took place.

Action: The meeting agreed that the delivery groups membership would be set out on the powerpoint chart more clearly, showing independent, councillor and officers roles. It was agreed that officers were present to support the members of the group (independent and councillor) and to undertake pieces of work outside the meetings where requested.

5. Updates from delivery groups

24 January 2014 - Community Planning delivery group will meet at 10.00 a.m. and Town Centre/Retail, Local Economy and Tourism delivery group will meet at 11.00 a.m. Education delivery group will meet soon. Transport working group met as the Traffic/Highways delivery group for first time in early December 2013. Because this group was established in 2012 it has already identified key improvement schemes for pedestrians, cyclists and the horseracing industry. There are further schemes prepared which are waiting for S106 money to be allocated.

A discussion on the new updated signs in Newmarket took place. The restrictions have always been there, but have generally been ignored. A residents' parking survey is currently being undertaken.

Action of the delivery groups: Generally to discuss frequency of meetings - arrange to meet the last Friday of each month, or the third Friday of every month initially with moving on to every six weeks to enable sufficient time to deliver actions, as appropriate. RH and WH to advise on decision, so that CR can send out dates to the respective groups.

Action: All delivery groups to go through the list of actions in the Vision Document and report back progress against these. LW to talk to Suzanne Buck at SCC re progress made to date on the Traffic/Highways group.

6. AOB

The general consensus to query raised how long is it envisaged the groups will meet, was - no end date - change of behaviour rather than end date. However, the groups would only continue for as long as they were effectively delivering.

A discussion on producing a Neighbourhood Plan took place. The meeting thought it would be beneficial to have more information on what is involved in writing a Neighbourhood Plan, including the time commitment, workload and finance required. The members of the group agreed that this is a significant undertaking and would probably require extra resources if it were to be embarked upon. LC advised that some funding could be available to support the process (DCLG?), and she noted that a plan is financially beneficial to the local community as a certain percentage of any 106 monies would be automatically passed through to the town council.

Action: BG to ask Robert Feakes and Alison Huxley to arrange a presentation that was given to a SCC development session, ideally as part of the first

Community Planning Delivery Group. LW asked that they liaise with Marie Smith at FHDC also.

7. Agreed communications

It was agreed that LW would update the 'agreed priorities' list which would then be posted on the FHDC website.

Sally Easton will be the communications lead with SCC comms. feeding information in to her. The meeting agreed that publicity showing the results of the group will keep the interest of those attending the delivery groups.

Future Dates:

Time: 9.30 to 11.30am unless otherwise stated*.

Venue: Newmarket Town Council Offices

10 February, 2.00pm*

12 March

2 April

12 May

9 June

2 July

13 August

8 September, 2.00pm*

1 October

6 November

3 December, 2.30pm*

Note of the Media Briefing held at 10.30am

Two representatives from the media (Newmarket Journal and Newmarket News) and Sally Easton joined the meeting at 10.30 a.m. LC reminded the media about the Prince's Foundation report; talked about the structure of the Steering Group; the four delivery groups made up of County, District and Town Councillors, a wide range of local independent people interested in the future of Newmarket with the supporting role of officers from County and the District that will feed back into the steering group; how it has evolved following the vision document; and the 10 vision statements working to shape and deliver local changes and enhancements at least for the next 20 years.

LC gave an overview of the Transport Group that was already set up and which has become one of the four delivery groups – Traffic and Highways.

The media asked a few questions and made notes. WH assured them there would be future opportunities for further media questions and that regular updates will be posted on FHDC website.

Action: The meeting agreed to send action sheet to Sally Easton after each steering group. Dates of the steering group meetings would be posted on FHDC website. LW/CR

Notes and Actions of the Newmarket Vision Meeting
Monday, 10 February, 2014 2.00 pm
held at Newmarket Town Council

Attendees:

Cllr Lisa Chambers, Chairman (SCC)	Liz Watts (FHDC)
Cllr Warwick Hirst (FHDC)	Robert Feakes (SCC)
Cllr Rachel Hood (NTC)	Alison Huxley (SCC) until 3.20pm
Bryn Griffiths (SCC)	Christine Rush (FHDC) Minutes

8. Apologies

Apologies received from Isabelle Barrett, Newmarket Town Council and Richard Baldwin, Families and Communities Officer FHDC.

9. Notes and actions from last meeting dated 13 January, 2014

Notes of the last meeting were agreed as correct.

10. Additional interest and representation on the four Delivery Groups

Action: The following people had expressed interest in being on delivery groups, and it was agreed that they should be invited to join them:

Education: Anya Petyaeva (National Stud)
Amy Starkey / David Hood (Newmarket Racecourse)
Chris Garibaldi (NHRM)

Community Planning: William Gittus (Jockey Club Estates)

Traffic/Highways: Gemma Charrington (Newmarket Racecourse)
Nick Patton (Jockey Club Estates)
Cameron Findlay (Car Parks and Markets Manager FHDC)

Town Centre/Tourism: Alison Hayes (Newmarket Journal)
Amy Starkey (Newmarket Racecourse)

11. Equine Hub Proposal

AH gave a short presentation about Equine Hubs, setting out some research she had undertaken around three very diverse examples of hubs in America (Lexington, Kentucky), the UK (Cheshire) and France (Hippolia).

AH stated that there are currently funding opportunities from New Anglia and Greater Cambridge LEPS, Rural Development Fund, East of England Agri Tech Initiative and British Horse Racing Authority Grant Scheme. However, AH had concerns as to how long the funding would be available for.

The meeting thought each group should have a copy of the report and that the Steering Group should hold a Focus Group before end of March, to discuss possible ways forward for a Newmarket Equine Hub

Action: RF and AH to invite all potential stakeholders to the focus group, and circulate the proposal document.

12. Updates from delivery groups

Education Delivery Group: The Chair is Howard Lay. The assessment of vision statements and taking forward relevant issues from 'Raising the Bar' will be the focus of this group. LC reported that the first meeting was positive with very enthusiastic and supportive members. The next meeting will take place on 3 March.

Community Planning Delivery Group: RH is the Chair. On 24 January a very informative presentation on Neighbourhood Planning was given by RF and Marie Smith. RH has a follow up meeting with MS this Wednesday. RH is expecting the group to formulate a decision at the next meeting to be held 20 February whether to pursue a Neighbourhood Plan or not. If yes, then the Newmarket Town Council would need to re-affirm for the group or another body to take this action forward. LW asked that funding should be taken into consideration, since the development of a Neighbourhood Plan requires significant resource, which she felt could not be provided by the councils. There are however some other sources of funding available which could be explored should a decision be taken to proceed. BG suggested that the group liaised with another town that has a Neighbourhood Plan.

Action: RF will identify a town and liaise with them with regards to attendance of the group meeting of 20 February for discussions to take place.

Action: CR will circulate dates of the group, when known, but potentially monthly on a Thursday.

Town Centre/Retail, Local Economy and Tourism Delivery Group: Noel Bryne chairs this group. WH reported that the group met on 24 January and discussed the action list which they divided into an action plan for four sub groups. The subgroups will meet separately and their findings will be reviewed at the next delivery group to be held on 28 March to establish what actions will be taken forward and how.

WH advised that the NTC Town Street Regeneration Committee has been dissolved.

Traffic/Highways Delivery Group: Next meeting 12 March at 1pm.

Action: LW to talk to Suzanne Buck at SCC to ensure Chris Barker is added to circulation list and to discuss progress made to date on the Traffic/Highways Delivery Group. LW also offered to put Cameron Findlay (FHDC) in touch with Suzanne Buck, as he is responsible for car parks and a car park strategy for Newmarket.

13. Publication of Minutes / Action Notes

The Steering Group agreed that the minutes of the Delivery Groups circulated with the agenda today could be uploaded on to the FHDC website plus an updated structure chart.

14. Proposed DPPO for Newmarket High Street – eight week consultation

Item for the Group's information. The consultation ends this Friday. A DPPO, if adopted, would empower police to confiscate drink from those causing noise or disturbance in a street (it would not prevent the public from drinking in the street.)

15. Any Other Business

The Steering Group agreed to hold a conference in the future to promote and showcase what actions have been achieved, and gather all members of the delivery groups together to exchange information and ideas.

16. Agreed communications

Action: It was agreed that CR would circulate the notes of this meeting to the Steering Group for agreement to enable posting on the FHDC website before the next meeting of the Steering Group.

17. Future Dates:

Dates were discussed as some clashes had emerged since the initial meetings had been set.

It was decided at the meeting that the 12 May should be moved from 9.30 to 11.00 am and be held at Newmarket College, providing the room is available at the college.

Action: LC will check room availability.

It was also decided to move 9 June meeting to Friday, 13 June at 9.30am and be held at Newmarket Town Council Offices.

Action: WH will check room availability.

Future Dates:

Time: 9.30 to 11.30am unless otherwise stated*

Venue: Newmarket Town Council Offices

12 March

2 April

12 May, 11.00am - *at Newmarket College**

~~9 June~~ - Friday, 13 June

2 July

13 August

8 September, 2.00pm*

1 October

6 November

3 December, 2.30pm*

Notes and Actions of the Newmarket Vision Meeting **Wednesday, 12 March, 2014 9.30 am** **held at Newmarket Town Council**

Attendees:

Cllr Lisa Chambers, Chairman (SCC)	Robert Feakes (SCC)
Cllr Warwick Hirst (FHDC)	Christine Rush (FHDC) Minutes
Cllr Rachel Hood (NTC)	Richard Baldwin(FHDC)
Liz Watts (FHDC)	

18. Apologies

Apologies received from Isabelle Barrett, Newmarket Town Council and Bryn Griffiths, Suffolk County Council.

19. Notes and actions from last meeting dated 10 February, 2014

Notes of the last meeting were agreed as correct with one amendment at item 4. Equine Hub Proposal
'The meeting thought that a Focus Group should be held before the end of March, to discuss possible ways forward for a Newmarket Equine Hub, and that each Delivery group should be involved as necessary.'

20. Equine Hub Proposal Update

RF circulated a proposed format for an Equine Hub focus group which the meeting discussed.

Action: Delivery Groups to be involved in this project in accordance with their interests, once clearer objectives are identified. LW confirmed that Graeme Lockey, Principal Growth Officer, Economic Develop Team will support this Focus Group. Aim for mid April with the venue to be either Newmarket Town Council Offices or the Jockey Club.

21. Updates from Delivery Groups

Town Centre/Retail, Local Economy and Tourism Delivery Group:

WH explained the Delivery Group had split into four sub groups who have met separately and will regroup on 28 March. All subgroups have produced ideas which will be discussed and a way forward decided. WH stated that it was pleasing to note that each sub group had grown since the initial Delivery Group meeting.

Community Planning Delivery Group: RH stated that the group had listened to an 'affordable housing' presentation. Neil Anthony had given a verbal update on 'open space'. Steven Wood, the new Head of Planning and Regulatory Service attended the meeting who was very helpful and encouraging. The Delivery Group are still considering the possibility of a Neighbourhood Plan. RH requested some support for the group. The Group meet next on 20 March, 2014.

Action: LW to ask Graeme Lockey if he can take the minutes for the group.

Education Delivery Group: LC brought to the attention of the meeting that the Education Group had increased in membership also. The Group had agreed that everything the group does 'must contribute to building an environment where young people can meet their full potential..'. LC reviewed the group's action plan. The Group have agreed to meet every two months. The next meeting is 19 May, 2014.

Action: The Action Plan can be put onto the Newmarket Vision web page.

Traffic/Highways Delivery Group: The Traffic/Highways Group are to meet today, 12 March 2014 at 1pm and will be chaired by WH on this occasion.

22. Publication of Minutes / Action Notes

CR confirmed all minutes of the Delivery Groups circulated with the agenda at the last meeting had been loaded on to the FHDC website.

Action: CR to update structure chart and add to the website.

23. Proposed DPPO (Designated Public Place Order) for Newmarket High Street – eight week consultation - Update

RB advised the meeting that he had received 30 responses on the consultation, 28 in support. This will now go to FHDC Full Council for approval. RB stated that if all agreed, potentially all signage in place early June and powers for Police to confiscate alcohol, arrest or fine if antisocial behaviour is experienced within the defined boundary of the DPPO. By law signage has to be in place – RB to liaise with Newmarket Town Council, Police and all relevant bodies.

Action: RB to provide WH with a briefing note for Newmarket Town Council.

24. Any Other Business

No further business raised.

25. Agreed communications

Action:

- It was agreed that CR would circulate the notes of this meeting to the Steering Group for agreement to enable posting on the FHDC website before the next meeting of the Steering Group.
- CR to liaise with Kylie, NTC re Newmarket Vision link to FHDC website on the Town Council's new website.
- LW to draft a general update on Steering Group and Delivery Groups for all councillors to use in the meetings.

26. Future Dates:

Time: 9.30 to 11.30 am unless otherwise stated*

Venue: Newmarket Town Council Offices

2 April

12 May *now back to 9.30 am at Town Council Offices*

13 June, *Friday*

2 July
13 August
8 September, 2.00 pm*
1 October
6 November
3 December, 2.30 pm*

Notes and Actions of the Newmarket Vision Meeting

Wednesday, 2 April, 2014 9.30 am
held at Newmarket Town Council

Attendees:

Cllr Lisa Chambers, Chairman (SCC)	Liz Watts (FHDC)
Cllr Warwick Hirst (FHDC)	Bryn Griffiths (SCC)
Cllr Rachel Hood (NTC)	Christine Rush (FHDC) Minutes

27. Apologies

Apologies received from Isabelle Barrett, Newmarket Town Council, Robert Feakes, Suffolk County Council and Richard Baldwin, Forest Heath District Council.

28. Notes and actions from last meeting dated 12 March, 2014

Notes of the last meeting were agreed as correct.

29. Newmarket Chamber of Commerce

- LC was approached by Graham Abbey to request discussions between the Newmarket Vision Steering Group and the Newmarket Chamber of Commerce.
- It was hoped that these events could take place on a quarterly basis and act as a consultative/progress meeting with the business community on the Newmarket Vision work.
- LW has sent invitations to the Chair of each Newmarket Vision Delivery Group to attend a breakfast meeting with Newmarket Chamber of Commerce on Tuesday, 29 April venue and time to be agreed.
- The meeting had a discussion regarding the major employers in the town other than the racing industry and resolved to find a way of communicating with those companies. A letter from the Steering Group was discussed with link to FHDC website and an explanation of the structure perhaps to the top 20 businesses in Newmarket. Links to Health and wellbeing of staff; skills gap.

Action: LW and WH to follow up on these proposals.

30. Equine Hub Proposal Update

General update was given by LW. Invitation sent out to a list of local equine stakeholders by LW on behalf of LC, RH and WH to meet at the Jockey Club Rooms on 30 April 2014 at 5.00pm for a Focus Group. This meeting will potentially be facilitated by Alison Huxley and LW.

The meeting agreed that the equine hub should be funded and led by the equine industry. A planning meeting for the focus group is scheduled for tomorrow.

Action: RH to follow up with those that as yet have not confirmed attendance and to advise LW contacts of trainers and stud farm owners.

31. Updates from Delivery Groups

Town Centre/Retail, Local Economy and Tourism Delivery Group:

WH stated that the last meeting of this group was on 28 March and will meet again in six weeks time. Minutes produced by S Beckett. There is a lot of interest and the group is working very well. Each sub group is supported by FHDC officer.

Community Planning Delivery Group: RH advised that the group started off with a tour of Newmarket, followed by a clear and precise presentation on Neighbourhood Plans, from Anne Barnes of Cringleford. Lots of work involved to deliver a Neighbourhood Plan which Cringleford Parish Council achieved within two years. Cringleford have produced a brochure which can also be viewed on-line. Marie Smith will keep in touch with Anne Barnes. RH explained it would need resourcing properly – money / staff time / project manager / monthly meetings.

Education Delivery Group: LC stated the next meeting is taking place on 19 May, 2014.

Traffic/Highways Delivery Group: The Traffic/Highways Group are to meet 23 April 2014.

32. Publication of Minutes / Action Notes

CR confirmed all the following items had been loaded on to the FHDC website:

- Steering Group minutes /action notes,
- the Education Delivery Groups Action Plan and
- an updated structure chart.

CR had sent a website link of the Newmarket Vision page on the FHDC website to Kylie at the Newmarket Town Council to add to their website.

33. Traffic Group actions that need moving from this Delivery Group to another

It was agreed that:

4.8 and 4.10 would go to the Town Centre Group.

4.12, 4.13 and 4.15 would be moved to the Community Planning Group.

Action: CR to circulate the 'amended' priorities – showing where the priorities have been agreed to sit in each Delivery Group to the Steering Group.

34. Following Town Centre/Tourism/Local Economy/Retail Meeting

Items for discussion:

a. Funding where we need specific work done

Ramon Keeley of the Rutland Hill and Bill Tutte committee has asked if there is any funding. A discussion took place regarding the different pots of money that could be drawn upon. The meeting asked what is it, that the committee wants to achieve? LW suggested that a member from the Steering Group attends one of the committee meetings.

LW received a note from RB (who was unable to attend the meeting), noting that he is able to support funding searches for projects set up by the local community. Further locality money potentially for a community group could be sought.

Action: WH will ask the sub group to write a brief and perhaps Ramon Keeley can present his case to the Delivery Group.

b. Car park signage to guide visitors to them

c. Parking on the High Street

d. Taxis in the High Street

These need to be taken on board by the Traffic / Highways Group.

Action: LW will seek a representative from the Newmarket Chamber of Commerce to join the Traffic / Highways Delivery Group.

- Parking on the High Street is an historical problem.
- Grosvenor's car park should be one way.
- Taxi Rank discussed.

LW advised that Cameron Findlay will be working to deliver a Parking Strategy for Newmarket (focusing on the car parks) and all these issues will be taken into account.

35. Any Other Business

The possibility of 'Royal Newmarket' was discussed. An email from the Newmarket Local History Society had been circulated to some of the Steering Group members proposing Newmarket apply for a 'Royal' title. Discussions apparently have been had at one of the sub groups. RH stated that this had been looked at in the past and would resurrect her notes.

Action: RH will contact Sandra Easom.

36. Agreed communications

Action:

- It was agreed that CR would circulate the notes of this meeting to the Steering Group for agreement to enable posting on the FHDC website before the next meeting of the Steering Group.
- LW to draft – on a bi-monthly basis - a general update on Steering Group and Delivery Groups for all councillors to use in the meetings.

37. Future Dates:

Time: 9.30 to 11.30 am unless otherwise stated*

Venue: Newmarket Town Council Offices

12 May

13 June, *Friday*

~~2 July~~ - amended date -30 June

13 August

8 September, 2.00 pm*

1 October

6 November

3 December, 2.30 pm*

Notes and Actions of the Newmarket Vision Meeting
Monday 12 May, 2014 at 9.30 am
held at Newmarket Town Council Offices

Attendees:

Cllr Warwick Hirst (FHDC), Chairman	Robert Feakes (SCC)
Cllr Rachel Hood (NTC)	Liz Watts (FHDC)
Isabelle Barrett (NTC)	Christine Rush (FHDC) Minutes

38. Apologies

Apologies received from Cllr Lisa Chambers and Bryn Griffiths, both Suffolk County Council also from Richard Baldwin, Forest Heath District Council.

39. Notes and actions from last meeting dated 2 April, 2014

Notes of the last meeting were agreed as correct.

40. Royal Newmarket

RH had spoken to George Paul and John Warren regarding the potential of achieving 'Royal' status for Newmarket. RH was advised that a presentation pack should be carefully prepared on the basis of why Newmarket should become 'Royal' – setting out the extensive royal connections with Newmarket - and given to the Lord Lieutenant of Suffolk, Tim Tollemache. Valery Hill is the Personal Assistant to the Lord Lieutenant and any contact should be made through her. The meeting agreed that any proposals should be ready prior to December 2014.

Action LW to set up a brainstorming group.

- Initial thoughts - statue; coincide with opening of heritage centre.
- LW will research Royal Wootton Bassett. The 'Royal' honour given because of the town's role in repatriation of the servicemen and women who lost their lives defending the country.
- WH recommends that Sandra Easom, Chair of the Newmarket Local History Society and Rachel Wood also of the Local History Society and Newmarket Library Group are involved in the initial brainstorming group.
- RH will supply racing contacts.

41. Strategic Role and timings of the Committee

LC and WH had spoken to the Chairmen not already on the Steering Group and agreed to set up a meeting for the four heads of the Delivery Groups and the Steering Group, mid June to share progress, coordinate plans and agree how the groups can be best coordinated, bearing in mind everyone's busy schedules..

Action CR to check availability of Noel Bryne and Howard Lay for a meeting immediately prior to the next Steering Group on 13 June at the Newmarket Town Council offices and to extend the room booking.

42. Communications Issues

This item was deferred until the next meeting. **Action** CR to bring forward.

43. Newmarket Chamber of Commerce Breakfast Meeting 29 April 2014

LW stated 40 businesses attended. 5-10 minute presentations were given by the Chairmen of the four Delivery Groups. LW was advised by the businesses that the best way of quickly keeping businesses informed was via Twitter. A Twitter account has been opened by FHDC Communications Team. RH agreed with LW that the session went well and there was a good atmosphere. Graham Abbey very positive. Businesses were asked what were their expectations of Newmarket; only about half of the businesses were aware of Newmarket Vision and the actions in the Prince's Report. WH is in the process of visiting large businesses, so will promote the work of the Newmarket Vision. LW waiting on receipt of the feedback from the Chamber of Commerce.

44. Equine Hub Focus Group 30 April 2014

20 people attended the Focus Group. RH commented that the Focus Group had been received extraordinarily well. LW stated the officers had met for a de-brief session, and were now ready to convene the group of volunteers from the equine hub focus group.

Next steps:

Convene a meeting with the volunteers - William Gittus, Amy Starkey, RH, Chris Garibaldi, LW and one representative from SCC to:

- a. Articulate the vision – horseracing (in its purest sense) or equine (in a wider sense), heritage or future, Newmarket vs surroundings etc.
- b. Draw up a shortlist of deliverables from the list reported back from the focus group meeting, which is congruent with the agreed vision.

Action CR to arrange meeting as soon as possible in May. Include IB on the email invitation.

45. Updates from Delivery Groups

Traffic/Highways Delivery Group: WH circulated and reviewed the group's notes from the 23 April 2014 meeting on behalf of LC, Chairman of the group. WH stated that

- the horse crossing was dependent on 106 monies from Tesco's and Morrison's. Detailed plans have been drawn up.
- Resident Parking Survey is complete; SCC studying results to report.
- Railway improvements on or near Newmarket to be provided – details to follow.
- Taxis – FHDC Tom Wright, Business Regulation and Licensing Manager is to be invited to the next meeting.
- **Attached are two notes** which give details of the 106 Agreements with the two Supermarkets – Tesco's and Morrison's.

Town Centre/Retail, Local Economy and Tourism Delivery Group:

WH stated that all the sub-groups are continuing to meet in their own right and on Friday, 9th May approximately 40 people met as the Delivery Group. The aim of that meeting was for the Delivery Group to hear presentations on current work given from each sub-group.

- The **Tourism Sub-Group** gave an excellent presentation with a clear action plan covering short term and long term work.

- The **Town Centre Sub-Group** had clear ideas on state of the High Street and proposed a town centre manager with expanded responsibility. They talked of the lack of enforcement and a need for an overall plan of the High Street and furniture.
- The **Retail Sub Group** - Di Robertshaw reviewed the plan Richard Goss had worked on. The conclusion of which was that if you were parachuted in the middle of the High Street, you would have no idea that you were in the UK's home of horseracing. The group are working on an innovative idea to change this, using public art, high street furniture and other similar opportunities to create the feeling of a 'horseracing high street'. This group also suggested the need for a 'vision' logo.
- The **Local Economy Sub-Group** unfortunately did not have anyone present who were able to give an update.

The Delivery Group agreed to meet again on 6th June to look at the retail study and all the groups were asked to write an action plan using the Tourism Sub-Group's action plan as an example. WH has asked the action plan to be no more than three pages each and focus on the priorities as set out in the Princes Foundation document.

WH reported the delivery group has lots of ideas and interest and overall it was a positive meeting.

Community Planning Delivery Group: RH advised that NTC has confirmed that they want to go ahead with a Neighbourhood Plan. RH reported that SW thought really positive plans. RF and Marie Smith to source possible funding pots. May be an opportunity to pool resources with neighbouring communities.

RH stated that conservation and enforcement is an ongoing problem in the High Street.

RF mentioned QC, SCC property lead had brought up the subject of Public Access – Davina Howes from FHDC looking again at the District Council and public sector partners sharing buildings. **Action:** RF to request QC share the map of all buildings and list with the steering group, for information.

RH concluded with the new priorities that had been moved over to the Community Planning Delivery Group, that Councillor Jefferys had invited Peter Connelissen from GoWild Newmarket to the next meeting on 15 May re audit of existing landscape assets and the enhancement of biodiversity and ecological corridors within the Town Centre.

Education Delivery Group: The next meeting is taking place on 19 May. **Action:** RF to ask Clair Harvey to send a note to CR for circulating.

46. Priority / Action List

The updated priority/action list was noted and discussion on putting timings against actions followed.

Action: CR to invite Chairmen of the Delivery Groups to the Steering Group Meeting of Friday 13 June and extend the room booking 9.30am to 1.00 pm.

47. Local Economy Sub- Group

Comment noted.

Action: CR has included a note at 3.2 on the Priority / Action List.

48. Funding for delivery group initiatives

The Town Centre Sub Group would like funding to commission work on improving the public realm. It was agreed that in the first instance, proposals in the form of a project brief should be supported the delivery group as a whole (to ensure consistency across the various strands of work). The Steering Group would then seek to find funding sources for those proposals which will clearly deliver the actions as set out in the Princes Foundation report.

49. Proposed Conference

LW had prepared a draft programme, which was reviewed by the meeting. It was suggested that a couple of sessions were factored in as business people would potentially prefer a breakfast session, but trainers would prefer later. RH requested that Ben from the Prince's Foundation would be invited to attend.

Action: RH to advise a date to CR.

50. General bi monthly update

LW circulated the general update at the meeting.

Action: LW to circulate briefing note to the chairman of all the delivery groups.

51. Any Other Business

RH spoke of her concerns regarding the sports and open space provision in Newmarket. WH, Portfolio Holder for Health, Leisure and Culture assured the meeting that discussions are ongoing and when he sees a draft report, he will share with the Community Planning Group.

'Bid for Newmarket' was discussed in brief. The principle of a BID is that, once supported by a majority of businesses within a defined geographical area, the business contribute a % of their business rates over and above the bill that they already pay (usually somewhere between 1.5 – 5%) into a pot which can be used to support those things identified as important to the BID members.

52. Future Dates:

Time: 9.30 to 11.30 am unless otherwise stated*

Venue: Newmarket Town Council Offices

13 June, *Friday* - *Apologies from CR*
Meeting **extended** to 1pm

30 June, **2.00 pm***
Apologies from CR

13 August
8 September, 2.00 pm*
1 October
6 November
3 December, 2.30 pm*

Notes and Actions of the Newmarket Vision Meeting

Friday 13th June 2014

held at Newmarket Town Council

Attendees:

Cllr Lisa Chambers, Chairman (SCC) Liz Watts (FHDC)
Cllr Warwick Hirst (FHDC) Bryn Griffiths (SCC)
Cllr Rachel Hood (NTC) Richard Baldwin (FHDC) Minutes

Invited Guests:

Noel Bryne (Chair of Town Centre / Retail, Local Economy and Tourism Group)
Howard Lay (Chair of Education Delivery Group)

1. Apologies

Apologies received from Isabelle Barrett, Newmarket Town Council, Robert Feakes, Suffolk County Council and Christine Rush, Forest Heath District Council.

2. **(a)** NB and HL were invited to update the group on the progress of the Delivery Groups to date. Both felt that the Delivery Groups were progressing well with lots of contributions from attendees who felt positive about being part of the decision making process.

The Education Delivery Group are due to conduct a small consultation around what people want from education in the town.

The Town Centre/Retail/Local Economy/Tourism Group had been split into 4 sub groups, 3 representatives of which were subsequently invited to report back to the Delivery Group to ensure that the group is manageable.

NB highlighted a real need for a Shop Front Policy for the town.

Action: LW to discuss with FHDC Planning as a matter of urgency.

NB noted a need to keep up to date with actions which crossed over two or more Delivery Groups. Examples included better Car Parking signage which was raised at the Town Centre/Retail/Local Economy/Tourism Group but crosses over to the Transport Group. Another example was a recent positive meeting with Greater Anglia in relation to future developments to both the Train Station and the timetable of trains.

Action: BG to discuss Parking Strategy timeline with Guy Smith.

LW requested that the Delivery Group Chairs update the actions list with a timeline for estimated completion of actions.

(b) Useful feedback was received from the NDCC Business Forum and widely discussed. It was agreed that it was time to tell the story of the Vision work so far and communicate progress to the wider community.

(c) LW updated on plans for a Newmarket Vision Conference with an agreed date set of Friday 19th September 2014.

3. Notes and actions from last meeting dated 12th May 2014

Notes of the last meeting were agreed as correct.

4. Equine Hub Focus Group

RH updated on a positive Focus Group meeting and subsequent development of an Action Plan detailing a range of Project Ideas. It was decided that the World Heritage Status item would be dropped, since further investigation had established that the next opportunity to apply would not be until 2022.

5. 'Royal Newmarket'

Project developing well with discussions initiated with Newmarket Local History Society.

6. Communication Issues

It was agreed to invite representatives from West Suffolk and Suffolk County Council Communication Teams to the next meeting to discuss communicating the Newmarket Vision work to the wider community.

Action: LW and BG to invite Comms Teams

7. Updates from Delivery Groups

- **Education**

Focus on developing strong school Governance with training sessions for school Governors to take place in Newmarket.

- **Traffic / Highways**

Possible developments of the Railway Station as well as Supermarket S106 agreements were discussed. There were some frustrations around the confirmation of timescales for the Supermarket developments. The locations of the Horse Walks were also discussed.

- **Community Planning**

Discussions took place around the open spaces audit currently being undertaken with the support of Sport England. Meeting had been held with GO Wild who look after a range of community open spaces around the town. It was agreed that wider discussions should take place with regards to grass cutting across the district.

Action: WH to follow up grass cutting

In relation to the Neighbourhood Plan there had been some debate around the boundary. LW updated that £7k was available from DCLG and there were possibilities of West Suffolk employing a Project Officer if 3 or 4 areas were interested.

- **Economic Development**

Each sub-group is in the process of producing a 3 page Action Plan.

8. AOB

Public Estate meeting will take place on Monday 16th June to reconsider options for co-location.

Future Dates:

Time: 9.30 to 11.30am unless otherwise stated*

Venue: Newmarket Town Council Offices

30 June, 2.00pm*

13 August

8 September, 2.00 pm*

1 October
6 November
3 December, 2.30 pm*

Notes and Actions of the Newmarket Vision Meeting

Monday 30th June 2014

held at Newmarket Town Council

Attendees:

Cllr Lisa Chambers, Chairman (SCC)	Liz Watts (FHDC)
Cllr Warwick Hirst (FHDC)	Richard Baldwin (FHDC) Minutes
Cllr Rachel Hood (NTC)	Robert Feakes (SCC)

Invited Guests:

Marie Smith, Planning Service Manager (FHDC)
Mark Beaumont, Media Officer (FHDC)
Ian Maxwell, School Infrastructure Officer, CYP (SCC)

9. Apologies:

Christine Rush (FHDC)
Bryn Griffiths (SCC)
Isabelle Barrett (NTC)

10. Notes and Actions from last meeting 13.06.14

The notes were accepted as an accurate record of the meeting with progress on the following actions noted:

2a. Shop Front Policy

MS confirmed that a District wide policy is being developed which will go out for a 4-6 week public consultation period during July and August with a report to Full Council in August 2014. Boyd Nicholas will keep the Town Centre Delivery Group up to date with progress. It was noted that even once the Policy is in place there would no ability for retrospective action.

2a. Parking Strategy

There was no update available from BG. LW had discussed with Steve Boor the need for a Parking Strategy to be in place by the opening of the Home of Horseracing.

7. Grass Cutting

WH confirmed that a paper was being prepared for FHDC Cabinet to consider the anomalies being experienced with the grass cutting regime. LC requested to have sight of the paper once available.

11. Communication Issues

LW introduced Mark Beaumont, Media Officer for West Suffolk along with a paper detailing a proposed approach to Communications. The issue of a Newmarket Vision 'Brand' was discussed and a need for a logo to help raise awareness. WH was agreeable to a small and sympathetic logo with no hint of Local Government. LC requested that School Governors be added to the list of target audiences.

There was a discussion around a more regular newspaper column to raise public awareness of Newmarket Vision, and MB suggested that the press are only likely to print articles relating to tangible progress, which wouldn't

necessarily happen at regular intervals. It was agreed that regular communication on the progress of projects linked back to the original Vision was important.

ACTION: RF agreed to speak with SCC Comms Team and discuss possibilities further with MB.

12. Update from Delivery Groups

- Transport Delivery Group Meeting planned for Wednesday 2nd July.
- Education Delivery Group Meeting planned for Wednesday 16th July.
- Town Centre / Retail, Local Economy and Tourism Delivery Group minutes and recommendations had been circulated.

ACTION: LW to send Action Lists to Sub Groups of the Town Centre / Retail, Local Economy and Tourism Delivery Group so that timelines can be completed on GANNT Chart.

- Community Planning Group had met and discussed a Neighbourhood Plan for Newmarket which had the support of Newmarket Town Council. It was envisaged that the Delivery Group would become the Neighbourhood Planning Group. MS suggested that there was an opportunity for FHDC to employ a Project Manager to work on a number of Neighbourhood Plans with funding from the DCLG.

RH expressed grave concern about the effect of the pending Hatchfield Farm Planning Decision on the future of the Newmarket Vision work.

ACTION: RF to investigate further funding opportunities

ACTION: MS to send website link for Neighbourhood Plan Applications to Isabelle Barrett and copy in RH.

13. Conference Update

LW updated the group on planning for the Conference to be held on the 19th September 2014 at the Memorial Hall in Newmarket. She had been informed by the Prince's Foundation that once significant progress against the action plan could be demonstrated it would be very likely that HRH the Prince of Wales would be interested to visit and potentially speak at the conference. It was agreed that this would be unlikely for the September conference. LW suggested that Howard Lay would be an ideal key note speaker to which the group unanimously agreed.

LW noted that she was still waiting for the steering group to review the invitation list which she had distributed by e-mail. RF confirmed that he had already e-mailed suggested additions.

ACTION: LW to approach Howard Lay

ACTION: All to send invite amendments to Christine Rush

14. St Felix / Scaltback site discussion paper.

LC introduced the discussion paper and stated that SCC were keen to get the views of the Newmarket Vision Steering Group as representatives of the three tiers of Local Government.

WH updated the group on a feasibility study considering the future use of Scaltback as a Community Hub, which Anglia Community Leisure were leading on, in close liaison with SCC. All were very supportive of this project.

Lengthy discussions took place around the options detailed in the paper for the redundant St Felix Middle School site, as well as the possible timings for any decisions to be made. The Steering Group agreed that there was a need to move forward and fully investigate all of the options, whilst recognising that there remained a number of determinants which would influence decision making.

ACTION: RF to feed back to the group following the meeting with Newmarket Town FC.

15. Studlands Park discussion paper.

LC introduced the paper which considers the possibility of using funding from development as well as developer contributions to fund improvements to parking and community facilities in the area. The group were agreeable that further investigation into available land along with an action plan for community engagement should be explored as the issue is highlighted in the Prince's Foundation work.

ACTION: RB and Clare Harvey, to draft a scoping paper for the next meeting, with a view to carrying out some early community consultation.

16. AOB

RH raised a query in relation to the future of Queensbury Lodge

ACTION: MS confirmed that she is preparing an update along with timeline, which will be available at the next Steering Group Meeting.

Future Dates:

Time: 9.30 to 11.30am unless otherwise stated*

Venue: Newmarket Town Council Offices

13 August

8 September, 2.00 pm*

1 October

6 November

3 December, 2.30 pm*

Notes and Actions of the Newmarket Vision Meeting

Wednesday, 13 August, 2014

held at Newmarket Town Council

Attendees:

Cllr Lisa Chambers, Chairman (SCC)
Cllr Warwick Hirst (FHDC)
Cllr Rachel Hood (NTC)
Bryn Griffiths (SCC)

Liz Watts (FHDC)
Richard Baldwin (FHDC)
Christine Rush (FHDC)
Robert Feakes (SCC)

17. Apologies:

Isabelle Barrett (NTC)

18. Notes and Actions from last meeting 30 June, 2014

The notes were accepted as an accurate record of the meeting with progress on the following actions noted:

2a. Shop Front Policy

The Shop Front Policy for West Suffolk is in progress. Both policies (FHDC and SEBC) are being amalgamated. **Action:** CAR bring forward to the next agenda.

2a. Parking Strategy

Action: CAR bring forward to the next agenda.

7. Grass Cutting

Action: CAR to arrange a meeting with WH, LC, Guy Smith, Damien Parker and John Smithson. Damien Parker to supply maps.

19. Update from Delivery Groups

- **Town Centre / Retail, Local Economy and Tourism Delivery Group**
WH stated the group last met on 18 July where the leads to the sub groups were meant to share their action plans. Some were received. The Retail Group gave a good verbal brief. WH has requested a written brief. Action is moving forward however on the High Street. Raymond Keeley has submitted a design brief for the High Street. It was thought a survey needed to be done on what services lay beneath the High Street before any work can be considered. There is a meeting of the Retailers Association this afternoon. A written plan will be presented to the next Delivery Group and then the Steering Group.
The Steering Group discussed merits of replicating a race course concept, parking bays and trees. BG advised that there had been a proposal for an avenue of trees in the High Street, and SCC did a survey that showed potential utilities network that could have caused a problem, so the project was abandoned. BG did not want a group paying for a survey when one had already taken place.
Action: BG to send copy of survey to WH.
Action: LW suggested a workshop at the Conference on the retailers' proposed project, in order to get feedback from all of the delivery groups, and ensure all appropriate parties are briefed and involved.

- **Community Planning Delivery Group**

Marie Smith had arranged to meet with RH and IB early to mid September.

- RH raised concerns about funding, a discussion then followed of various approaches that could be made. Approximate cost of Neighbourhood Plan is £17K to £25K.
- BG stated it was important to get the correct governance in place at the start.
- LW stated the project manager/consultant will give advice for a timeline that works with funding.
- Up to a maximum of £8,000 funding can be applied for from DCLG Empowerment of Communities fund.

Action: RF will complete paperwork for RH as Cllr David Hudson will allocate £1,000.

Action: LC agreed to allocate £1,000 from her Locality Budget for the consultant initially.

Action: LW to resend contact details of prospective Project Manager for Neighbourhood Plan – Alex Munro.

Action: RF to send copy of draft application for bid - Empowerment of Communities.

Action: RH to ask IB to forward NTC bank details so that a cheque can be received from SCC.

- **Education Delivery Group**

LC will be reviewing the action plan with Howard Lay and Claire Harvey next week, and then take back to the next delivery group meeting.

LC reported

- that Jo Lang working across Newmarket link governors for school and involving businesses. Pilot Newmarket work. If this is successful, will be rolled out over Suffolk.
- Amy Starkey gave a presentation how to engage primary and secondary schools – family involvement. Amy was full of energy and the presentation was very good and interesting.
- Associate Governors – training attendance poor. There is a need to build a stronger platform and network.
- RB has invited the PTA Network in Newmarket to the September Conference.

- **Transport Delivery Group**

Last met on 2 July and reviewed action plan.

- Major Horse Crossings are on the timetable with funding from Tesco's and Morrison's.
- Meeting with schools with regards to the position of the zebra crossings. Communication will go out to all concerned.
- Discussion on Bus Service, Community Bus service running on Sundays. WH was advised by Graham Newman to come up with a scheme and then it will be reviewed.

Action: LC to follow up with Suzanne.

20. Neighbourhood Plan

Already discussed at item 3 Updates.

21. Branding Update

An update was received from the FHDC Comms Team which included a note that the Tourism Sub-Group had also been looking at branding by way of launching a logo competition. A discussion on the merits of in-house design, competition for design, a commercial company design and next steps took place. LC stated that the Steering Group would sign off the design.

Action: LW to ask the Newmarket Chamber of Commerce to provide details of three local companies in order to ensure that Newmarket companies are given the opportunity to bid for this work.

Action: LW to have further quotations by 8 September meeting or if available sooner will be circulated by email.

22. Action Plan

The action plan was not re-circulated.

Action: CAR to bring forward to the next agenda.

Action: All to populate action plan so that it can be displayed at the Conference. A comments board should also be available beside the display.

23. Conference Update

The draft programme was reviewed and order of business agreed. The Steering Group members all have an active role in the delivery of the day. Marketplace session – invites have gone out to a variety of local organisations with some still to confirm if they would like a stall.

Action: CAR to invite Nick Wingfield Digby.

Action: LW to update the Conference Programme.

Action: LW - A step by step schedule will be provided at the next meeting.

24. St Felix / Scaltback site discussion update - RF

- The Football Club met on 9 July.
- The Club is currently sending children to Dulingham to practice and play football.
- There will be a potential need for a primary school in the future.
- The Football Club is being encouraged to make an offer when the site becomes available.
- SCC will have to look at all bids received for applications for this site.
- Potentially leave space for a primary school and if school not required, could be used for housing.
- Football Club is working towards becoming a charity as charities are open to more funding.
- Quentin Cass in conversation with the Football Club with regards to a business plan.
- Primary School discussion ensued.

Action: LW to speak with Steven Wood re planning, East Cambs housing figures in the Newmarket 'fringe'.

Action: RF to copy Neil Anthony details of Football Club business plans.

25. Studlands Park discussion update

RB introduced the report.

- Working with residents about what they would like and how they feel about resourcing from housing development.
- Evening consultation or community lunch on a Saturday. The members supported a community lunch.

Action: RB will write a Consultation Plan to take forward.

26. Queensbury Lodge

LW shared timeline with group.

27. Any other business

RH feedback on Royal Newmarket was great.

Action: LW to get in touch with Sandra Easom. Hopeful to have things finalised by end of August.

Future Dates:

Time: 8 September, 2.00 pm

Venue: Newmarket Town Council Offices

1 October 9.30 am

6 November 9.30 am

3 December, 2.30 pm*

**Notes and Actions of the Newmarket Vision
Steering Group Meeting
Monday, 8 September, 2014 held at 2.00 pm
at Newmarket Town Council**

Attendees:

Cllr Warwick Hirst (FHDC)
Cllr Rachel Hood (NTC)
Bryn Griffiths (SCC)
Liz Watts (FHDC)

Christine Rush (FHDC)
Mark Beaumont (FHDC)
Marianne Hulland (FHDC)

28. Apologies

Isabelle Barrett (NTC), Cllr Lisa Chambers, Chairman (SCC), Richard Baldwin (FHDC), and Robert Feakes (SCC)

29. Conference Update

WH welcomed MH and MB from the communications team to the meeting.

- It was agreed that the conference programme should be published in a local paper – MB to action.
- LW to email chairmen of the delivery groups.
- The chairs of the delivery groups to give an update to the Newmarket Chamber of Commerce breakfast meeting - LW will attend also.
- RB had circulated a script run of events for WH and RH prior to the meeting and noted.
- It was reiterated that the top table of presenters would be the delivery group chairs, and Kim Hitch from the Prince's Trust Foundation who had recently confirmed his attendance. To be set up to be on the floor with the rest of the conference and not on the stage as this was felt too impersonal.
- Roving mic will be available for the Q&A session. CAR offered to provide this service.
- Action Plan to be updated and displayed.
- Ideas Board.
- On registration, delegates will be asked to choose two workshops from the four offered.
- Name badges will be provided.
- Comms will arrange video the conference and market place and MB will take photos and are liaising with SCC Comms.
- Comms hash-tag Newmarket Twitter account.
- BG advised that people can subscribe to the Twitter account to receive updates. RH happy to advise horseracing groups. MH would welcome a list.
- Lunch arrangements were discussed. CAR to advise final numbers to be three days prior to the conference to the Events Manager.

30. Notes and Actions from last meeting 13August, 2014

The notes were accepted as an accurate record of the meeting with progress on the following actions noted

- Grass Cutting: CAR has arranged with WH, LC, Guy Smith, Damien Parker and John Smithson to meet in October.
- Scaltback: WH reported that Warren Smyth, Chief Executive, Anglia Community Leisure and Abbeycroft Leisure hope to have a report by the end of the year.
- St Felix: No further news until Hatchfield Farm result known, but it is an option for a school site, commented WH.

31. Update from Delivery Groups

Transport Delivery Group

- WH reported that the horse-crossings had been timetabled to go ahead with Snailwell first.
- Abellio Greater Anglia will not know about the 2015/16 contract until later. WH reported that Chris Garibaldi and Noel Byrne are meeting tomorrow with them.

Education Delivery Group – no update available.

Community Planning Delivery Group

- Neighbourhood Plan: RH stated that she had met Alex Munro, Director of Maroon Planning last week with WH and colleagues on 3 September. Awaiting email from Maroon Planning with costs. On Thursday, 4 September RH and IB met with Marie Smith to prep communication to Newmarket Town Council on 22 September. Consultation needs to go ahead and the conference being a good place to start. Steven Wood (SW) advises that the Prince's Trust Foundation report and the Newmarket Vision work will be good evidence of background work leading up to the Neighbourhood plan, which RH was pleased to note.
- Open Spaces – GoWild and John Smithson have been helping with this.
- Enforcement re signage SW had given an update to the group. RH stated there had been a clear improvement on the High Street since the enforcement work had begun and it was the first time any progress had been made in this respect. RH reported the delivery group were very pleased with this work.
- Public Realm visit to museum, RH reported lots of agencies attended and were quite positive about this site. The garage at the back of the museum plot is coming up for lease. Quentin Cass and Concertus will survey. RH stated things were progressing.
- Grass cutting still a mess, but WH has meeting to attend with SCC.
- Affordable Housing – Lee Webster from Flagship unfortunately did not attend.
- No. 1 Drain – group are working with SCC and environment agency to potentially change the name.

Town Centre / Retail, Local Economy and Tourism Delivery Group

WH stated the delivery group will be meeting Tuesday, tomorrow. LW stated that Emily Earl will be able to work 3 / 4 hours per week with the group.

- Banners attached to street lamps: Amy Starkey funding banner supports. Eight separate sets of banners – the Town Council will set them up and take them down accordingly. £13K towards this.

- Sub-Groups still working. Circulation of minutes between them all needs addressing. Boyd Nicolas or Joanne Rogers to take over minutes from Robert Feakes.

32. Neighbourhood Plan

Already discussed at item 4 Updates.

33. Branding Update

- Initial concepts note had been circulated to the group. Local design companies had been asked to provide quotations and the two cheapest were then asked to provide initial concept designs for the Steering Group to consider.
 - LW had circulated the concept designs to the group, but unfortunately had not heard back from LC.
 - RH liked 'B' and 'D'
 - WH liked 'B'.
- MH thought there was more work to be done on 'B' as she would like to see more movement shown.
- RH stated that a Newmarket Vision logo without a horse was untenable.
- The meeting agreed that the branding should be specific for Newmarket Vision, to encompass the town as a whole.
- MH stated there was an option to have same symbol with different colours to denote different delivery groups. The meeting was in agreement that one logo would be used across the board, as it was thought it may cause confusion to have different colours for each group.
- Agreed that the logo would be displayed at the conference with an opportunity for conference attendees to comment.

34. Shopfront Policy Timeline

Note received from SW: West Suffolk Shopfront and Advertisement Design Guide is not intended to be a Policy but a Guide. The time line is as follows:

- September 2014 - Finalise draft
- October 2014 - Consultation on draft Guide
- February 2015 - Adoption

Boyd Nicholas will be refining this timetable with the committee council dates we are aiming to hit.

35. Studlands Park discussion update

An invite to Residents of Studlands Park to a Community Lunch on Saturday 25 October 2014 from 11am to 1pm at the Little Buds Community Centre. RB will have a map available at the lunch for discussions. Unfortunately more vandalism in the area has been reported.

36. Any other business

LW and RH have received half of a very well written prose for Royal Newmarket from Sandra Easom.

Action: RH to contact Sandra to obtain a 6/8 page summary which will be read by the Lord Lieutenant. 26 September is the deadline for the final draft.

Future Dates:

Time: Wednesday, 1 October at 9.30 am

Venue: Newmarket Town Council Offices.

6 November 9.30 am

3 December, 2.30 pm

**Notes and Actions of the Newmarket Vision
Steering Group Meeting
Wednesday, 1 October, 2014 held at 9.30am
at Newmarket Town Council**

Attendees:

Cllr Lisa Chambers, Chairman (SCC)	Christine Rush (FHDC)
Cllr Warwick Hirst (FHDC)	
Cllr Rachel Hood (NTC)	Guests at 10.30am: Diane
Bryn Griffiths (SCC)	Robertshaw and Richard Goss
Liz Watts (FHDC)	

37. Apologies

Isabelle Barrett (NTC), Richard Baldwin (FHDC), and Robert Feakes (SCC)

38. Notes and Actions from last meeting 8th September, 2014

There was a small amendment to the last minutes under update from Delivery Groups - Community Planning first bullet point: RH stated that she had met Alex Munro with WH and colleagues to discuss the Neighbourhood Plan on 3rd September.

Report back from BG on the 13 August minutes outstanding actions

- Town Centre/Retail Local Economy and Tourism Delivery group – BG is unable to supply a copy of the underground survey of the High Street that showed a network of utility services that had halted a previous project taking place for the planting of an avenue of trees in the High Street. SCC surveyors asked if NTC would have a copy. **Action** WH - thought the survey would have taken place around September 2010-11 and will make enquiries. **Action** BG will check with to see if the company who did the work has come back to Guy Smith yet.

39. Newmarket Equine Design (NED)

Lisa Chambers welcomed Diane Robertshaw and Richard Goss (RG) to the meeting who gave a presentation to the group. Newmarket Equine Design (NED) has risen from the Retail Sub Group who would like to improve the town of Newmarket by bringing a racing concept to the High Street. They are hoping to set Newmarket apart from all the other market towns. Visitors to the town tend to come in for the racing. The idea is to encourage footfall and business into the town centre before and after the racing to complete the racing experience.

They propose to start at the clock tower with an artist's creation of a start of a race. Furlong poles down the street, dedicated to races with information boards half way down the post. Half way, where the pavements are the widest - they want to see two horses and jockeys in full gallop. At the bottom of the High Street they envisage an artist impression of the joy of finishing a race.

The idea is visitors will come to see the heritage museum and the race course and then they will want to come back to see the unique High Street.

It will be up to the retailers to upgrade their shops.

The group will propose losing the car parking on the south side for iconic statues.

LC stated that she liked the idea and asked about funding. RG did not think there would be a trouble finding the funding. Stakeholders and Chris Garibaldi, Director of the museum will help with the fund raising. LC stated that she would ask her officers to look at lottery funding. **Action:** BG to organise.

It was felt a good idea to use art, but LC asked about public buy in? RG said the group had received fabulous support from lots of people. Will run a survey the shops will have surveys for visitor comments. The Journal will also run articles. DR added that there were no negative comments during the workshops at the conference. WH suggested a public exhibition which could be held at the NTC. RG said he would like to have a room at the racecourse also and run presentations to race-goers. Jockey Club Rooms perhaps could have a room open to the public to see and hear about the project.

LC would like RC and DR to talk to the Transport Delivery Group. **Action:** LC will arrange for future meeting dates to be forwarded.

RH thought the project was outstanding and would like the presentation to be given to her Community Planning Delivery Group. **Action:** CR to advise dates.

LC, on behalf of the Steering Group gave the group her endorsement to take this concept forward.

40. Conference feedback

LW read out some feedback received from the Local Economy group as the conference was discussed at their meeting held on 25 September:

- "All agreed that it was overall a good day and very well attended which is pleasing.
- Would have benefitted from a summary from each chair of the respective Delivery Groups and Sub-Groups in the case of the TRLET Delivery Group.
- The networking time allocation was too short.
- Several felt that the venue was not fit for purpose – e.g. far too many people squashed into rooms for workshops, not enough space to walk and network around the display stands. There was a suggestion that the chairs could have been cleared after the initial speeches.
- Tattersalls would be happy to host another time, although a charge is likely.
- Tattersalls had offered free parking to guests, but it seems that nobody knew about this which was a shame.
- It was disappointing that the second half of the day (i.e. workshops) were not for the public (according to the agenda at least). If there is to be private business then this should be dealt with first with public

access to follow, rather than the other way around which caused difficulties.

- There is a hope that the conference will be repeated. The group felt that a year is too much time between conferences and 6-monthly would be better”.

The meeting accepted some valid comments for a future conference. RH suggested the delivery groups get together every six months rather than a conference. LW suggested an evening public meeting. LC thought perhaps a Saturday could be set aside for Young People to meet. RH stated it would be very difficult for racing people to meet on a Saturday, but potentially Mid November to end of February RH felt might be the quieter months. LC stated the group needed to target meetings to engage with as many sectors of the community as possible. All agreed.

The Steering Group were very impressed with how many people attended. CR stated that she had recorded 153 in attendance.

Numbers recorded for the workshops were:

What is a Business Improvement District	
Workshop 1	Workshop 2
17 attendees recorded	10 attendees recorded

What is a Neighbourhood Plan	
Workshop 1	Workshop 2
22 attendees recorded	7 attendees recorded

An Insight into Newmarket’s Horseracing Industry	
Workshop 1	Workshop 2
11 attendees recorded	9 attendees recorded

Public Are on the High Street	
Workshop 1	Workshop 2
6 attendees recorded	10 attendees recorded

Please note that these figures can only be used as an indication as not everyone signed in, but would ‘drop in’ to a workshop. The numbers do not include the speakers.

Action: RH asked CR to add ‘Lord Derby’s Political PR Consultant’ against the name of Rebekah Paczek, Snapdragon Consulting on the attendees list.

The Steering Group thought that Lilli Hines presentation should be available on the web site.

Thanks to FHDC Comms Team to all media work. It was recognised that RB spent a huge amount of time arranging the Market Place which went very smoothly.

Await more feedback from the different groups.

41. Update from Delivery Groups

Town Centre / Retail, Local Economy and Tourism Delivery Group

A boards and signage enforcement is working.

Local Economic work with Newmarket District Chamber of Commerce, plus NED presentation to breakfast meeting coming up.

Tourism group has lots of ideas.

Date of next meeting to be confirmed.

Community Planning Delivery Group

- Last met on 15 September – unfortunately, only half of the members attended.
- RH was hopeful that the Public Estate visit to the old museum of all the different agencies would be progressed as all were quite positive about this venue.
- Lee Webster has sent a map through depicting affordable housing which will be shared with the Community Planning Delivery Group on 17 October.
- Studlands area – community lunch to take place on Saturday, 25 October.
- There was a discussion over the renaming of No. 1 Drain. The Steering Group said there were lots of issues that need resolving before re-naming;
 - Flood Management Group
 - To be clear on ownership:
 - SCC owns open area and Anglian Water owns covered areas.
 - Fly tipping prevention.
 - Maintenance and dredging.
 - Complicated issues with blockages and water flow.
- IB has written an update on the Neighbourhood Plan ready for the next NTC Council meeting.
- RF has been incredibly helpful with this work.
- A discussion on funding took place:
 - Funding enquiry and menu of bid – what NTC need, what is committed etc.
 - Alex Munro has supplied quote.
 - Two weeks lead time - RF and Marie Smith will be working on this.

Action: BG to follow this up.

Transport Delivery Group

LC stated the group were working to the action plan

- Railway discussions
- Bus routes / Voluntary buses (£25K per year cost) (Hadleigh had a free trial for six months).
- Horse walks have been agreed.
- Horse walks bollards have been replaced.

Education Delivery Group – LC to invite head teachers to get involved.

42. Neighbourhood Plan

Already discussed at item 5 Updates.

43. Branding Update

Steering Group agreed hands on clock face, race horse and jockey to be added to logo. Actual proofs to be ready for the next meeting. It was reported that unfortunately Rachael Wood was not happy that a competition had not been run. **Action:** LW to advise MH to progress with proofs.

44. Action Plan

The action plan is a living document and needs to demonstrate progress. Discussion on left turn only policy at Waitrose possible cause of congestion. BG supplied information directly following the meeting that professional advice from the Highways Authority is that it is the right solution given that Waitrose do not wish to provide a second entrance. BG felt the situation could be much improved if Waitrose could be persuaded to purchase the land required for a second entrance.

RH reported that Tesco's High Street store had been postponed to April/May 2015. S106 money on development of site, but build has been put on hold. Morrison's paid and gave a donation to the Bill Tutte memorial. No further building planned.

45. Studlands Park discussion update

No update available.

46. Any other business

A discussion on the High Street shop fronts took place. In particular it was felt the Bill Tutte memorial is spoilt by the backdrop being a red shop front of TKMax. TKMax gave funding towards the memorial. **Action:** RH to have initial informal talks with the manager for a more subtle approach as Mayoress.

Date and time of next meeting: 6 November at 9.30 am

Venue: Newmarket Town Council Offices.

Future Dates: 3 December, 2.30 pm **Action:** CR to look at next years dates.

**Notes and Actions of the Newmarket Vision
Steering Group Meeting
Thursday, 6 November, 2014 held at 9.30am
at Newmarket Town Council**

Attendees:

Cllr Lisa Chambers, Chairman (SCC)
Cllr Warwick Hirst (FHDC)
Richard Baldwin (FHDC)

Robert Feakes (SCC)
Christine Rush (FHDC)

47. Apologies

Cllr Rachel Hood (NTC), Liz Watts (FHDC), and Bryn Griffiths (SCC)

48. Notes and Actions from last meeting 1 October, 2014

The notes from the last meeting were agreed as correct.

- **B/F Action** BG will check with to see if the company who did the last street survey (2010-11) has come back to Guy Smith yet.
- **B/F Action** RH, as Mayoress, to have initial informal talks with the manager of TKMax to ask if the company could be persuaded to change the shopfront for a more subtle approach to the window dressing as it is the backdrop to the Bill Tutte memorial.

49. Further Conference feedback

The Tourism Sub Group met on the afternoon of 29 September and the reported Conference feedback was overall felt positive and successful. All comments were noted by the Steering Group and will be taken into account for future events.

The Steering Group were very impressed with how many people attended. CR stated that she had recorded:

120 people who had accepted the invitation;

(This number includes:

5 people who wanted to attend after seeing the newspaper article;

8 residents and 1 twitter interest.)

24 extra people turned up on the day.

9 students attended on the day.

153 in total attended.

50. Update from Delivery Groups

Community Planning Delivery Group

RF, in RH absence, mentioned renaming of No. 1 Drain and that Geoff Horner the SCC Flood and Water Manager to be invited to a January 2015 meeting. The Steering Group had a discussion about the monthly inspection of No.1 Drain. WH mentioned that Jane Birch, SCC and the Environment Agency measure rainfall and meter flow checks. The monthly inspection is due, but no date received as yet. RF mentioned that no negative feedback had been received from the stakeholders who had received a letter about the renaming and re-evaluating the area. The Steering Group felt that there were a number of issues that needed to be sorted before renaming takes place.

Town Centre / Retail, Local Economy and Tourism Delivery Group

WH stated that there was a lot of duplication of work within the four sub-groups and that he intended to remove the overlaps at his next meeting. Date of next meeting 13 November.

Transport Delivery Group

LC stated that

- A different approach to small businesses, young people and older people
- Supporting Newmarket Equine Design group.
- Parking strategy led by FHDC.
- Pressure on air quality issues around the clock tower area due to cars queueing.
- Whether or not 20 miles per hour in the avenue area should be policy.
- Town Council to look at issue on the avenue. Shirley Crickmore article made front page of the local paper. IB has asked for that area to be looked at again.

Education Delivery Group – LC reported that the group has not met yet.

51. Neighbourhood Plan

It was reported that the funding application has been successful.

52. Branding Update

The Steering Group agreed the Newmarket Vision proofs which included the requested hands on the clock face and a race horse complete with jockey. A sample letter, agenda and poster/advert was circulated to give an idea of what the logo would look like when used for correspondence and on publicity materials. The clock hands on the logo showing the time of eight minutes to eight o'clock represents 1952 when Elizabeth became Queen (the two minutes not easily shown).

It was agreed that the letter template needs a box just under the logo for each group to add their group's name on the right hand side of the letter. There would be space for 'Ref:' and 'Date:' on the left hand side of the letter above the address box, which is lined up to be used with window envelopes.

The footer would potentially have a generic address of the 'Newmarket Vision c/o The Newmarket Town Council and address. **Action:** WH to discuss at the next NTC meeting if it was okay to use NTC address so that when a letter received from anyone for Newmarket Vision, it would be scanned in and sent via email to CAR for actioning. WH will advise at the next Steering Group if the NTC is agreeable to this.

MH urged the group to look at the video from the conference www.youtube.com/watch?v=ZqwqcfOQtYg and feedback their views to her for future reference. LC suggested using WS College students, but MH said a project is needed to fit into their curriculum and would potentially need funding.

Communication between groups was discussed at length. MH also put forward an idea of having a NV newsletter, which would entail someone collating minutes from all groups, summarising, writing and emailing to all groups. Discussions on the merits of having an emailed newsletter to all groups with resources available took place, but the Steering Group felt that the opportunity for all members of all groups to access the minutes from the website would be preferable. No money available for the resourcing of a newsletter. CAR stated that unfortunately she had not received copies of all minutes from all of the groups. With different people taking the notes, CAR cannot spend the time chasing for information.

The Steering Group would like copies of the confirmed minutes to be added to the FHDC website (shortly to be re-launched as West Suffolk: [http://westsuffolk.gov.uk/Council/Policies Strategies and Plans/newmarketvision.cfm](http://westsuffolk.gov.uk/Council/Policies_Strategies_and_Plans/newmarketvision.cfm)).

Action: All to remind their groups to send dates of meetings and confirmed minutes to CAR, so that she can arrange for them to be posted on the website.

53. Action Plan

No further updates.

54. Studlands Park Community Lunch and Consultation update

RB reported he was very pleased with the turnout which was in excess of 120 local residents. RB circulated the collated comments from residents against a number of issues and asked for a steer on the next steps. RB stated he supports the Residents' Association. **Action:** RB was advised to meet with officer colleagues to see what is doable and what can be achieved or not before Christmas and feedback to the Steering Group.

A general discussion took place regarding successful meetings WH and Cllr Anderson had had in the past with Studlands residents. Housing – Development and Schools, Maintenance of Communal Areas – Bushes and Grass Cutting, Parking and Crime. WH said that Guy Smith (SCC Highways), Damien Parker (FHDC Parks Manager) has been involved too and that the landscape company had completed a very detailed survey and a proposal will be written. LC mentioned that the Residents' Association maybe able to co-ordinate volunteers to help themselves. LC asked if a licence between all three local government bodies to agree maintenance plan. If landowners do not sign up to keeping the area tidy pressure by comms media may help.

WH stated that he and Councillor Anderson have an action plan for Studlands and are working through for example bus shelters. WH will take salient points from RB's list reported to the group and add to his action plan and potentially will be taken on by Residents Association. Michael is having a meeting tomorrow evening – RB to attend and will discuss feedback with him also.

55. Any other business

There was no other business.

Date and time of next meeting: 3 December at 2.30 pm at Newmarket Town Council Offices.

Dates for 2015: 9.30am unless otherwise stated

Venue: Newmarket Town Council Offices

22 Jan 2015 Thurs	18 Jun 2015 Thurs
9 Feb 2015 Mon	16 July 2015 Thurs
16 Mar 2015 Mon	13 Aug 2015 Thurs
23 Apr 2015 Thurs 1.00-2.30pm ♦	24 Sep 2015 Thurs
14 May 2015 Thurs	15 Oct 2015 Thurs

19 Nov 2015 Thurs

9 Dec 2015 Wed
2.00-4.00pm 

**Notes and Actions of the Newmarket Vision
Steering Group Meeting
Wednesday, 3 December 2014 held at 2.30pm
at Newmarket Town Council**

Attendees:

Cllr Lisa Chambers, Chairman (SCC)
Cllr Warwick Hirst (FHDC)
Cllr Rachel Hood (NTC)
Liz Watts (FHDC)

Sara Blake (SCC)
Christine Rush (FHDC)

56. Apologies

Bryn Griffiths (SCC) and Richard Baldwin (FHDC).

57. Notes and Actions from last meeting 1 October, 2014

The notes from the last meeting were agreed as correct.

B/F Action RH, as Mayoress, to have initial informal talks with the manager of TKMax to ask if the company could be persuaded to change the shopfront for a more subtle approach to the window dressing as it is the backdrop to the Bill Tutte memorial.

58. Update from Delivery Groups and Equine Hub Focus Group

Town Centre / Retail, Local Economy and Tourism Delivery Group

The group met on 13 November and each sub group gave an update:-

Town Centre: Reviewing the Shop Front Policy and met with Tourism Group and Guy Smith to discuss signage.

Retail: Met on 5 November to discuss the NED Project. Appreciate help from Emily Earl who is producing a project time line. Results of the High Street Topographical Survey awaited. Data captured from the SCC High Street Survey on parking and taxis will guide this work.

Local Economy: Graham Abbey reported that they are seeking government funding for a post to develop apprenticeships in Forest Heath; Newmarket Academy is seeking mentors from businesses .

Tourism: Cycling is a key development. Needs support from involved members Boyd Nicholas and WH. Rachel Wood has Arts and Culture Festival planned for July 2015.

Equine Hub Focus Group - LW stated that apprenticeships were discussed at the last meeting on 19 November; LW had received a note that SCC have decided to continue in house with employer brokerage service with Jo Leverett lead officer. The Apprenticeship Employer Brokerage element will be contracted separately. Procurement is expected to take at least until March to complete. This contract will be for the whole county and all employers. SB mentioned mentoring resource in Lowestoft. LW to check with Graeme Lockey.

Community Planning Delivery Group - RH was very pleased to report that there is agreement how to take the Newmarket Neighbourhood Plan forward along with the rest of the delivery group. The Group met on the 21 November 2014 and agreed a recommendation to go forward to the Newmarket Town Council that in addition to the existing NVCPDG members, the following key local

partners would be invited to join the Newmarket Neighbourhood Plan Steering Group (NNPSG):

- Richard Fletcher / Glen Edge
- Ross McKittrick (Manager of the Guineas Shopping Centre)
- Hastings Direct (Insurance Company – Large Employer)
- Rachel Wood (Education / History Society / Library etc.)
- either Open Door (John Durrant) or a similar charitable lead.

Action: RH asked that CAR invite the above to the next meeting of the delivery group on 17 December.

RH stated that the Newmarket Neighbourhood Plan area is still to be resolved. NTC thought to keep within boundary. WH asked if local parishes should be approached to enquire if they would like to be involved. **Action:** SB will check with Marie Smith and Robert Feakes if locality can provide support/advice – cross border cases.

RH also was very pleased that John Smithson was able to attend the last meeting with some very positive news regarding the ecological corridor. John has been a great help and continues to supply information on the Management Plan of the open spaces along the green corridor – first draft ready for consultation. (Green Corridor identified as the Yellow Brick Road which follows the water course to Studlands Park).

Transport Delivery Group - LC stated that she had received some negative response over the horse crossing, but also a compliment too. Everything is waiting on the scheduling with contractors.

Education Delivery Group – LC reported that she had met with all head teachers in Newmarket to decide how to improve joining up their meetings with the education delivery group. The head teachers have agreed to return to a January/February 2015 meeting with a list of 'asks' and ideas to move this delivery group forward. The meeting with the head teachers was very positive. Newmarket Academy is improving and now has very strong leadership. Home of Horseracing Museum education officer has held some successful educational events for example with the Academy and Girl Guides a list of events was circulated at the meeting.

59. Communications

- It was agreed that Communications be a standard item on the agenda, as needs monitoring. **Action:** CAR noted.
- LC has agreed to trial Newsletter co-funded by Suffolk County Council and the District Council. LW to send an invitation round to all on the delivery groups to ask for anyone interested in writing the newsletter to come forward – this would be on a six month trial basis.
- There is a Twitter link to the council's Facebook page. The newsletter would also be linked.

The Steering Group would like copies of the confirmed minutes to be added to the FHDC website re-launched as West Suffolk:

http://westsuffolk.gov.uk/Council/Policies_Strategies_and_Plans/newmarketvision.cfm).

Action: All to remind their groups to send dates of meetings and confirmed minutes to CAR, so that she can arrange for them to be posted on the website.

60. Neighbourhood Plan

Once the area for the Newmarket Neighbourhood Plan is designated, more money will be available for the next step in the process.

The Steering Group discussed the quotation received from Alex Munro. RH to write a recommendation to NTC to commission part of the work. The NTC will be meeting on Monday, 8 December, and subject to *approval* the NTC can commission Alex Munro to provide support towards area designation of the Neighbourhood Plan, at a cost of £600 per day (excluding VAT and disbursements) estimated for two days work (as per original quotation received).

The Newmarket Town Clerk, on approval by the Town Council can then follow up after the meeting with a purchase order, in order to move things on.

Action: CAR to copy letter to Isabelle Barrett, Cllrs Warwick Hirst and Mike Jefferys.

61. Action Plan

The group agreed that the action plan needed an update on the communication plan and education. The latter will not be available until the Education Group meet early next year.

62. Studlands update

RB was unable to attend the meeting, but had sent a note prior to the meeting:

RB and Clair Harvey met with colleagues in Waste, Highways, Parks along with the Police last week to consider the list of solutions to some of the issues identified by the community at the Community Lunch. It was soon clear that a number of things were already being done to look at Speeding, Car Crime, Open Space and Fly Tipping, but gained a range of information on what is doable now and in the future. RB is in the process of typing up that information and will be in a position to share with the newly formed Residents Association shortly.

Cllr Anderson has been updated and RB has offered to support with the setting up both the Residents Association and the Neighbourhood Watch Scheme.

63. Any other business

WH asked if there was an update on the Equine Hub, as he had attended the initial meeting only. LW explained that the Equine Hub Focus Group met every quarter. Action notes are available on the website.

Action: CAR to add Equine Hub as a standard item on the agenda alongside feedback from the Delivery Groups.

SB raised a possible new funding stream at SCC related to 'convictions of crime money' – **Action:** SB to pursue enquiries.

Date and time of next meeting: Thursday 22 January, 2015 at 9.30am

Dates for 2015: 9.30am unless otherwise stated

Venue: Newmarket Town Council Offices

9 Feb 2015 Mon	23 Apr 2015 Thurs 1.00-2.30pm♦	18 Jun 2015 Thurs
16 Mar 2015 Mon	14 May 2015 Thurs	16 July 2015 Thurs

13 Aug 2015 Thurs

19 Nov 2015 Thurs

24 Sep 2015 Thurs

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