



Newmarket Vision Steering Group Meetings 2013

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Newmarket Vision Steering Group Meeting

Meeting 23 October 2013

Newmarket Town Council

1. Establishment of Delivery Groups

Traffic/Highways Group

Newmarket Transport Working Group to broaden its scope to become the delivery group, with current membership as follows:

Lisa Chambers (SCC and Chair)

Warwick Hirst (FHDC)

Town Council membership – representation required - to be confirmed by Isabelle

Suzanne Buck (lead officer)

Guy Smith

Magnus Magnusson

Nick Patton

- Ask them to adopt the actions in the Vision Document
- Ask them to consider broadening their membership
- Steering Group link – Lisa Chambers
- Sara to talk to Suzanne about whether the Highways Agency could be invited.
- Ask for draft terms of reference to be forwarded to the Steering Group once drafted.
- Sara to ask Suzanne to make sure there is a meeting by the end of November.

Education

- No existing group.
- Lisa plus SCC officer (Sara?) to kick off initial group and form an Education Delivery Group to include someone from:
 - Neil Anthony's team (Families & Communities)
 - Heads of schools
 - Horseracing School
 - Racing Welfare
 - Astley Club
 - Chamber of Commerce
 - West Suffolk College
- Group to come up with terms of reference

Actions in document may expand, to link in with Raising the Bar and other issues.

Town Centre/Retail, Local Economy and Tourism

Agreed to ask High Street Regeneration Group if it could expand Warwick to circulate current membership, and Steering Group to suggest extra names, to include someone from FHDC Ec Dev team.

Master planning Delivery Group (to be renamed Community Planning)

Expand role of group to include Neighbourhood Planning

Warwick and Isobel to come up with potential list of members; suggestions prior to that welcomed. Suggestions made at the meeting were:

- SCC property (Quentin Cass)
- Housing Association
- Business Community
- Horseracing representative
- Voluntary Groups
- Robert Feakes (SCC)
- Marie Smith (FHDC Place Shaping)

Next Steps

- LW to set up 1 year of meetings, monthly, preferably mornings, not Fridays. (Must have at least one SCC person there.)
- ToRs from each Delivery Group to be 'supported' by Steering Group
- Encourage quick wins
- Agreed that Steering Group needs to be minuted (LW to organise); decisions and actions from Delivery Groups (as a minimum)
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2. Reporting Lines

Reporting to Steering Group comes via SG representation on groups Standing invite to Chairs once they have been appointed.

3. Appointment of Delivery Group Chairs

SG recommend that Chair does not have to be local government rep (contrary to statement in the Vision Document at 3.25)

4. Communications

LW to do some comms to be agreed by the Steering Group and then circulated to all those who have been involved to date.

LW to update Princes Foundation.

Newmarket Vision Steering Group Meeting
5 December 2013
Newmarket Town Council



1. Attendance

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

2. Apologies:

Isabelle Barrett (NTC)

3. Notes from last meeting

Notes were agreed as an accurate record. No matters arising.

4. Review membership of delivery groups

LW had emailed in the region of 250 people and organisations who had expressed an interest in being involved in the delivery groups and the membership had been drawn from the respondents. RH asked to be added to the Community Planning group and it was agreed that it would not be appropriate for developers to sit on that group at this stage but could be invited to attend as and when required. Each group was reviewed in turn.

Traffic/Highways

SB confirmed that Suzanne Buck had agreed to the Newmarket Transport Working Group becoming the delivery group. SB also confirmed that the Highways Agency would be unlikely to attend each meeting but may attend for specific themes of work as and when required.

LC raised a concern around attending both the Traffic / Highways as well as the Education delivery groups and it was suggested that Cllr Graham Newman may wish to chair the Traffic / Highways delivery group in the future. LC agreed to continue to chair both groups until alternative arrangements were in place.

Education

Howard Lay from Newmarket College Academy Trust was keen to be part of the Delivery Group and could be a possible future chair. SB confirmed that Clair Harvey would be covering her maternity leave and had close links with the schools pyramid. There were

some concerns from Primary Schools about capacity to be involved but it was anticipated that information could be disseminated through the pyramid structure.

LC identified links with Raising the Bar which presented an opportunity for the actions to be expanded.

It was suggested that a representative from the Learning and Improvement Service should be invited. WH suggested that Graham Abbey should be invited to the Town Centre delivery group to represent the Chamber of Commerce, and LW confirmed that he should be on this group rather than the Education group.

LC suggested that Paul Reed, Chair of Governors at Newmarket Academy could be invited and could also be a future chair. LC to be added to Education Delivery Group.

Initial meeting to take place early in 2014 with invitations out next week.

Town Centre / Retail, Local Economy and Tourism

Possible additions to the group would be Diane Robertshaw from Waitrose in capacity as Chair of the Retailers Association. Chris Garibaldi should be invited to represent the National Horse Racing Museum or asked to suggest a substitute. RH to speak with William Gittus about representation from the Horseman's Group.

Noel Byrne, representing the Bedford Lodge Group and the Newmarket Festival Committee would be happy to chair the group. Kirsty Pitwood, West Suffolk Economic Development Officer with the Newmarket Portfolio should be included. SB to investigate possibility of representation from SCC Skills for Education.

Community Planning

RH agreed to chair the group.

WH to speak with Graham Abbey about representation on the groups as the Chamber potentially should have representation at all of the groups. RH to speak with William Gittus about representation from the Horseman's Group.

LW to speak with Andrea Mayley with regards representation from Economic Development.
RH to convene initial meeting.

5. Chairs, ToR, Reporting arrangements and administration

Chairs and Administration

1. Traffic / Highways

Cllr Chambers

Suzanne Buck / Guy Smith

2. Education

Paul Reed/Howard Lay(tbc)

Sara Blake/Clair Harvey

3. Town Centre

Noel Byrne

Rachel Wood (tbc)

4. Community Planning

Cllr Hood

NTC (tbc)

Terms of Reference to be drafted by each delivery group and reported back to Steering Group for note.

Action Notes Template to be used at each meeting instead of lengthy minutes. Action Notes to be reviewed by Steering Group. LW to populate overall programme timeline once actions have been reviewed.

It was agreed that the delivery group meeting dates should not be too prescriptive, essentially set by each group. Steering group dates have already been set. It was agreed that any actions not completed should have an explanation detailing why which can then be added to the progress report.

It was confirmed that there is no budget to support the work of the delivery groups and as such meeting rooms would need to be available free of charge. SB noted that the Fire Station has a good sized free room available for meetings. It is hoped that Newmarket College and Town Council could be used. There will need to be consideration of meeting dates to minimise clashing in terms of capacity and meeting space.

5. Communications

LW circulated a Communications Protocol which had been drafted by West Suffolk Comms Team. The group recognised the importance of keeping people involved and updated on the work of the group but at the same time mindful that some information may need to be

confidential, at least for a certain period of time. The group felt that it was important that the same message was given to the press at the same time by all three tiers of local government involved in the Vision.

It was agreed that each Steering Group representative would go through the protocol with each of the Delivery Groups. At the end of each Steering Group Meeting any possible press release or confidential information would be agreed.

It was agreed that the press should be invited to a briefing from Members at 9am prior to the next meeting of the Steering Group on the 13th January 2014. West Suffolk Communications Team to draw up Briefing Note for press.

Next Meeting

Monday 13th January 2014
9.30am – 11.30am
Newmarket Town Council