

**NORTHSTOWE TOWN COUNCIL - EVENTS AND MARKETS COMMITTEE**  
**MINUTES** of the committee meeting held on **2<sup>nd</sup> APRIL 2024**  
The Cabin, Northstowe

**Members** 7 - Cllr Susarla (Chair); Cllr Delip (Vice-Chair); Cllr Bros Sabria; Cllr Greef; Cllr Kinnera; Cllr Males; Cllr Nikoro.  
**Quorum:** 4 Members.  
**Present:** 4 Members: Cllr Bros Sabria; Cllr Delip; Cllr Males; Cllr Susarla.  
Town Clerk; Deputy Clerk.  
0 Members of the public.  
**Apologies:** Cllr Greef; Cllr Kinnera; Cllr Nikoro.

The meeting was started at 19:02 pm; Cllr Susarla took the Chair.

**01/24-25 APOLOGIES FOR ABSENCE** (Standing Item)

a) *To receive apologies for absence received prior to the meeting.*

Apologies were received, and accepted, from: Cllr Greef; Cllr Kinnera; Cllr Nikoro.

**02/24-25 DECLARATIONS OF INTEREST** (Standing Item)

a) *Councillors to declare any pecuniary or personal interest in any items on the agenda.*

b) *Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chair if they wish to speak on the matter during public participation.*

There were no declarations of interest made.

**03/24-25 PUBLIC PARTICIPATION** (Standing Item)

a) *To adjourn the meeting for up to 15 mins. to allow members of the public, and Councillors declaring a prejudicial interest, to address the meeting in relation to business to be transacted at this meeting.*

b) *To reconvene the meeting.*

There were no members of the public present. The Chair reconvened the meeting.

**04/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

1) *To approve the minutes of the meeting of the Events and Markets Committee held on 9<sup>th</sup> January 2024 as a true record of that meeting (attached).*

It was proposed by Cllr Susarla, seconded by Cllr Bros Sabria, and **RESOLVED**, with 2 voting for and 2 abstaining, **to approve the minutes of the meeting of the Events and Markets Committee held on 9<sup>th</sup> January 2024 as a true record of that meeting.**

**05/24-25 MARKET DEVELOPMENT WORKING GROUP**

1) *To decide to stop the activities of the Market Development Working Group, and for the Market Manager to work directly with relevant Councillors and partners instead (motion paper attached).*

It was proposed by Cllr Males, seconded by Cllr Delip and **RESOLVED**, unanimously, **to amend the resolution to delete the word 'relevant' in the motion.** It was also noted that the word 'relevant' also appears in the background information included in the motion paper.

It was by proposed by Cllr Males, seconded by Cllr Delip and **RESOLVED**, unanimously, **to stop the activities of the Market Development Working Group, and for the Market Manager to work directly with Councillors and partners instead.**

**06/24-25 PURCHASE OF MARKET MATERIALS**

1) *To decide to purchase further signs for the weekly markets, to improve on road safety measures (motion paper attached; quote shared with Cllrs.).*

It was proposed by Cllr Males, seconded by Cllr Delip and **RESOLVED**, unanimously, **to purchase further signs for the weekly markets as per the details in the motion paper, to improve on road safety measures.**

2) *To decide to have x 2,000 new A5 flyers printed for the market (motion paper and draft flyer attached).*

In a discussion a wish was expressed that leaflets not intended for market traders' use outside of Northstowe are to be printed double-sided, and to use the opportunity to promote the Community Lounge at the same time. The clerk checked for an online quote and an option considered for printing 1,000 single-sided with the proposed market leaflet and 1,000 double-sided with the market leaflet on one side and the recently updated Community Lounge promotion leaflet on the other, would increase the expected costs slightly, to £129.38.

It was proposed by Cllr Bros Sabria, seconded by Cllr Males and **RESOLVED**, unanimously, **to have x 2,000 new A5 flyers printed for the market, half of which are to be printed double-sided with Community Lounge promotion on the reverse.**

#### **07/24-25 ITEMS FOR INFORMATION – MARKET DEVELOPMENT & DELIVERY**

1) *[Further to item 53/23-24(1), Events and Markets Committee 9<sup>th</sup> Jan. '24]: Update from staff on land use agreements with SCDC and Greenbelt for use of The Green for the weekly markets.*

The clerk provided an update, mentioning that new land use contracts have been drafted in close correspondence with SCDC and with Greenbelt (for their respective Green areas) and that final versions are to be signed shortly. The **Clerk was tasked** to provide an update on this at the next committee meeting.

2) *[Further to item 53, 23-24(3), Events and Markets Committee 9<sup>th</sup> Jan. '24]: Update from staff on traders signing the Terms and Conditions for trading.*

The clerk provided an updated that, following the Council's approval of the revised Terms and Conditions for traders at the beginning of January, concerted effort by the Deputy Clerk and the Market Manager has resulted in, so far, all except two of the traders currently active with the Northstowe market having signed their copy and returned this to the Council.

3) *[Further to item 53, 23-24(6), Events and Markets Committee 9<sup>th</sup> Jan. '24]: Update from relevant Councillors on progress against outstanding actions re: market logo competition.*

The Chair highlighted that outstanding actions from the Councillors on the logo panel are to be acted on shortly; this is to include presenting the design favoured by residents to be presented to Full Council, as well as a drafting an email to be presented to the market manager which is to be shared with traders to ask for contributions towards the hamper for the winner of the competition.

4) *NMTF Young Traders – Northstowe market requested to consider hosting in future.*

The clerk explained that Northstowe Town Council has been approached to consider hosting this year's annual NMTF Young Traders competition, and that the market manager has been in contact with the organisers of this annual event. The Committee agreed that this would be a great opportunity to get involved with but that this may work better another year once the market is more established, also considering the need to provide local resourcing to manage the competition and that the Town Council's resources are best focused on growing the market first.

#### **08/24-25 ITEMS FOR INFORMATION - EVENTS**

1) *[Further to item 51/23-24, Events and Markets Committee 9<sup>th</sup> Jan. '24]: Update on Christmas Switch-On planning - plans from other organisations.*

The clerk highlighted that, following the discussion about the Christmas Switch-On 2024 at the committee meeting held in January, there have been two Northstowe Community Networkers meetings (in January and March) where the event has also been discussed. It transpires that other organisations are planning to organise additional activities to coincide with this event. At both meetings, the Deputy Clerk set out the Town Council's position; despite this, it is still unclear which organisation is going to take care of the overarching management now this is becoming a much bigger event than what the Town Council can organise and manage.

In a discussion, the following key points were raised;

- The committee agreed that a much bigger event is not something the Town Council can lead on. The Town Council can only manage an event the size it led on in 2023; with the added plans for a parade, stage and performances there is a need for much earlier and more extensive overarching management, with associated additional costs, to ensure timely and safe delivery of the event, something for which the Town Council does not have spare capacity.

- The committee showed a preference that the other plans including stage performances and parade are to be organised by others on a different night altogether, so that the Town Council can manage a programme similar to that in 2023.
- The committee also argued that if the extended event is to go ahead as being considered by other organisations, then another organisation will need to take charge of the overarching management of the event.

The **clerk was tasked** to write a statement from the Committee including the above points raised, to be shared with the organisers of the Community Networkers meeting.

2) *Events in Northstowe coming up:*

- *Sat. 15th June '24: The Great Big Community Litter Pick Event (part of The Great Big Green Week).*
- *Sat. 22 June '24: Midsummer Festival – organisers: Northstowe Hub and Northstowe Arts.*
- *Sat. 18th May '24: Sports Pavilion Activation Event - organiser: Elite Sports.*
- *Sat. 15th June '24: Great Big Green Week – organisers: SCDC with partners.*
- *Sat. 22 June '24: Midsummer Festival – organisers: Northstowe Hub & Northstowe Arts.*

Noted.

Following a question, the **clerk was tasked** to ask whether sharing a stall with SCDC at the Midsummer Festival Event may be an option.

**09/24-25 DATES OF NEXT MEETINGS** (Standing Item)

To note;

- *Events and Markets Committee: TBC.*
- *Full Council meeting: Tue 23<sup>rd</sup> April 2024 (7-9 pm); venue: The Cabin, Northstowe.  
[Final versions of motions & papers to be received by 13/04 at the latest]*
- *For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

The meeting was closed at 20:25 pm.

Signed.....  
Chair of the Events and Markets Committee

Date.....