	Comments/Questions	Who	SEPT				OCT					NOV				DEC				JAN				FEB				MAR				APR				MAY				JUN				JUL				AUG			
			05-Sep	12-Sep	19-Sep	26-Sep	03-Oct	10-Oct	17-Oct	24-Oct	31-Oct	07-Nov	14-Nov	21-Nov	28-Nov	05-Dec	12-Dec	19-Dec	26-Dec	02-Jan	09-Jan	16-Jan	23-Jan	30-Jan	06-Feb	13-Feb	20-Feb	27-Feb	06-Mar	13-Mar	20-Mar	27-Mar	03-Apr	10-Apr	17-Apr	24-Apr	01-May	08-May	15-May	22-May	29-May	05-Jun	12-Jun	19-Jun	26-Jun	03-Jul	10-Jul	17-Jul	24-Jul	31-Jul	07-Aug	14-Aug	21-Aug	28-Aug	04-Sep
Business plan																																																				
Research- templates		SCDC																																																		
Initial draft		SCDC																																																		
WG discussion		WG						M	M																																											
Revised Business plan		SCDC																																																		
NABMA feedback																																																				
Business plan review		WG																																																		
Approval of draft business plan E&M									m		M		m		M																																					
Approval of revised business plan E&M													m		M																																					
Approval of business plan FC																	m		M																																	
Legal check T&C																																																				
Market survey to neighbouring residents - Day and Time of Market																																																				
Action plan, letter and questions - Draft		WG																																																		
Action plan, letter and questions - WG discussion and review and prepare motion (email or meeting)																																																				
Action plan and letter/survey - approved E&M									m		M		m		M																																					
Printing early engagement and input gathering letters																																																				
Survey door to door																																																				
Survey results collection and report. Proposal for day&times																																																				
Day&times approved E&M	Include in motion reference to motion on days&times based on traders availbility. Motion for days&tim																	m		M																																
Printing and distributing market notification letter																																																				
Licensing/ Declaration of market powers and other permissions																																																				
Neighbouring market research and communication (6,2 miles)																																																				
Report for market powers																																																				
Approval Market Powers E&M																		m		M																																
Approval Market Powers F&G (expected deferral to FC)																				m		M																														
Approval Market Powers FC																					m		M																													
Landowner permission agreement																																																				
Parking land agreement																																																				
Electricity agreement																																																				
Insurance?																																																				
Recruitment - Staffing																																																				
Deputy Clerk - Discuss and approve the recruitment paperwork- PC to recommend to FC							M																										?																				
Deputy Clerk - Approve recruitment proposals, recruitment panel and interview date - FC										M																																										
Deputy Clerk - Post advertising																																																				
Deputy Clerk - Shortlist and interviews																																																				
Deputy Clerk - Selection, notification, agree of start date																																																				
Deputy Clerk - Approval of appointment by FC																					m		M																													
Deputy Clerk - Start date																								?																												
Market manager - Business case, main tasks and costs to feed into budget 2023-2024 - prepa		WG																																																		
Market manager - Business case, main tasks and costs to feed into b	to then be presented to t	E&M							m		M																																									
Market manager - Business case, main tasks and costs to feed into 2	(Town clerk presents)	FG									m		M																																							
Market manager - Costs approved for budget 2022-2023		FC															m		M																																	
Market manager - Business case, main tasks and proposal for Personnel Committee input		wg-pc																																																		
Market manager - Discuss and approve the recruitment paperwork- F	(cannot happen before c	PC																					m?		M?																											
Market manager - Recruitment package, timeline and interview date -	Full Council Approval	FC																								m		M																								
Market manager - Post advertising		PC																																																		
Market manager - Shortlist and interviews		PC																																																		
Market manager - Selection, notification, agree of start date		PC																																																		
Market manager - Approval of appointment by FC		FC																																																		
Market manager - Earliest possible start date																																																				
Volunteers call out - Market supervision																																																				
Market supervision by volunteers																																																				
Market supervision by Market manager																																																				
Traders																																																				
Preliminary expression of interest		SCDC																																																		

potential market start date (15-16 April)

potential market start date

		05-Sep	12-Sep	19-Sep	26-Sep	03-Oct	10-Oct	17-Oct	24-Oct	31-Oct	07-Nov	14-Nov	21-Nov	28-Nov	05-Dec	12-Dec	19-Dec	26-Dec	02-Jan	09-Jan	16-Jan	23-Jan	30-Jan	06-Feb	13-Feb	20-Feb	27-Feb	06-Mar	13-Mar	20-Mar	27-Mar	03-Apr	10-Apr	17-Apr	24-Apr	01-May	08-May	15-May	22-May	29-May	05-Jun	12-Jun	19-Jun	26-Jun	03-Jul	10-Jul	17-Jul	24-Jul	31-Jul	07-Aug	14-Aug	21-Aug	28-Aug	04-Sep
Inform interested traders of probable days&times and potential start date and potential openin	SCDC																																																			
Market email set up	TC																																																			
Formal expression of interest	WG																																																			
Scheduling traders	MM																																																			
Collect risk assessment, public liability and T&C.	MM																																																			
Marketing and promotion																																																				
Volunteer call out	WG																																																			
Volunteer approval in E&M																	m		M																																	
Marketing and promotion	MM, V																																																			
Market operation start date																																																				
DATES: COUNCIL MEETINGS, COMMUNITY FORUMS AND NORTHSTOWE NEWS		05-Sep	12-Sep	19-Sep	26-Sep	03-Oct	10-Oct	17-Oct	24-Oct	31-Oct	07-Nov	14-Nov	21-Nov	28-Nov	05-Dec	12-Dec	19-Dec	26-Dec	02-Jan	09-Jan	16-Jan	23-Jan	30-Jan	06-Feb	13-Feb	20-Feb	27-Feb	06-Mar	13-Mar	20-Mar	27-Mar	03-Apr	10-Apr	17-Apr	24-Apr	01-May	08-May	15-May	22-May	29-May	05-Jun	12-Jun	19-Jun	26-Jun	03-Jul	10-Jul	17-Jul	24-Jul	31-Jul	07-Aug	14-Aug	21-Aug	28-Aug	04-Sep
Full Council			m		M		m		M		m		M			m		M		m		M			m		M		m		M			m	M			m	M														
Events & Markets								m		M		m?		M?			m		M							m		M						m	M																	
Working group					M																																															
Personel				m		M								m		M												m		M																							
Finance & Governance						m		M		m		M		m		M			m		M			m		M		m		M																							
Community Forum							CF																																													
Northstowe News										NN					ND																																					

MM = Market manager, SCDC = South Cambridge District Council, NTC = Northstowe Town Council WG = Working Group , TC=Town Clerk

m=motion deadline, M=meeting CF=Community Forum NND= Northstowe News deadline NN= Northstowe news going out