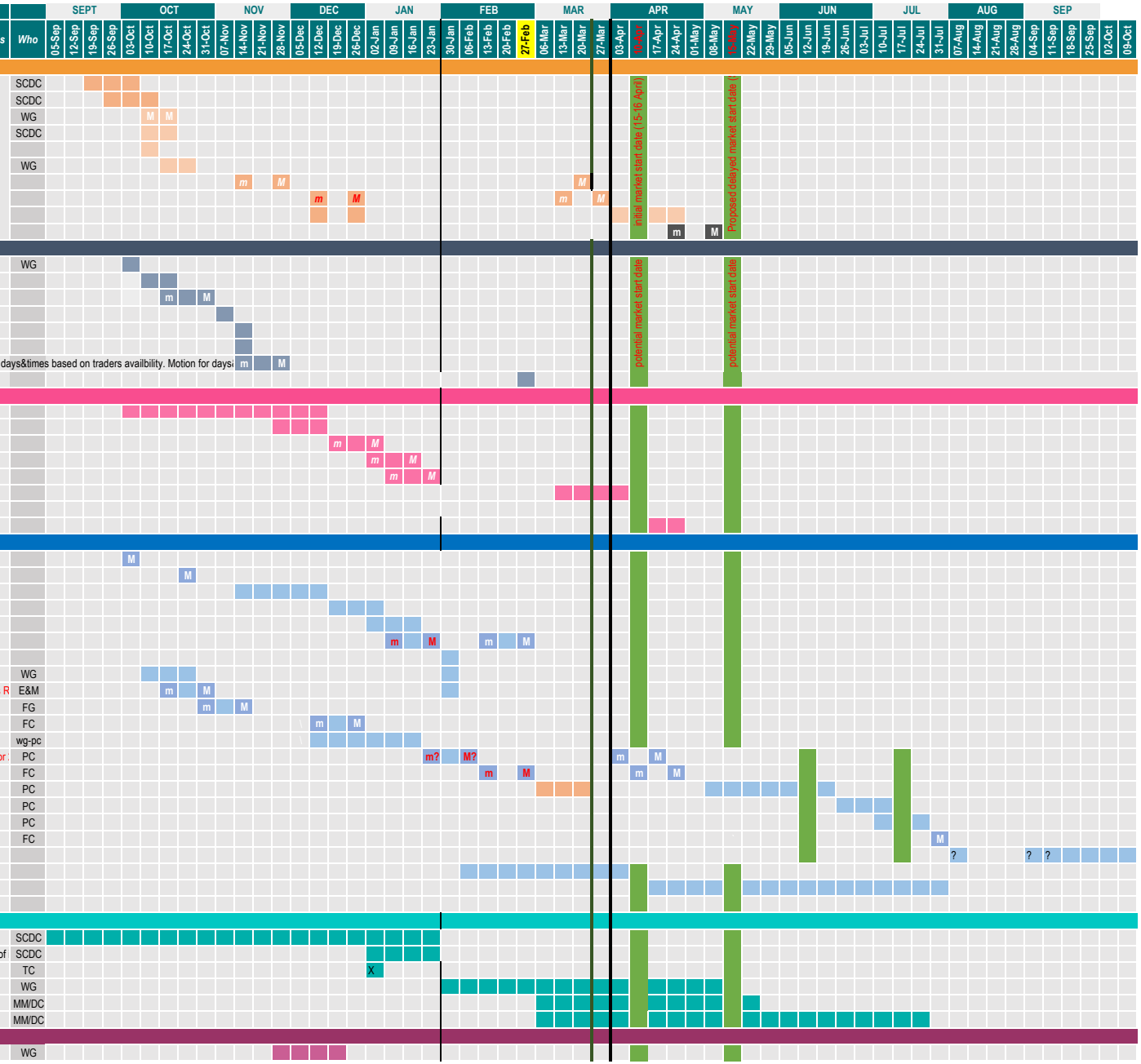
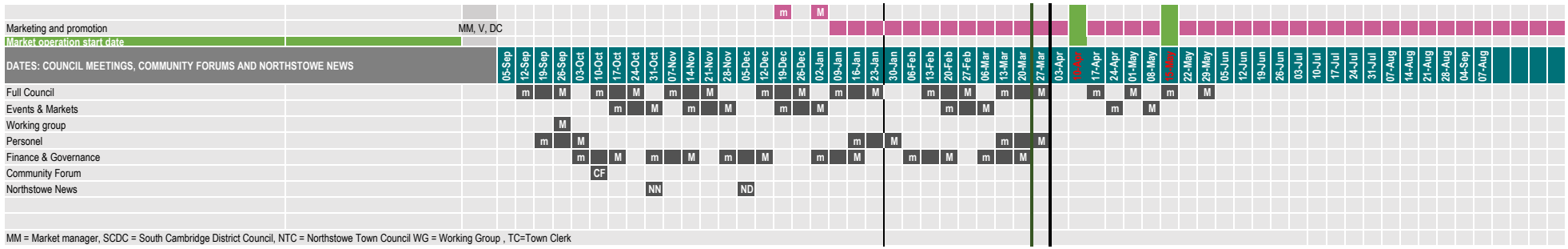
	Comments/Questions	Who
Business plan		
Research- templates		SCDC
Initial draft		SCDC
WG discussion		WG
Revised Business plan		SCDC
NABMA feedback		
Business plan review		WG
Approval of business plan E&M		
Approval of business plan FC		
T&C draft and legal check		
T&C approval by E&M		
Market survey to 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		
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	
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		
Approval Market Powers F&G (expected deferral to FC)		
Approval Market Powers FC		
Landowner permission agreement discussions - meeting with Greenbelt		
Landowner permission agreement Finalised		
Meeting with Safety advisory group		
Recruitment - Staffing		
Deputy Clerk - Discuss and approve the recruitment paperwork- PC to recommend to FC		
Deputy Clerk - Approve recruitment proposals, recruitment panel and interview date - FC		
Deputy Clerk - Post advertising		
Deputy Clerk - Shortlist and interviews		
Deputy Clerk - Selection, notification, agree of start date		
Deputy Clerk - Approval of appointment by FC		
Deputy Clerk - Start date (earliest possible)		
Market manager - Business case, main tasks and costs to feed into budget 2023-2024 - prepare draft		WG
Market manager - Business case, main tasks and costs to feed into t	to then be presented to the town clerk as R	E&M
Market manager - Business case, main tasks and costs to feed into 2	(Town clerk presents)	FG
Market manager - Costs approved for budget 2022-2023		FC
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 costs approved for	PC
Market manager - Recruitment package, timeline and interview date -	Full Council Approval	FC
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
Inform interested traders of probable days&times and potential start date and potential opening of expression of		SCDC
Market email set up		TC
Formal expression of interest		WG
Scheduling traders		MM/DC
Collect risk assessment, public liability and T&C.		MM/DC
Marketing and promotion		
Volunteer coordination		WG




Marketing and promotion
MM, V, DC
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 07-Aug
Full Council
Events & Markets
Working group
Personel
Finance & Governance
Community Forum
Northstowe News
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