

## NORTHSTOWE TOWN COUNCIL

### **Minutes of the meeting of the Events and Markets Committee 15<sup>th</sup> September 2021, 8pm in The Wing, Pathfinder School, Northstowe.**

Members: Cllr Oluwasanya (Chair), Cllr Bros Sabria (Vice-Chair), Cllr Benedicic, Cllr Delip, Cllr Littlemore, Cllr Males, Cllr Susarla, Cllr Thompson, Cllr van der Meijden.

Present: Cllr Oluwasanya, Cllr Benedicic, Cllr Delip, Cllr Littlemore, Cllr Males, Cllr Susarla, Cllr Thompson, Cllr van der Meijden.  
2 members of the public.

Apologies received: Cllr Bros Sabria, Cllr Susarla.

Absent: N/A

Meeting started at 8:02pm; Cllr Oluwasanya took the Chair.

#### **05/21-22 To receive apologies for absence**

Apologies were received and accepted from Cllr Bros Sabria (personal), Cllr Susarla (personal).

#### **06/21-22 Declarations of interest**

- Cllr Males declared interests, being active in: Northstowe Social; Northstowe Sports and Wellbeing Commission.
- Cllr Thompson declared interest, being active in: Northstowe Foodies, arranging the food trucks on The Square.
- Cllr Delip declared interests, being Secretary of Northstowe Social; and member of Northstowe Sports and Wellbeing Commission.

Dispensation was granted by the Proper Officer to all three Councillors to participate in discussions and vote on all items.

#### **07/21-22 Public participation**

No member of the public wished to speak.

#### **08/21-22 Minutes of the meeting of 7<sup>th</sup> July 2021**

It was proposed by Cllr Littlemore, seconded by Cllr Delip and **resolved unanimously to approve the minutes of the meeting of the 7<sup>th</sup> July 2021 as a true record of that meeting.**

#### **09/21-22 Review of the Committee's Terms of Reference**

Discussion focused on the need for working parties, to discuss items in between meetings. There was general agreement that working parties are to come back to Committee meetings with an update as a standard item on the agenda.

It was proposed by Cllr Littlemore, seconded by Cllr Males and **resolved unanimously to continue holding meetings on a monthly basis, with the aim to review the need for monthly meetings in January 2022. The Clerk was tasked with finding suitable dates/ times and room availability beyond those already scheduled in.**

Discussion focused on the need to review the current Terms of Reference for the Committee (as agreed on 20 May 2021). There was general agreement that boundaries need to be set as to the Committee's remit, what it wishes to achieve for events and for markets, and how it wishes to achieve that.

Cllr Van der Meijden joined the meeting at 8:22pm.

It was proposed by Cllr Littlemore, seconded by Cllr Thompson and **resolved unanimously to convene a working party to review the current Terms of Reference, to update the wording and to bring that back to Full Council for approval.**

Following a question by the Chair towards this, the Clerk noted that a Motion to be discussed at the next Full Council meeting will need to be with him by 04 October at the latest.

It was proposed by Cllr Littlemore, seconded by Cllr Males and **resolved unanimously that all Councillors on the Committee are to be encouraged to join this working party.**

### **10/21-22 Events development**

The Chair invited the Clerk to summarise the report prepared for the meeting. The Clerk emphasized that for the current financial year no budget is available for council or community events, but that the Town Council has voiced a clear wish to be involved in Northstowe events. In order to provide clarity to the residents around events and the level of Council involvement, the Clerk advised to consider devising a list of events that the Council wishes to lead on, separating those from events where it sees itself having a civic or ceremonial role, and identify other events it wishes to help promote and perhaps help finance in the future.

In the discussion that followed several key points were emphasised by Councillors:

- The Town Council may need to be careful what it spends its money on, as finances are likely to remain limited in the foreseeable future. It was pointed out that S106 monies to come in from phase 2 could potentially be used for the benefit of the town and could potentially help in event sponsorship.
- It is likely that there is a limited number of events in the annual calendar (e.g., Christmas Switch-On; Remembrance Sunday; Queen's Jubilee events) that the Town Council may wish to lead on.
- The Town Council can use its finances to add value to a number of other community initiatives and to help 'sell Northstowe' as a good place to live.
- Use of precept-derived income to help finance community events should be to support events that benefit the whole of Northstowe, not a specific sub-set of the community.
- The Terms of Reference should guide the level of Town Council involvement in events.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **resolved unanimously to defer the development of a defined list of Town Council events until the updated Terms of Reference are in place.**

### **11/21-22 Remembrance Sunday (14 Nov)**

The Chair invited the Clerk to speak. The Clerk summarised the options proposed by others within the community, highlighting in particular the proposals for a joint service with Longstanton Parish Council as being organised by e.g., Rev. Beth Cope. It has been proposed that Northstowe Town Council could be part of service and wreath-laying ceremonies to be organised.

Councillors made the following observations:

- A wish was expressed to join in with ceremonies already being organised in Longstanton parish and also within Northstowe if something is to be organised here as well.
- A wish was expressed for a wreath made from sustainable materials and/or of good quality so it can be reused.
- A wish was expressed for having the presence of the local Air Cadet Squadron - or similar representation – during the ceremony.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **resolved unanimously that Northstowe Town Council is to join in with ceremonies for Remembrance Sunday already being organised by others. The Clerk is to purchase a wreath and to liaise with the relevant organisations involved.**

### **12/21-22 Christmas Tree & Light Switch On event**

The Chair invited the Clerk to speak. The Clerk referred to the report presented in advance of the meeting, highlighted that there is no budget heading for a Christmas tree in the current budget and that the Councillors may need to take this into account in their considerations whether, and if so, which, tree it wishes to purchase on behalf of the community.

In response to a question on the fact that not all quotes can be compared like for like, the Clerk explained that a number of quotes were obtained and in each case companies were asked to provide quotes for just a tree and for a tree with decoration and illumination. However, different companies provide different packages, resulting in the range of options presented in the report.

It was proposed by Cllr Van der Meijden, seconded by Cllr Delip and **resolved unanimously that Northstowe Town Council is to lead on purchasing a Christmas tree.**

In the discussion that followed the following key points were raised by Councillors:

- It is important that the Clerk's limited time resources is used to good use and that management of the tree erection and disposal should best be left to the company that delivers the tree.

It was proposed by Cllr Van der Meijden, seconded by Cllr Delip and **resolved unanimously that Northstowe Town Council wishes to purchase a tree from supplier number 2, The Christmas Decorators. It was decided to go for the option of a £2,500 (+VAT) 18' Nordmann Fir, which comes with stand, picket fence, 2,000 lights, as well as additional lit star and baubles. The Clerk is to ask the supplier whether the quote includes replacement in case of loss of tree due to e.g., high winds.**

*Note: As there is no budget heading for Christmas tree purchase within the current financial year's budget, this will go to Full Council meeting on 22 September for their consideration, as stipulated in the Town Council's Financial Regulations 4.2.*

It was proposed by Cllr Delip, seconded by Cllr Males and **resolved unanimously that Northstowe Town Council agrees to fund any incidental costs associated with the Christmas tree whilst on the square in Northstowe.**

The following key observations were made by Councillors;

- There was general agreement amongst councillors that a tree would help bring a clear focus point for the various events being prepared by community groups in Northstowe throughout December.
- There was general agreement that the Town Council should lead on organising the main Light Switch-On event, opening this up to others for adding value and further entertainment to this event and the days thereafter.
- Existing Christmas decorations and lights owned by the Town Council could potentially be used to further decorate the square around the Christmas tree.

It was proposed by Cllr Littlemore, seconded by Cllr van der Meijden and **resolved unanimously that Northstowe Town Council is to lead on organising the Light Switch-On event on 4<sup>th</sup> December (date TBC).**

**The Clerk was further tasked to:**

- **Look into the Council's insurance policy to assure that public liability insurance is in place whilst the tree is on The Square.**
- **Contact L&Q and Greenbelt to make sure they are involved and permissions for use of the site are in place.**
- **Contact Homes England and Urban Splash, to find out if they would consider sponsoring the Christmas tree by part-financing its purchase.**
- **Apply to the Northstowe Community Chest Fund for a maximum of £500 part-funding of the Christmas tree.**

### **13/21-22 Market development**

The Chair instigated the discussion on the Committee's role regarding market development. In the discussion that followed, the following key observations were made:

- It was suggested to hold a survey with residents to understand better what they would like to see in a market.
- It was recommended to liaise with and learn from nearby towns such as St Ives to understand better how best to develop markets.
- Besides the available market space at The square, the Phase 1 Community/Enterprise zone being developed through South Cambs DC was suggested as having the potential to become the focus for a pop-up market, developing the market through this model until such time as a proper market square becomes available in the phase 2 shopping centre.
- There was general agreement that the Committee's key roles could be around generating community interest in a market, generating interest with potential market stall holders, and researching the logistics and practicalities of starting up a market.

It was proposed by Cllr Oluwasanya, seconded by Cllr Littlemore and **resolved unanimously that the Committee sees itself having a key role in mapping out how the Council can lead on developing and piloting a market.**

It was proposed by Cllr Benedicic, seconded by Cllr Thompson and **resolved unanimously that the Committee convenes a working party to work towards piloting a market in early 2022.**

It was proposed by Cllr Benedicic, seconded by Cllr Van der Meijden and **resolved unanimously that all Councillors on the Committee are to be encouraged to join this working party.**

**14/21-22 Budget Financial year 2022-23**

The Chair invited the Clerk to speak. The Clerk emphasised the timeline for budget development for the financial year 2022-23: the budget needs to be developed in November, following which the precept is to be defined in January. As such, it is important that the Committee considers its budget needs for the next financial year, taking into account in particular its potential roles it wishes to play regarding events and market development.

It was proposed by Cllr Oluwasanya, seconded by Cllr Benedicic and **resolved unanimously that all Councillors are to submit their proposals for expenditure and relevant budget headings for the financial year 2022-23 to the Clerk by the 29<sup>th</sup> September at the latest. The Clerk is to compile the proposals received, for discussion at the next Committee meeting.**

**15/21-22 Dates of next meetings**

- |                                 |                  |
|---------------------------------|------------------|
| a) Full Council meeting         | Wed 22nd Sep 7PM |
| b) Events and Markets Committee | Wed 6 Oct 7PM    |

Noted

Meeting closed at 10:07pm.

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

Date.....