

NORTHSTOWE TOWN COUNCIL
Minutes of the meeting of the Events and Markets Committee
06th October 2021, 7PM 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 Benedicic, Cllr Bros Sabria, Cllr Littlemore, Cllr Males, Cllr Oluwasanya, Cllr Thompson.
2 members of the public.

Apologies received: Cllr Delip; Cllr Susarla; Cllr Van der Meijden.

Meeting started at 19:00; Cllr Oluwasanya took the Chair.

16/21-22 To receive apologies for absence

Apologies were received and accepted from Cllr Delip (work-related reasons); Cllr Susarla (health reasons); and Cllr Van der Meijden (personal reasons).

17/21-22 Declarations of interest

- Cllr Thompson declared the following interest: Founder of Northstowe Foodies.
- Cllr Bros Sabria declared the following interests: Member of Sustainable Northstowe.
- Cllr Males declared the following interests: Chair of Northstowe Social; Treasurer of Northstowe Sports and Wellbeing.

Dispensation was granted to above Councillors to participate in discussions and vote on all items.

18/21-22 Public participation

No member of the public wished to speak.

19/21-22 Minutes of the meeting of 15th September 2021

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED to approve the minutes of the meeting of the 15th September 2021 as a true record of that meeting.**

Vote: For: Cllr Benedicic, Cllr Littlemore, Cllr Males, Cllr Oluwasanya, Cllr Thompson.

Abstain: Cllr Bros Sabria.

20/21-22 Review of the Committee's Terms of Reference

- 1) To receive a report (attached) and verbal update from the ToR Working Group set up to review the wording of the Terms of Reference (Item 09/21-22).
- 2) To consider convening a Working Group to develop rules governing the organising of town events, to feed into the ToR update.
- 3) To decide on getting the Market Development Working Group to develop rules governing the operation of the local markets, to feed into the ToR update.

- The Chair started by asking whether all Councillors had had sufficient time to read the papers sent in advance of the meeting.
- Cllr Littlemore raised a Point of Order, referring to the Town Council's Standing Orders 3b, 3c and 9b, questioning the legality of business to be transacted on two points:
 1. SO 3b and 3c: The late sending out of two of the accompanying papers, for items 20/21-22 and for item 23/21-22, not having been sent together with the summons nor within the statutory three clear days.
 2. SO 9b: The motion and associated papers for items 20/21-22 and 23/21-22 had not been sent to the Clerk before the 14 clear days in advance of any meeting.

The Chair asked the Clerk to respond.

- In response to the first point raised, the Clerk provided an explanation, mentioning that the three clear days, as per the Local Government Act of 1972, Schedule 12, Part II, Section 10 (2), refers to the summons only, needing to also specify the business to be transacted. In order to obtain further clarity on this, the Clerk had sought advice from CAPALC and through SLCC on this matter in advance of the meeting. From this, the Clerk has learned that the law is being interpreted as the summons referring to the agenda only, which needs nevertheless to contain sufficient detail that it is clear from reading the agenda what business is to be transacted at the meeting.
- In response to the second point raised, the Clerk responded that the 14 clear days have, in practice, been kept more flexible due to the frequency of meetings held by the Town Council. He recommended the Town Council to consider altering this Standing Order to accurately reflect a more practical approach that would suit the Council.

It was **decided**, approved by the Chair, that, in light of the Point of Order raised, discussions on this item can still take place, but that any decision may need to be deferred to a future meeting.

The Chair invited Cllr Bros Sabria to summarise the paper for this item and to highlight items for discussion. Cllr Bros Sabria provided feedback on key discussion points coming out of discussions held through the Terms of Reference Working Group.

- Cllr Littlemore commented that the relevant wording for the Committee in the Council's Scheme of Delegation may also need to be revisited, and developed in tandem with the Terms of Reference, with recommendation for updated wording for both documents to be presented to Full Council for approval.
- Cllr Littlemore commented on the wording of the proposed Terms of Reference, asking that further improvements are to be made. He highlighted in particular:
 - That the word 'rules' which appears throughout the document should be reconsidered, as the Town Council should, for instance, not be seen as restricting market opportunities for certain businesses.
 - That the wording in the Terms of Reference is to be adapted, to ensure that it is lawful, referring in particular to mentioning of the Clerk's role in relation to decision-making processes.

The Clerk was **tasked** to look into the current draft and advise the Terms of Reference Working Group on improvement to wording, to ensure the Town Council acts lawfully.

- Cllr Males questioned the wording in section 4 of the 'specific rules and powers' in the revised ToR draft, which seems to imply the Town Council may wish to put restrictions in place for certain events organised and delivered by community groups, if these are considered detrimental to the health and safety of the town as a whole.
- Cllr Bros Sabria responded and mentioned that this was added in, to refer to some major events in the town only.
- A discussion followed whereby Councillors pointed out that for such large events there are already clear health and safety laws and regulations in place, including the need for organisations to seek relevant permissions to the relevant authorities. There was general agreement that the Town Council should not be seen to add any further restrictions on organisations wishing to organise events in the Town, and instead that the Council should be seen to support all initiatives where it is within the Town Council's powers to do so.
- Cllr Thompson and Littlemore requested that no new Working Group is to be set up, but that instead the current ToR Working Group continues its work and brings this back to a future committee meeting.

- Cllr Benedicic recommended that, in order that all Councillors can have a good understanding of the latest draft version and other Councillors' input, that the Working Group uses Google Docs to track changes made.

The Chair summarised this item with the statement that significant further work is needed in creating a revised Terms of Reference wording, and **tasked** the Terms of Reference Working Group to take all discussion points into consideration.

21/21-22 Remembrance Sunday (14 Nov 2021)

The Chair invited the Clerk to provide an update.

- The Clerk informed the Council about the plans for a Remembrance Sunday Act of Remembrance to take place near the picnic area in the new Phase 1 Water Park. This is kindly being organised by Rev's Beth Cope, Pathfinder Church through her community duties, with other organisations also involved.
- A wreath has been purchased, with the aid of the British Legion, and this will be placed there by the Mayor. Afterwards, the wreath will be taken to the war memorial in Longstanton.

The Clerk asked for Cllrs to come forward who may wish to join the commemoration ceremony at the Water Park and/or help with signposting residents to the location of the ceremony on the day. The Clerk was **tasked** to send an email to all Councillors, in case others not present would wish to join as well.

22/21-22 Christmas Tree & Light Switch-On event (04 Dec 2021)

22/21-22 (1) To receive a verbal update from the Clerk on progress towards purchase and sponsorship of a Christmas tree, and the plans for its erection and decoration, health and safety and insurance (item 12/21-22 (2)).

The Chair invited the Clerk to provide an update:

- The Clerk informed the Council that Greenbelt, who are in the process of taking over management of the Green/Square before the Switch-on event, have approved the use of the square for erecting a Christmas tree, and have also offered to sponsor electricity use associated with the lighting for the tree.
- Following questions from councillors regarding health and safety, the Clerk responded that:
 - Discussions have taken place with the tree provider on site, and that the copies of their risk assessment and insurance policies have been received;
 - Checks have taken place with the Town Council's public liability insurance and the Switch-On event can go ahead under the current terms and conditions of the insurance, with the need for the Town Council to obtain risk assessments and copies of public liability insurance for third parties who wish to have their events coincide with the switch-On event; and
 - That the supplier remains responsible for replacement of the tree or its decorations in case of the unlikely events of theft, wind damage or vandalism.

22/21-22 (2) To decide on the lighting and decorations options proposed for the Christmas tree (information shared with Cllrs.; for internal use only).

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED unanimously that Northstowe Town Council wishes to opt for warm glow lights, with a 10% twinkle - assuming this would not cause any light-sensitivity issues; otherwise, the Clerk to make a decision on the light choice – and with the coloured baubles as recommended by the supplier.**

22/21-22 (3) To receive a report (draft action plan; shared with Cllrs. and for internal use only) and verbal update from the Clerk on the plans for the Light Switch-On event planned for Saturday 4th December 2021 (Item 12/21-22 (3)).

Councillors provided additional wishes for the following items to be taken into consideration as part of the developing Action Plan for the switch-On event:

- Cllr Males expressed the wish to have sufficient space allocated for the Northstowe Social's Santa's grotto;
- Need to spatially map out the use of the relatively limited space for all community groups and businesses to be involved on the day;
- Once space allocation is clear and remaining space has been identified, need to go out to the community to offer stalls/spaces to others in the community who may wish to have a stall or e.g., play music at the switch-one event

The Clerk was **tasked** with ensuring that the above points were incorporated in an updated Action Plan, and implemented.

22/21-22 (4) To allocate a small group of Councillors to assist the Clerk in further developing the Switch-On event and to ensure a smooth delivery.

The following Councillors came forward, to help the Clerk in shaping the Switch-On event further, and to help out on the day itself: Cllr Thompson; Cllr Benedicic; Cllr Littlemore.

22/21-22 (5) To discuss and approve the use of the Northstowe Town Council website to promote a calendar of events for the festive period, to be created in cooperation with community groups and organisations including (but not exclusive) Northstowe Arts; Northstowe Social; Northstowe Foodies; Pathfinder Church; Emmanuel Church.

The Clerk provided further information that came to light after the summons were sent out, i.e., that the recently formed Northstowe Arts is planning to set up a dedicated website to bring together all community groups' events, in the first instance also to create a calendar of events under the banner of 'Northstowe Winter Festival' within which the Northstowe Town Council's Christmas Light Switch-On event is also to be listed and promoted.

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED unanimously that what is to come out of the planned external arrangements is to be supported and promoted by the Town Council; in case those external arrangements fail to materialise, the Clerk is to only promote key town events on the Town Council's website as an alternative, in order not to overload the Clerk's workload.**

23/21-22 Market development

23/21-22 (1) To receive a report (attached) and verbal update from the Market Development Working Group set up to look into market development options (item 13/21-22).

The Chair provided a summary of the key points that have come out of the Market Development Working Group discussions held to date, and highlighted the need for a survey with residents and businesses (both within and around Northstowe), for which appropriate software is to be sourced, a timeline to be established, ensuring the survey is done in an inclusive way including pop-ups in person, and obtaining advice from other markets, to learn how best to conduct this.

23/21-22 (2) To discuss the next steps to be taken by the Working Group towards piloting a market in Northstowe.

- Following a request from the Chair about the next steps to be taken, a discussion followed in which the following key comments were received:
- Cllr Littlemore requested that, going forward, the Working Group ensures that meetings are organised and discussions are not done by email only.

- Cllr Males commented that it should be considered carefully how the survey is going to be interpreted, and how the results are to be used.
- Cllr Benedicic recommended that the initial ambitions could be scaled back, and recommended to start small and build on things organically, with a survey coming in later.
- Cllr Thompson, in contrast, recommended to hold a survey first, to ensure the town council has community buy-in and starts engaging with all partners to be involved in a future market.
- Cllr Littlemore added that he believes that market research will be essential, to understand the needs and formulate a clear business case.
- There was general agreement that the Town Council should not rush into establishing a market, but at the same time continue to developing this further at a steady pace.

The Chair **tasked** the Market Development Working Group to take all the points raised into consideration.

24/21-22 Budget Financial year 2022-23

24/21-22 (1) To receive a report (draft; shared with Cllrs. and for internal use only) from the Clerk, providing an overview of Councillors' suggestions for expenditure to be incurred by the Events and Markets Committee for the next financial year (Item 14/21-22).

The Chair invited the Clerk to speak. The Clerk;

- Thanked Councillors for their suggestions for budget needs for the Events and Markets Committee for the next financial year's budget, which has been collated in the report presented to the Council;
- Reiterated the timeline for budget development for the financial year 2022-23 and highlighted the need to have the Committee's budget needs finalised around the time of its next meeting.

24/21-22 (2) To discuss the report and decide on the next steps for the Committee's budget development.

It was recommended by Councillors to look, in addition to the budget needs for the Events and Markets Committee, to also obtain a better understanding of the opportunities the S106 funding agreements may provide for funding events in the community.

The Clerk was **tasked** to look into this.

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED unanimously that Councillor Benedicic is to collate the budget recommendations into a small number of budget headings with allocated costs; this to then be shared with the Clerk for processing towards next year's budget proposal.**

25/21-22 Dates of next meetings

- a) Full Council meeting Wed 27th October 2021 at 7PM
- b) Events and Markets Committee Wed 17th November 2021 at 8PM

Noted

Meeting closed at 20:52.

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

Date.....