

## NORTHSTOWE TOWN COUNCIL - EVENTS AND MARKETS COMMITTEE

### MINUTES of the meeting of the Events and Markets Committee Held on 4<sup>th</sup> January 2022, 7PM at The Wing, Pathfinder School, Northstowe.

Members: 8 - Cllr Oluwasanya (Chair), Cllr Bros Sabria (Vice-Chair), Cllr Benedicic, Cllr Delip, Cllr Littlemore, Cllr Males, Cllr Susarla, Cllr Van der Meijden.

Present: 5 - Cllr Delip; Cllr Littlemore; Cllr Males; Cllr Oluwasanya; Cllr Susarla.  
Quorum: 4 Members.  
Apologies: Cllr Benedicic; Cllr Bros Sabria.  
Absent: Cllr Van der Meijden.

Meeting started at 19:02 pm; Cllr Oluwasanya took the Chair.

#### 38/21-22 APOLOGIES

Apologies were received and accepted from Cllr Benedicic and Cllr Bros Sabria.

Councillor Susarla joined the meeting at 19:04.

#### 39/21-22 DECLARATIONS OF INTEREST

- Cllr Delip declared the following interests: Secretary of Northstowe Social; Member of Northstowe Jashn.
- 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.

#### 40/21-22 PUBLIC PARTICIPATION

No members of the public were present.

#### 41/21-22 MINUTES OF THE COMMITTEE MEETING OF 17<sup>th</sup> NOVEMBER 2021

It was proposed by Cllr Males, seconded by Cllr Delip and **RESOLVED, with 4 Councillors voting for and 2 abstaining, to approve the minutes of the meeting of 17<sup>th</sup> November 2021 as a true record of that meeting.**

#### 42/21-22 UPDATES ON RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS

1) *For information - To receive updates from the Clerk on the following items;*

a) 22/21-22 *Christmas Tree purchase & Light Switch-On event (04<sup>th</sup> Dec. 2021).*

The Clerk informed the Members that the Christmas Light Switch-On event had been successful, with an estimated 400-500 people attending the event over the evening. He thanked the Councillors who helped develop and deliver on the day, the number of stewards present as a result also proving invaluable as the number of attendees was much higher than anyone had expected. He continued, saying that the format whereby the Council works closely with a number of key community organisations collectively delivering this event seemed to work well. The Clerk has since received feedback from Councillors and has held feedback sessions with some of the key partners involved. In addition, an internal document has been prepared summarising all the feedback received and noting any improvements that could be made were the Council minded to lead on delivering similar events in the future.

#### 43/21-22 TERMS OF REFERENCE

- 1) *To receive a report from the Committee's Terms of Reference Working Group, including a proposal for updated texts for the Council's Terms of Reference and Scheme of Delegation.*

Cllr Oluwasanya introduced the report and the text improvements proposed, asking Councillors for their input.

- 2) *To discuss the proposed texts.*

The following additional changes were proposed:

- **Page 2, under 'Terms of Reference': remove the sentence 'Meetings frequency: The committee will meet on a monthly basis, unless otherwise decided.'**
- **Page 2, under 'Role of the Committee': remove 'firstly', 'secondly' and 'and piloting'.**
- **Page 3, under 'Specific Role and Powers' – item 6: Remove 'a' before 'policy'; change the word 'frequently' to 'frequency'; and remove 'and ensure pitch requested is proportional to business size' at the end of the sentence.**
- **Page 3, under 'Specific Role and Powers' – item 9: remove the words 'the' and 'programme' before and after the word 'events'.**

- 3) *To approve the redrafted texts for the Council's Terms of Reference and Scheme of Delegation, and to present these to Full Council for a final decision.*

It was proposed by Cllr Oluwasanya, seconded by Cllr Littlemore and **RESOLVED unanimously, to approve the redrafted texts for the Council's Terms of Reference and Scheme of Delegation, including the above amendments, and to present updated versions of the texts to the next Full Council meeting for adoption.**

#### 44/21-22 MARKET DEVELOPMENT WORKING GROUP

- 1) *To receive a verbal update from Cllr Bros Sabria on progress made by the Market Development Working Group.*

Cllr Delip, on behalf of Cllr Bros Sabria, provided an update on the actions of the Market Development Working Group, with further input from Cllr Males and Cllr Oluwasanya;

- A Working Group meeting was held on the 8<sup>th</sup> December 2021.
- Input has been received from the South Cambridgeshire District Council's Business Development Team, introducing, amongst others a toolkit that would be of use to Northstowe in developing its market. Their Officer has also offered help with community engagement processes including a survey to be developed.
- A further Working Group meeting is scheduled to take place on 13<sup>th</sup> January 2022.
- A meeting is also scheduled with organisers of the Orwell market, on the 14<sup>th</sup> January 2022. This, it is hoped, will help gain a better understanding of the practicalities of running a market, as well as any legal and insurance issues to be considered.
- A meeting with the organisers of the St Neots market is also planned. They are a member of the Cambridgeshire Chambers of Commerce; this should help gain a better understanding of what membership might bring with it.

Cllr Littlemore raised the point that, starting on 28<sup>th</sup> March, we will be entering the pre-election period; the Council may need to consider the legalities of starting up a new market initiative during this pre-election period.

The Clerk was tasked to look into this in more detail and get back to the Committee with his findings.

- 2) *To approve for the Working Group to invite members of the public to join, where it is deemed necessary for its functioning.*

The Chair instigated a discussion; in the discussion the following key points were raised;

- Attracting people to the Working Group should be done on the basis that people can bring additional expertise to the Working Group; this should, thus, also not focus on just residents but also on staff at partner organisations;
- A wish was expressed for the Committee to make decisions on who could provide additional expertise to the Working Group, rather than the Working Group itself.

It was proposed by Cllr Delip, seconded by Cllr Oluwasanya and **RESOLVED unanimously, for the Market Development Working Group to find non-Councillors who would want to join the Working Group on a more permanent basis, with people joining to be approved by the Committee beforehand through a resolution.**

The Chair brought items 48/21-22 and 49/21-22 forward, to ensure Cllr Males' input before she would need to leave the meeting.

#### **48/21-22 QUEEN'S JUBILEE 2022**

1) *To consider the Town Council's involvement in the Queen's Jubilee year celebrations.*

The Chair asked Cllr Males to introduce the item. She raised that a potential Northstowe event could potentially focus on a street party, whilst also giving out a commemorative mug or coin to e.g. all school children.

In the discussion that followed the following key points were raised;

- Location-wise, the Western Park fields may be useful.
- It would be useful finding out what other, neighbouring parishes are planning to do for the Jubilee weekend.

Cllr Males was tasked with leading on preparing a motion with paper a motion and paper for the next Committee meeting, bringing together ideas as to potential Town Council involvement in the Queen's jubilee weekend, for further discussion and decision-making at the next Committee meeting.

The Clerk was tasked with investigating what other parishes are planning to do and bringing this information back to the next Committee meeting.

#### **49/21-22 NORTHSTOWE DAY**

1) *To consider the Town Council's involvement in 'Northstowe Day' on Sat. 14<sup>th</sup> May 2022, when it will have been five years since the first residents moved in (11<sup>th</sup> May 2011).*

The Chair explained the origins of this item, first brought to the Town Council's attention by a Northstowe resident. In the discussion the following key points were raised;

- As the date is only shortly after the elections, it needs to be carefully considered who is to lead on this and can take this forward, as there will be restrictions to e.g. publicity during the pre-election period.
- It may be worth finding out what the Northstowe community wants to see happen, before the Council makes a decision on its involvement in this.

Cllr Males left the meeting at 19:48.

Cllr Susarla was tasked with leading on preparing a motion with paper for the next Committee meeting, bringing together suggestions from the community and providing an understanding of potential Town Council involvement in a 'Northstowe Day', for further discussion and decision-making at the next Committee meeting.

#### **45/21-22 CHRISTMAS LIGHT SWITCH ON EVENT 2022**

- 1) *To consider a motion from Cllr Oluwasanya for the Town Council to adopt the Christmas Light Switch-On event as a regular, annual event that it leads on in collaboration with other community groups.*

It was proposed by Cllr Oluwasanya, seconded by Cllr Susarla and **RESOLVED unanimously, for the Town Council to adopt the Christmas Light Switch-On event as a regular, annual event that it leads on in collaboration with other community groups.**

- 2) *To consider setting up a Sub-Committee or Working Group in early spring 2022, with Councillors allocated to work together with the Clerk and with partner organisations on collectively developing a programme for the 2022 Light Switch-On event.*

The Chair instigated a discussion; in the discussion the following key points were raised;

- It was seen unnecessary to set up a sub-committee for this, but a Working Group could be considered.

It was proposed by Cllr Littlemore, seconded by Cllr Susarla and **RESOLVED unanimously, to defer this item to an Events and Markets Committee meeting in the early spring for further discussion and decision-making purposes.**

- 3) *To consider setting the date for a Light Switch-on for Saturday 3<sup>rd</sup> December 2022.*

It was proposed by Cllr Oluwasanya, seconded by Cllr Littlemore and **RESOLVED unanimously, to set the date for the next Christmas Light Switch-On Event for Saturday 3<sup>rd</sup> December 2022.** The Clerk was tasked to inform partners of this date.

#### **46/21-22 NORTHSTOWE REMEMBRANCE DAY - ACT OF REMEMBRANCE**

- 1) *To consider a motion from Cllr Oluwasanya for the Northstowe Remembrance Day to be adopted by the Town Council as an annual event in which the Council plays a supporting role to the Pathfinder Church leading on it.*

It was proposed by Cllr Oluwasanya, seconded by Cllr Littlemore and **RESOLVED unanimously, for the Town Council to adopt the Northstowe Remembrance Day as an annual event in which the Council pays a supporting role to the organisers for this event.**

#### **47/21-22 NORTHSTOWE HALF MARATHON AND FULLSCOPE APRIL 2022**

- 1) *To consider ongoing Town Council endorsement for Northstowe Running Festival Events Ltd./Marcin Lis' work.*
- 2) *To consider Town Council endorsement for the new Northstowe Half Marathon and Fullscope 5K events planned for Sunday 24<sup>th</sup> April 2022, [Home - Northstowe Half Marathon](#), and for the Town Council to be listed as official 'partner'.*

The Chair instigated a discussion; in the discussion the following key points were raised;

- It was raised whether endorsing a commercial company might set a precedent for other commercial companies coming to the Town Council for support, and whether this is something the Town Council wishes to see happening, or whether it would rather wish to primarily focus on supporting not-for-profit organisations.
- It was deemed unclear what an official 'partner' means, whilst 'endorsement' something the Council may wish to avoid altogether.

The Clerk was tasked to obtain a better understanding from the event organiser what a 'partner' means, and defer this item by bringing this to the next Full Council meeting instead.

#### **50/21-22 DATES OF NEXT MEETINGS**

- a) *Full Council meeting* Wed 19<sup>th</sup> January 2022 at 7PM.
- b) *Events and Markets Committee* Tue 1<sup>st</sup> February 2022 at 7PM.

For all NTC Council and Committee meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)

Noted

The meeting was closed at 20:28 pm.

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

Date.....