

NORTHSTOWE TOWN COUNCIL - EVENTS AND MARKETS COMMITTEE

MINUTES of the meeting of the Events and Markets Committee Held on 1st February 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.

Quorum: 4 Members.

Present: 5 – Cllr Bros Sabria; Cllr Littlemore; Cllr Males; Cllr Oluwasanya; Cllr Susarla.
Two members of the public

Apologies: Cllr Benedicic; Cllr Delip; Cllr Van der Meijden.

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

51/21-22 APOLOGIES

Apologies were received and accepted from: Cllr Benedicic; Cllr Delip; Cllr Van der Meijden.

52/21-22 DECLARATIONS OF INTEREST

- Cllr Bros Sabria declared the following interest: Chair 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.

53/21-22 PUBLIC PARTICIPATION

The Chair adjourned the meeting to allow members of the public to address the meeting in relation to the business to be transacted at that meeting.

Councillor Thompson addressed the Chair, mentioning in relation to item 59/21-22, that she welcomes the plans for a survey for Northstowe to gauge the residents' wishes for a market to be developed. She added that, considering the number of start-ups that have been created during Covid-19, this could now be a 'golden opportunity' for local businesses to be given an outlet. She, furthermore, flagged up that, as part of her work coordinating Northstowe Foodies, a survey carried out in 2019, followed up by more recent survey, has shown that 29 villages make use of the diverse offer Northstowe Foodies has been bringing to Northstowe since the beginning of 2019. She ended by inviting the Market Development Working Group to liaise with her to engage with the information already collated and available.

The Chair thanked Cllr Thompson for her contribution and reconvened the meeting.

54/21-22 MINUTES OF THE COMMITTEE MEETING OF 4TH JANUARY 2022

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED, with 4 Councillors voting for and 1 abstaining, to approve the minutes of the meeting of 4th January 2022 as a true record of that meeting.**

55/21-22 UPDATES ON RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS

- 1) *For information - To receive updates from the Clerk on the following items;*
 - a) 43/21-22 *Terms of Reference.*
 - b) 47/21-22 *Northstowe Half Marathon and Fullscope April 2022.*

The Clerk provided an update, informing the Members that;

- The proposed wording for the Terms of Reference and Scheme of Delegation were approved as proposed at the most recent Full Council meeting held on 19th January 2022.
- The proposal for the Town Council to be listed as an official partner for the upcoming Northstowe Half marathon and Fullscope Event has been approved as proposed at the most recent Full council meeting held on 19th January 2022. Following this, the Clerk has also informed the event organisers of the limitations for individual Councillors to be involved in the event delivery as a result of the rules regarding the pre-election period.

56/21-22 FREQUENCY OF COMMITTEE MEETINGS

- 1) *Cllr Oluwasanya - To review the need to hold monthly Events and Markets Committee meetings (as per resolution 09/21-22, committee meeting 15th September 2021).*
- 2) *To decide to reduce the frequency of the committee meetings to every other month.*

In a discussion instigated by the Chair it was pointed out that there is a lot going on each month. At the other hand, it was acknowledged that there is also a need to create more time in between meetings to allow for more preparatory work in between meetings, to take some pressure off getting paperwork ready in time within the statutory deadlines, and to create fuller, more impactful agendas as a result.

It was proposed by Cllr Oluwasanya, seconded by Cllr Littlemore and **RESOLVED, with 4 Councillors voting for and 1 abstaining, to reduce the frequency of the committee meetings to every other month.**

57/21-22 QUEEN'S PLATINUM JUBILEE WEEKEND JUNE 2022

- 1) *To receive a report from Cllr Males on a proposal for Town Council's involvement in the Queen's Platinum Jubilee Weekend celebrations.*

Cllr Males summarised the proposals as presented in the report for this item, wishing for the Town Council to lead on the Queen's Platinum Jubilee Weekend celebrations, focusing perhaps on some kind of street party on the 5th June 2022, when - nationally - that day is being promoted as the day for the 'Big Lunch' across the country. She, in addition, highlighted that there may be opportunities to work with the Pathfinder Church in lighting a beacon, and that the Pathfinder Church as well as Northstowe Social, Northstowe Arts, Sustainable Northstowe and probably other key community groups are also having plans for events during the Bank Holiday weekend in June, or could be asked to join in with the Town Council for collaborative event delivery. On a final note, she wishes the Council to also consider donating a keepsake such as a mug for all school-aged children.

In the discussion that followed, the following key points were raised that may need to be considered;

- Budget implications for the events and memorabilia, and consideration to be given to present currently unbudgeted items to go to Full Council for approval.
 - Opportunities for grant funding to help deliver the Council's plans.
 - Separating out the plans for the street party from the memorabilia, as distinct project elements.
 - The need to find out how many children we are dealing with in Northstowe, for the memorabilia.
- 2) *To decide on instigating a temporary Jubilee Working Group to explore, initiate and provide a free-to-attend community celebration for this remarkable year along with a keepsake for all primary school aged children.*

It was proposed by Cllr Males, seconded by Cllr Bros Sabria and **RESOLVED unanimously to set up a Jubilee Weekend Working Group, with 3 or 4 Councillors leading, to consider all options and bring an action plan back to a future Committee meeting.**

- 3) *To have three Councillors to come forward to explore the event options alongside Cllr Males, and to ask for additional help from our newly appointed SCDC Community Development Officers.*

Agreed: The following Councillors put themselves forward to together from the Jubilee Weekend Working Group: Cllr Males; Cllr Oluwasanya; Cllr Littlemore; Cllr Susarla. The Chair was, in addition, **tasked** to write to all Committee Members to make sure any Councillors not present at the meeting would also have the opportunity to join the Working Group.

58/21-22 TERMS OF REFERENCE WORKING GROUP

- 1) Cllr Oluwasanya - To decide on ending the activities of the Working Group. It was proposed by Cllr Oluwasanya, seconded by Cllr Littlemore and **RESOLVED unanimously, to decide on ending the activities of the Terms of Reference Working Group.**

59/21-22 MARKET DEVELOPMENT WORKING GROUP

- 1) *To receive a verbal update from Cllr Bros Sabria on the latest activities from the Working Group.*

Cllr Bros Sabria provided an update on the latest activities of the Market Development Working Group, mentioning that;

- Several Working group meetings had been held since the last Committee meeting:
 - A Working Group meeting was held in January;
 - Cllr Males and Cllr Delip met with representatives from Orwell market.
- SCDC Officers had provided useful input into developing a market survey for the community and have fed into a developing action plan.

- 2) *For information – email from South Cambridgeshire District Council's Business Development Team on funding opportunity presented to the Town Council.*

The information in the email was noted. Following this, the following questions were raised by Councillors, which the Clerk answered;

- Whether there had been any discussion with any Officer or Member about this funding opportunity before the information about this was relayed to the Clerk? – the Clerk explained that he had asked the relevant SCDC Officer that question and that it had been confirmed that there had been no discussions with any Northstowe Town Councillors about the CPCA funding opportunity before a call, directly followed by said email, both received by the Clerk on 26th January 2022.
 - What the timeline will be for using this fund? – the Clerk explained that this fund will be held by SCDC on behalf of the town Council, and that guarantee has been given that there will be no need to rush in spending the funds, with the specific use of the funds something that can be decided on through ongoing discussion and working together between the relevant SCDC Officers and the Town Council. In this, the Clerk reiterated that it is important to reach the deadline set by SCDC to provide them with an outline Business Plan, for SCDC then being able to secure the funds from CPCA on the Town Councils' behalf.
- 3) *To task the Market Development Working Group to develop a Business Plan and to work with the relevant SCDC Officers, and to present to either the Committee or Full Council for approval, to secure the funds to kickstart a market.*

It was proposed by Cllr Oluwasanya, seconded by Cllr Littlemore and **RESOLVED unanimously, to amend the proposal to change 'present to the Committee or Full Council' to 'to present to the Council'.**

It was proposed by Cllr Oluwasanya, seconded by Cllr Males and **RESOLVED unanimously to task the Market Development Working Group to develop a Business Plan and to**

work with the relevant SCDC Officers, and to present to the Council for approval, in order to secure the funds to kickstart a market.

60/21-22 ACTION PLAN: COMMUNITY ENGAGEMENT SURVEY FOR MARKET PILOT

- 1) *To receive a report from the Committee's Market Development Working Group containing a recommended action plan for implementing a community engagement survey in relation to the establishing a pilot market in Northstowe.*
- 2) *To discuss the recommended action plan.*

Cllr Oluwasanya started off reminding the members of the comments made by the member of the public earlier that meeting, and asked Cllr Bros Sabria to provide further details. Cllr. Bros Sabria summarised the action plan for the survey, and asked for further input into the survey questions and timeline in particular.

A question on validity from Cllr Males was noted, with Cllr Bros Sabria responding that a response rate of circa 10% is generally considered good practice and a decent return. In the following discussions various improvements to the proposals in the report were discussed and agreed.

- 3) *To approve the recommended action plan for carrying out a community engagement survey towards piloting a market in Northstowe.*

It was proposed by Cllr Littlemore, seconded by Cllr Susarla and **RESOLVED unanimously to agree to the following amendments to the survey and associated timeline as presented in the report:**

- **Survey question 2: Change 'Farmer market' to 'A market';**
- **Survey question 2: to be added 'Select all that apply' and take out 'A mixture of all of the above' for improved clarity;**
- **Survey question 4: order of market frequency to be changed to make more logical;**
- **Adapt text to make clear that survey is to be distributed as a door-to-door leaflet drop, not through the Community Wing or at community events;**
- **Add 'Budget to be prepared by the Working Group and presented to the Council for approval.';**
- **'Collection box at the Wing' to be changed to 'Multiple collection points across Northstowe';**
- **Change 'Willingham' to 'Northstowe' in Facebook pages overview;**
- **Add in timeline 'Liaise with and obtain 2 quotes for distribution of survey; one from distribution company used by Northstowe News and another for comparison; present to Council for approval.';**
- **Several minor adjustments to timings in timeline;**
- **A few minor typos throughout.**

It was proposed by Cllr Oluwasanya, seconded by Cllr Bros Sabria and **RESOLVED unanimously to approve the recommended action plan, as amended, for carrying out a community engagement survey towards piloting a market in Northstowe.**

The Clerk was **tasked** to ensure that the finalised survey and updated timeline would next be sent around to all Committee members to ensure a final round of input for any further observations.

- 4) *For Councillors to come forward to assist in taking this action plan forward especially in relation to non-digital aspects of the survey.*

Cllr Oluwasanya asked Councillors to come forward to assist in the various time-critical tasks the Market Development Working Groups needs to carry out in the next few weeks.

The Chair was **tasked** with inviting other non-committee Councillors to come forward to help out with, for instance, the physical distribution of survey leaflets.

The Working Group was **tasked** with obtaining quotes from leaflet distribution companies for the production and distribution costs associated with the survey leaflet, and to pass on any quotes received to the Clerk for incorporation onto the agenda for the next Full Council meeting.

61/21-22 DATES OF NEXT MEETINGS

a) *Full Council* Wed 23rd February 2022 at 7PM, Secondary College.

b) *Events and Markets Committee* Tue 1st March 2022 at 7PM, The Wing.

For all NTC meetings, see www.northstowetowncouncil.gov.uk

The Chair pointed out that the next events and Markets Committee meeting, as a result of the resolution passed under item 56/21-22, will now be Tuesday 5th April 2022 at 7PM in The Wing, Northstowe

The meeting was closed at 20:38 pm.

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

Date.....