

NORTHSTOWE TOWN COUNCIL - EVENTS AND MARKETS COMMITTEE

MINUTES of the meeting of the Events and Markets Committee Held on 5th April 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, later 7 – Cllr Bros Sabria; Cllr Benedicic; Cllr Delip; Cllr Males; Cllr Oluwasanya; Cllr Susarla; Cllr Van der Meijden.
No members of the public present.
Apologies: Cllr Littlemore.

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

01/22-23 APOLOGIES

Apologies were received and accepted from: Cllr. Littlemore.
Cllr. Benedicic and Cllr. Bros Sabria had indicated they would join the meeting later.

02/22-23 DECLARATIONS OF INTEREST

- Cllr Delip declared the following interests: Committee Member of Northstowe Social; Involved in Northstowe Day.
- 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.

03/22-23 PUBLIC PARTICIPATION

There was no member of the public present.

04/22-23 MINUTES OF THE COMMITTEE MEETING OF 1ST FEBRUARY 2022

It was proposed by Cllr Males, seconded by Cllr Susarla and **RESOLVED, with 3 Councillors voting for and 2 abstaining, to approve the minutes of the meeting of 1st February 2022 as a true record of that meeting.**

05/22-23 UPDATES ON RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS

- 1) *For information - To receive updates from the Clerk on the following items;*
 - a) 59/21-22 (3) **MARKET DEVELOPMENT WORKING GROUP** – Update on Business Plan presented to Full Council on 23rd February 2022 (FC item 198/21-22).

In the absence of the Clerk, he had prepared the following which was read out at the meeting: The Business Plan was presented to the Full Council on 23rd February 2022 and approved as proposed, and has thereafter been passed onto SCDC - an update on further developments will be on the agenda at item 09/22-23 (1).

A question was raised whether the Town Council had already received this funding. The Chair explained that she understands that the details of the transfer of funds to the Town Council are being worked out – see also item 09/22-23 (1).

- b) 60/21-22 (4) **ACTION PLAN: COMMUNITY ENGAGEMENT SURVEY FOR MARKET PILOT** – Update on Survey and associated costs presented to Full Council on 23rd February 2022 (FC item 199/21-22).

In the absence of the Clerk, he had prepared the following which was read out at the meeting: The market survey and associated costs were presented to Full Council on 23rd February 2022 and were approved as recommended - the survey has since been distributed and ended on 27th March - an update on further developments will be on the agenda at item 09/22-23 (2).

06/22-23 WORKING GROUPS – MEMBERSHIP

- 1) *To appoint Cllr Nikoro to the Working Groups that report back to the Events and Markets Committee (Jubilee Working Group and/or Market Development Working Group).*

Cllr Oluwasanya explained that she had previously spoken to Cllr Nikoro and that he had indicated he would be happy to support the working Groups. Some Councillors expressed disappointment that he was not present at the meeting, or a letter from him to confirm his wish was presented at this meeting as an alternative.

It was proposed by Cllr Males, seconded by Cllr Delip and **RESOLVED unanimously to amend the motion to: "to propose to add Cllr Nikoro to a Working Group, subject to his confirmation that he wishes to join this group".**

It was proposed by Cllr Males, seconded by Cllr Oluwasanya and **RESOLVED unanimously, to approve the motion, as amended.**

The Chair was **tasked** to inform Cllr Nikoro and to check his willingness to join a Working Group, and to inform the Committee in case of his appointment materialising.

07/22-23 NORTHSTOWE DAY

- 1) *To agree to host an 'Ask your Town Council Anything' stall as part of the South Cambs DC-facilitated Northstowe Day event on the Green in Northstowe on 7th May 2022.*

Cllr Oluwasanya provided some background to this item, explaining that the South Cambs DC Community Development Officers have been doing a lot of work to organise the event to celebrate Northstowe Day, in partnership with the community groups in Northstowe. An 'Ask your Town Council Anything' stall was proposed for the Town Council to have a presence and not to miss out on this opportunity to engage with the community on that day. To this end, the Clerk has also reserved a space for a stall with SCDC with the view to confirm or withdraw reservation pending the committee's decision.

Other Councillors expressed that they thought this was a good idea. However, it was noted that it would be important to make sure that several people can attend the stall. Cllr Susarla and Cllr Oluwasanya mentioned they are able to attend; others were unable to make a firm commitment given their involvement in other community groups, potential of personal circumstances conflicting with the celebrations on the day.

It was proposed by Cllr Oluwasanya, seconded by Cllr Males and **RESOLVED unanimously, to host an 'Ask your Town Council Anything' stall as part of the South Cambs DC-facilitated Northstowe Day event on the Green in Northstowe on 7th May 2022.**

Cllr Oluwasanya was **tasked** to inform the Clerk of this decision, and to work with him to organise all logistics for the day.

Cllr Bros Sabria joined the meeting at 19:30.

- 2) *To agree for the Northstowe Day Working Group to organise this and bring in other Councillors if and where needed.*

Given that no Northstowe Day Working Group had previously been constituted, it was proposed by Cllr Males, seconded by Cllr Oluwasanya and **RESOLVED unanimously to amend the motion to: "to agree for the Clerk and a small group of Councillors to work with the SCDC Community Development Officers and their Northstowe Day Working Group, and to bring in other Councillors if and where needed to organise the 'Ask your Town Council Anything' stall".**

It was proposed by Cllr Oluwasanya, seconded by Cllr Males and **RESOLVED unanimously, to approve the motion, as amended.**

08/22-23 JUBILEE WORKING GROUP

- 1) *To receive a report with recommendations from the Jubilee Working Group on the plans, as developed, for the Town Council to lead on an event on Sunday 5th June as part of the Queen's Platinum Jubilee Weekend celebrations.*

The Chair explained that the proposal now separates out the celebration event proposed for the 5th June from the purchase of memorabilia. This, as a clear understanding of the number of primary school-aged children in Northstowe had not yet been achieved. It is now recommended to work with community groups and other resources available in Northstowe, especially Northstowe News, to put an advert in a future edition, to which parents and guardians can respond to this and the Town Council gets a better sense of how many children are involved. As it is unlikely that this information could be captured before the 5th June, this proposal for the provision of Jubilee memorabilia to Northstowe Children has now been moved to the last quarter of 2022. The Chair asked whether anyone had any further comments on the report.

2) *To approve for these recommendations to be implemented towards the Jubilee Event.*

It was proposed by Cllr Males, seconded by Cllr Oluwasanya and **RESOLVED unanimously, to implement the recommendations from the Jubilee Working Group on the plans for the Town Council to lead on an event on Sunday 5th June as part of the Queen's Platinum Jubilee, as described in the report.**

Cllr Benedicic joined the meeting at 19:52.

09/22-23 MARKET DEVELOPMENT WORKING GROUP

1) *To receive an update from the Market Development Working Group on their latest activities and plans going forward.*

Cllr Bros Sabria informed the Committee that not a lot of progress had been made, as developing the Jubilee Working Group plans had taken much time. The market development will be further developed following the Jubilee weekend events.

The Chair asked whether funding had already been received. Cllr Bros Sabria answered that the Clerk is working on arranging the transfer of funds.

A further question was raised whether a timeline had been arranged for contacting traders. In answer to this, Cllr Bros Sabria mentioned that the District Council's Business team is getting a shortlist of potential traders together that they can then share with the Town Council.

2) *To receive information on the preliminary results from the market survey.*

Cllr Bros Sabria gave a summary of the results of the market survey held, highlighting;

- There were over 500 replies online;
- Some responses were received in paper format in the collection box in the Wing but these had not yet been converted into digital form;
- More than 95% of respondents indicate that they wish to see a market developed;
- Some preferences around days of the week and other preferences coming out of the survey – see report on interim results;

Cllr Bros Sabria suggested for the Working Group to focus on the following next steps;

- Input of hand-written sheets into the system – to be carried out by South Cambs Business Team staff;
- Further information to be captured from social media comments;
- Preparation of a roadmap and timeline; and a business plan with practicalities and logistics how to operate a market.

Several questions were raised by Councillors;

- How can the Town Council check whether the results may be skewed by people having put in multiple responses? Cllr Benedicic commented that the digital survey format is programmed to prevent multiple entries from the same device so it was unlikely that this could have a negative effect on the survey outcome.
- How is the Town Council going to provide feedback on the results back into the community? A suggestion was made to publish the results, or perhaps as a FAQ list on the back of the original questions in the survey. It was pointed out that no formal decision had yet been made on any such action. It was also pointed out that publishing results of a survey during the pre-election period is probably not possible, and that this would need to be checked with the Clerk. It was

suggested to pick this up again in a future committee meeting by which time the election day will also have been held. Northstowe Day, on 7th May, was also suggested as a potential avenue to discuss survey with residents that stop by the Town Council's stall.

- Can we use the Park & Ride site for parking, or where are we going to arrange for traders and customers to park otherwise?

3) *To approve sharing of the results of the market survey with Homes England, for the purpose of strengthening collaboration between the Town Council and Homes England and to align the developing market with future town developments.*

Background to this item was provided by Cllr Oluwasanya and Bros Sabria, explaining that Homes England has contacted the Town Council, asking whether they may have an insight of the results of the market survey, to help inform their work on the Town Centre in Phase 2 and to strengthen collaboration with the Town Council in providing key services for the Northstowe community.

A question was raised whether the survey details contain any personal contact information, and if so that the Town Council should ensure these are removed before sharing with Homes England. It was also asked whether there may be any other reason for not sharing the data, and a concern was raised whether Homes England may use the data to compete unfavourably with the market the Town Council had started to establish.

Cllr Bros Sabria explained that sharing the data should help align the organisations' ambitions and future plans for markets across Northstowe.

It was proposed by Cllr Benedicic, seconded by Cllr Bros Sabria and **RESOLVED unanimously, to approve sharing of the results of the market survey with Homes England, for the purpose of strengthening collaboration between the Town Council and Homes England and to align the developing market with future town developments.**

Details on the collaboration between Home England and the Town Council as well as any potential meeting dates organised will be communicated by the Clerk to the Committee in due course.

10/22-23 DATES OF NEXT MEETINGS

a) *Full Council* Wed 27th April 2022 at 7PM, The Wing.

b) *Events and Markets Committee* Tue 7th June 2022 at 7PM, The Wing.

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

Noted.

The meeting was closed at 20:27 pm.

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

Date.....