

Northstowe Town Council

Report by: M Nokkert, Town Clerk (with Appendix from Cllr Oluwasanya)
Date: 10 September 2021

Report for: Events and Markets Committee
Meeting date: 15th September 2021

Report for agenda item: 10/21-22 Events development

- 1) To receive report from the Clerk on developing Northstowe Town Council events.
- 2) To consider the recommendations from the report to discuss the Town Council's roles regarding event development.
- 3) To consider convening a Working Party to develop a defined overview of Northstowe Town Council-led events and NTC's involvement in other events.

Background information

The Terms of reference for the Events and Markets Committee (as adopted on 20th May 2021; see www.northstowetowncouncil.gov.uk/Documents_38188.aspx), states as the 'Role of the committee': *"The overall purpose of this committee is to agree and oversee a programme of regular and one-off Civic and Community events organised by Northstowe Town Council."*

The issue for the Committee's consideration

No detailed discussion, nor any decision has been made yet by Northstowe Town Council on the types of regular and one-off events the Town Council wishes to organise.

In order to implement the Committee's key role, it will be important to specify which events Northstowe Town Council wishes to organise itself and which ones - organised by other organisations or community groups - it wishes to support in other ways.

This report is intended to initiate the discussion, in order to work towards creating a defined list of different types of events and the level of Town Council involvement in other events going forward.

Proposal

It is proposed to create a **defined list of annual, regular and one-off events** which are happening in the Northstowe community, and **separate these out into three different categories;**

- a) Events the Town Council wishes to lead on;
 - b) Events where the Town Council wishes to play a role in development and/or delivery, whether in a Civic/ceremonial function, financial support, or otherwise;
- and

- c) Events organised by other organisations and community groups which the Town Council wishes to promote, but where it does not necessarily see itself having a role in development or delivery.

Examples of the above three categories could be (these are open for discussion);

- a) Christmas Tree Light Switch On; The Queen's Jubilee events;
- b) Remembrance Sunday;
- c) Christmas Carols; one-off community events such as music festivals.

A wider overview of events and markets that have been considered have been provided by Councillor Oluwasanya; this can be found in Appendix A.

It is proposed to bring a working party together from members of the Committee to create a defined event list. This list can then be brought to a future Committee meeting for discussion and decision-making.

Once a defined list has been approved, this could then form the basis for a future Event Policy which could set out further details how the Town Council sees its involvement in current and any future activities, and could also incorporate how it links with markets development and volunteer coordination roles the Town Council may see for itself.

A defined event list would also become a valuable overview that could feed into the development of a Grant Policy, to help identify how the Council wishes to prioritise subsidising events that organisations and community groups are developing.

Recommendations, for the Committee to:

1. Consider the above proposals to discuss Northstowe Town Council's roles regarding event development.
2. To decide whether it wishes to convene a Working Party, with the intent to develop a defined overview of Northstowe Town Council-led events and those organised or led on by others for which it sees different levels of involvement for the Town Council.
3. To decide to bring a draft list to a future committee meeting for decision and to use this to feed into an Events Policy and Grants Policy that the Town council wishes to develop.

Appendix A: Overview of thoughts towards event list definition from Councillor Oluwasanya, dated 08 Sep 2021 (with references to names and correspondence removed):

The Town Council needs to define its calendar of events and the extent of its involvement in events happening in the community. Currently the suggested scope of NTC's involvement are as follows:

1. Events NTC leads on
2. Events NTC has a civic and or ceremonial role in (e.g., opening by Major but no further role)
3. Community events NTC promotes

Event suggestions

- Remembrance Day service (decide appropriate location for this)
- Christmas tree light switching on (with free snack and drinks, free Santas? to encourage inclusion and remove financial barriers)
- Santa visits
- Queen's Platinum jubilee (February 6, 2022)– if adopting what can we present the children of Northstowe
- Pride Month (diversity)
- Festivals –
 - Musical
 - Sports
 - Street food market
 - Winter
- Halloween
- New Life on the Old West – event requesting council support in promoting
- Town Council's role in volunteering events
- Bingo

Suggestions towards Markets

- Fresh produce market – Farmers Market
- Crafts market
- Coordinated garage sales
- Clothes swapping
- One-off markets
- Thoughts about including the older demographics in both events and markets
- Involvements of Local Primary School
- Conversations with sister Parishes - to learn how to improve

Other relevant suggestions from the community

- To have a seaside in Northstowe

Northstowe Town Council

Report by: M Nokkert, Town Clerk
Date: 10 September 2021

Report for: Events and Markets Committee
Meeting date: 15th September 2021

Report for agenda item: 12/21-22 Christmas Tree & Light Switch On event

- 1) To receive report from the Clerk on options for the Town Council to purchase and manage a Christmas tree in December 2021.
- 2) To discuss the report findings, to;
 - a) decide whether the Town Council will lead on purchasing a Christmas tree for the town;
 - b) decide on the extent of the Town Council's involvement in managing the erection, display, illumination, health and safety management, insurance, dismantling and disposal of the Christmas tree.
 - c) decide what associated costs for the Christmas Tree the Town Council will agree to;
- 3) To discuss and decide whether the Town Council will lead on the Light Switch On Event, proposed for 4 December (date TBC).

Background information

Following an initial discussion around a Christmas tree for Northstowe for the festive period in 2021, as held at the Full Council meeting on 25 August 2021 (Item 77/21-22), the Clerk subsequently received information on potential tree suppliers from Councillors, and has done additional research into this. A number of quotes have also been obtained.

The issue for the Committee's consideration

In the Northstowe Town Council's budget for the financial year 2021-22 no budget has been located for the purchase of a Christmas tree.

There, nevertheless, seems to be a general feeling amongst the Councillors, that it would be good if the Town Council could purchase a tree on behalf of the community, and organise the transport, delivery, erection, health and safety checks, public liability insurance, decoration, illumination, dismantling and disposal of the tree.

This would allow a number of community initiatives that are being developed by community groups and organisations (e.g., Light Switch On; winter market, carol singing, Christmas breakfast) to take place with a central focal point for the community.

Proposal

This report provides a summary of the information obtained, with a proposal for the next steps in purchasing and managing a Christmas tree.

Five quotes have been obtained, four of which are for purchasing a real (cut-down) tree and one for purchasing an artificial tree.

The cost and key details are summarised in the table below, with further details in quotes received in Appendix A.

Company	Cost for tree	Additional options/costs	Comments
1	<p>15ft £285 or 18ft £400 Nordmann Fir (includes delivery and collection).</p> <p>Cost does not include installation.</p> <p>Does not include base.</p>	£175 for installation + lights	<p>Newnham Christmas trees</p> <p>Based in Willingham.</p> <p>NTC to sort out base.</p> <p>According to company, they have been supplying Willingham PC, Over PC and other surrounding villages for several years</p>
2	<p>£2,100 18' Nordmann Fir – comes with stand and picket fence in a colour to suit our style.</p> <p>Comes with up to 2,000 lights, colour of our choice</p> <p>Quote includes all costs including supply, installation and take down/disposal costs, we provide appropriate insurance and all required paperwork (risk assessments, method statements etc.)</p>	£2,500 – same, plus additional lit star and baubles	<p>The Christmas Decorators.</p> <p>Based in Eaton Ford, St Neots.</p> <p>2020 - Bar Hill PC had Christmas tree from this company.</p>
3	<p>15ft Norway spruce - £1,650 (ex VAT)</p> <p>20ft spruce or Nordmann Fir - £2,245</p> <p>Includes 1.2m x 1.2m (for 15ft tree) or 2.4m x 1.2m (for 20ft tree) metal stands – to be returned</p>		<p>Elveden Christmas Trees.</p> <p>Based in Elveden, Thetford</p> <p>Subject to tree availability; flexibility with regards to delivery date needed.</p> <p>Does not supply lights</p>
4	Nordmann Fir 15ft – £100; 18ft - £250 (costs ex-VAT)	Trees over 15t require a tree pit, or a metal	Joseph Noblett.

	<p>Excludes:</p> <ul style="list-style-type: none"> - Delivery cost (unspecified - TBC) - Erection (cost unspecified - TBC) <p>Lighting not included</p>	<p>bar stand - charged at £250 or hired for £85</p> <p>Additional delivery and erection costs.</p>	<p>Based near Manchester, delivers nationwide.</p> <p>Delivery costs depending on others in similar area to be done on same day.</p> <p>Cannot dismantle and dispose of tree</p>
5	<p>Purchase of <i>artificial</i> tree</p> <p>16ft – pre-lit £3,995 ex VAT</p> <p>20ft – pre-lit £5,4995 ex-VAT</p> <p>Pre-lit: 3,750 warm white leds.</p> <p>Delivery costs not included</p>	<p>Delivery costs: £495 inc VAT</p>	<p>Christmas Tree World.</p> <p>Based in Lancashire.</p>

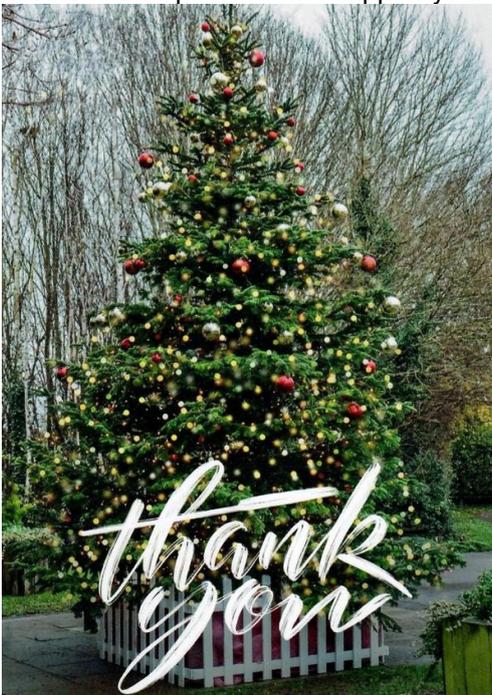
Recommendations, for the Committee to:

- 1) To discuss the above options, to;
 - a) decide whether the Town Council will lead on purchasing a Christmas tree for the town;
 - b) decide which supplier it wants to purchase a tree from, and whether it wants to pay for a base, lights or decorations;
 - c) decide what associated costs for the Christmas Tree the Town Council will agree to (health and safety checks; public liability insurance; any other costs);
 - d) decide from which budget heading, or Council’s reserves, this needs to come out of;
 - e) decide on the extent of the Town Council’s involvement in managing the erection, display, illumination, health and safety management, insurance, dismantling and disposal of the Christmas tree.

Appendix A.

Quotes received from companies approached for a Christmas tree:

Company number	Company quote															
1	<p>It was good to talk with you earlier. We'd love to supply Northstowe residents with their Christmas Tree this year. We are based in Willingham and supply several of the local villages already (including ours).</p> <p>We'd recommend a Nordmann Fir tree as these are more hardy and less spikey. They keep their needles much better too.</p> <p>Price-wise:</p> <table data-bbox="347 645 512 770"> <tr> <td>15ft</td> <td>£285</td> </tr> <tr> <td>16ft</td> <td>£300</td> </tr> <tr> <td>18ft</td> <td>£400</td> </tr> <tr> <td>20ft</td> <td>£450</td> </tr> </table> <p>This includes delivery and collection.</p> <p>We can also install and supply decorations (just lights if outside). Price will depend on requirements but at a guess it will be £175 for install and lights (based on a hole being available and power for lights).</p> <p>Our website is getting a lick of paint ahead of the Xmas season so please contact us by email or mobile. Please leave a message if we do not answer.</p> <p>Ordering is super easy. Tell us what size tree, what colour lights (if wanted), whether installation is required and what time you would like delivery. We will provide the invoice and see you at the delivery spot.</p>	15ft	£285	16ft	£300	18ft	£400	20ft	£450							
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2	<p>Please find below my quote for your tree</p> <ul data-bbox="395 1290 1426 1547" style="list-style-type: none"> • 1 x 18' Nordmann Fir tree, complete with stand and picket fence in a colour to suit your style • Covered in up to 2000 lights, colour of your choice, <ul data-bbox="491 1391 1426 1547" style="list-style-type: none"> ○ static warm white or ice white ○ warm white or ice white with 20% twinkle – This is our most popular choice as the 20% twinkle brings movement to the tree and looks absolutely stunning ○ Multi coloured (dependent on availability) <p>All costs include supply, installation and take down/disposal</p> <p>We offer two packages</p> <table data-bbox="347 1675 1394 1868"> <thead> <tr> <th>price</th> <th>3 year commitment</th> <th>1 year only</th> </tr> </thead> <tbody> <tr> <td>1) Standard tree as above</td> <td></td> <td>= £2,100 + VAT</td> </tr> <tr> <td>£1,900 + VAT per year</td> <td></td> <td>=</td> </tr> <tr> <td>2) Tree as above including lit star and baubles*</td> <td></td> <td>= £2,500 +</td> </tr> <tr> <td>VAT</td> <td>= £2,200 + VAT per year</td> <td></td> </tr> </tbody> </table> <p>(*not recommended if choosing multi coloured lights, baubles are only positioned from 8' upwards to stop risk of theft)</p> <p>We make the assumption that there is access to power and to the site for a large commercial van for the purposes of getting the tree up/down</p>	price	3 year commitment	1 year only	1) Standard tree as above		= £2,100 + VAT	£1,900 + VAT per year		=	2) Tree as above including lit star and baubles*		= £2,500 +	VAT	= £2,200 + VAT per year	
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Company number	Company quote
	<p>Please advise if you would like to go ahead by Friday 24th September please as booking slots are filling up Our quote includes all your costs, we provide appropriate insurance and all required paperwork (risk assessments, method statements etc.)</p> <p>Last year, we erected an 18' tree at Bar Hill and received this feedback</p> <p>2020—Laura Foster from Bar Hill Residents Association on a postcard with the image of their Christmas tree on it! <i>“Ivor, thank you for being so efficient and helpful from the first point of contact! 2020 will go down in history in Bar Hill as the first year we had a beautiful tree for Christmas in the square. Everyone loved it. Here’s to many more!”</i></p> <p>I have attached the postcard image, as it’s a good example of their actual tree The picket fence allows for you to attach banners should you obtain sponsorship and to advertise the sponsors who support you.</p> 
3	<p>Please find attached our costs for the forthcoming season as requested along with our Business Terms and Conditions.</p> <p>I’m afraid that we are no longer lighting the trees ourselves, but we are working with a number of lighting companies, please see details below.</p> <p>Lighting Companies Gary Davie – Lite Ltd 07894 395042 gary@lite-ltd.co.uk Vernon Peake – Festive Lighting – 07808 654405 vernon@festivelighting.co.uk Paul Goddard - Gala Lights - 07525 451596 paul.goddard@galalights.com The Christmas Decorators – Not sure who the contact would be for your area Head Office - 0845 190 1909 info@thechristmasdecorators.com</p> <p>If you would like to proceed, please come back to me as soon as possible.</p> <p>If there is anything more with which we can assist please don’t hesitate to contact me.</p>

Company number	Company quote																									
	<p data-bbox="347 293 979 322">Display Christmas Trees 2021 – season – Northstowe</p> <p data-bbox="347 356 1378 421">Following your recent enquiry, please find below our revised costs for your Christmas tree requirements for this season, based on the specifications in the tables below.</p> <p data-bbox="347 454 507 483">Tree details:</p> <table border="1" data-bbox="363 517 1433 981"> <thead> <tr> <th data-bbox="363 517 582 622">Tree Size (ft)</th> <th data-bbox="587 517 906 622">Tree species</th> <th data-bbox="911 517 1098 622">Number required</th> <th data-bbox="1102 517 1433 622">Price per tree</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 629 582 719">Circa 7.6m (25ft)</td> <td data-bbox="587 629 906 719">Spruce/Nordmann fir</td> <td data-bbox="911 629 1098 719">1</td> <td data-bbox="1102 629 1433 719">£2965.00</td> </tr> <tr> <td data-bbox="363 725 582 815">Circa 6.1m (20ft)</td> <td data-bbox="587 725 906 815">Spruce/Nordmann fir</td> <td data-bbox="911 725 1098 815">1</td> <td data-bbox="1102 725 1433 815">£ 2245.00</td> </tr> <tr> <td data-bbox="363 869 582 913">4.6m (15ft)</td> <td data-bbox="587 869 906 913">Norway spruce</td> <td data-bbox="911 869 1098 913">1</td> <td data-bbox="1102 869 1433 913">£1650.00</td> </tr> </tbody> </table> <p data-bbox="347 1016 1437 1144">The costs shown above are subject to tree availability and dependent on us being able to deliver your tree with others in the area which may necessitate you being slightly flexible with regards to the delivery date. In this way we can keep the haulage costs down as low as possible.</p> <p data-bbox="347 1178 571 1207">Delivery address:</p> <p data-bbox="347 1214 485 1305">The Green Northstowe Cams</p> <p data-bbox="347 1339 1002 1368">Proposed delivery date (and time): - To be confirmed</p> <p data-bbox="347 1402 544 1431">Service details:</p> <table border="1" data-bbox="363 1464 1433 2020"> <thead> <tr> <th data-bbox="363 1464 742 1637">Item</th> <th data-bbox="746 1464 1091 1637">Details</th> <th data-bbox="1096 1464 1433 1637">Additional details</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1644 742 1749">Vehicle Type</td> <td data-bbox="746 1644 1091 1749">Rigid with hiab</td> <td data-bbox="1096 1644 1433 1749"></td> </tr> <tr> <td data-bbox="363 1756 742 2020">Hiab reach req'd</td> <td data-bbox="746 1756 1091 2020">within 5 metres of each location</td> <td data-bbox="1096 1756 1433 2020">Assumption that suitable parking will be available to within 5 metres of the proposed tree site for the delivery vehicle and that there are no hazards that</td> </tr> </tbody> </table>	Tree Size (ft)	Tree species	Number required	Price per tree	Circa 7.6m (25ft)	Spruce/Nordmann fir	1	£2965.00	Circa 6.1m (20ft)	Spruce/Nordmann fir	1	£ 2245.00	4.6m (15ft)	Norway spruce	1	£1650.00	Item	Details	Additional details	Vehicle Type	Rigid with hiab		Hiab reach req'd	within 5 metres of each location	Assumption that suitable parking will be available to within 5 metres of the proposed tree site for the delivery vehicle and that there are no hazards that
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			necessitate additional controls beyond the norm.
	Ground sleeve or hired stand?	Hired stand	1.8m x 1.8m x 0.3m concrete block for 25ft tree weight 2.2 tonnes Bespoke metal stands: 2.4m x 1.2m for the 20ft tree 1.2m x 1.2m for the 15ft tree
	Elveden to secure tree?	Yes	
	Other details/requirements	No known on site restrictions	Location ideally should be of level and hard standing. However, you have advised this to be a grassed area. Boarding will be supplied. Client to ensure there is clear access and parking for the delivery & installation teams Details to be confirmed
	Dismantling and removal service required?	Yes	Tree, stand and all arisings removed & tree recycled in the New Year
	<p>All our trees are supplied machine baled/netted to protect the branches during transport and offloading.</p> <p>The costs shown above are exclusive of VAT. On accepting this quote please do read our business terms and conditions (copy supplied)</p> <p>Please note that if the location is as requested to be on the grassed area. Please note that the hired stand will cause discolouration to the grassed area, although we can put boarding underneath the grass will become dormant after having the concrete block placed on it for a number of weeks.</p>		

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4	<p>Many thanks for your enquiry.</p> <p>I have attached a copy of our 2021 Display Tree Price List.</p> <p>With regards to delivery and erection, we would be able to provide this when we are delivering to other customers in your area. I will be able to provide delivery costs in due course.</p> <p>Unfortunately, we won't be able to dismantle and dispose of the tree, due to our distance to your location.</p> <p>We don't offer decoration or illumination add-ons, but would recommend City Illuminations - www.cityilluminations.co.uk</p> <p>If you do have any questions, please don't hesitate to get in touch.</p> <table border="1" data-bbox="363 882 1377 1839"> <thead> <tr> <th>SIZE FT</th> <th>NORDMANN FIR £</th> <th></th> <th>SIZE FT</th> <th>NORWAY SPRUCE £</th> <th></th> <th>PREFERRED DELIVERY DATE</th> <th>ORDER TOTAL</th> </tr> </thead> <tbody> <tr><td>12-14</td><td>80.00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>15</td><td>100.00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>16</td><td>160.00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>18</td><td>260.00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19</td><td>300.00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>20</td><td>400.00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>22</td><td>440.00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>23</td><td>540.00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>26</td><td>760.00</td><td></td><td>26</td><td>580.00</td><td></td><td></td><td></td></tr> <tr><td>28</td><td>800.00</td><td></td><td>28</td><td>650.00</td><td></td><td></td><td></td></tr> <tr><td>30</td><td>1100.00</td><td></td><td>30</td><td>800.00</td><td></td><td></td><td></td></tr> <tr><td>32</td><td>1600.00</td><td></td><td>32</td><td>1100.00</td><td></td><td></td><td></td></tr> <tr><td>34</td><td>1600.00</td><td></td><td>34</td><td>1100.00</td><td></td><td></td><td></td></tr> <tr><td>35</td><td>2000.00</td><td></td><td>35</td><td>1400.00</td><td></td><td></td><td></td></tr> <tr> <td colspan="6">TERMS & CONDITIONS</td> <td>DELIVERY POA £</td> <td></td> </tr> <tr> <td colspan="6">Please note all prices are as collected at Charnock, subject to VAT.</td> <td>INSTALLATION POA £</td> <td></td> </tr> <tr> <td colspan="6">Advice will be given on delivery, installation & removal charges upon application.</td> <td>REMOVAL POA £</td> <td></td> </tr> <tr> <td colspan="6">All goods must be paid for in advance of leaving the yard.</td> <td>BARREL / STAND £</td> <td></td> </tr> <tr> <td colspan="6">Trees under 15ft can be placed in a barrel with metal fitting charged at £85</td> <td>NET £</td> <td></td> </tr> <tr> <td colspan="6">Trees over 15t require a treepit, or a metal bar stand charged at £250 or hired for £85</td> <td>VAT £</td> <td></td> </tr> <tr> <td colspan="6">Norway Spruce are hardy trees suitable for outdoor locations only.</td> <td>TOTAL DUE £</td> <td></td> </tr> </tbody> </table>	SIZE FT	NORDMANN FIR £		SIZE FT	NORWAY SPRUCE £		PREFERRED DELIVERY DATE	ORDER TOTAL	12-14	80.00							15	100.00							16	160.00							18	260.00							19	300.00							20	400.00							22	440.00							23	540.00							26	760.00		26	580.00				28	800.00		28	650.00				30	1100.00		30	800.00				32	1600.00		32	1100.00				34	1600.00		34	1100.00				35	2000.00		35	1400.00				TERMS & CONDITIONS						DELIVERY POA £		Please note all prices are as collected at Charnock, subject to VAT.						INSTALLATION POA £		Advice will be given on delivery, installation & removal charges upon application.						REMOVAL POA £		All goods must be paid for in advance of leaving the yard.						BARREL / STAND £		Trees under 15ft can be placed in a barrel with metal fitting charged at £85						NET £		Trees over 15t require a treepit, or a metal bar stand charged at £250 or hired for £85						VAT £		Norway Spruce are hardy trees suitable for outdoor locations only.						TOTAL DUE £	
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Advice will be given on delivery, installation & removal charges upon application.						REMOVAL POA £																																																																																																																																																																											
All goods must be paid for in advance of leaving the yard.						BARREL / STAND £																																																																																																																																																																											
Trees under 15ft can be placed in a barrel with metal fitting charged at £85						NET £																																																																																																																																																																											
Trees over 15t require a treepit, or a metal bar stand charged at £250 or hired for £85						VAT £																																																																																																																																																																											
Norway Spruce are hardy trees suitable for outdoor locations only.						TOTAL DUE £																																																																																																																																																																											
5	<p>A 5 metre (16ft) tree has an overall diameter of 2.5 metres.</p> <p>It is made up of 3 x 1m sections of framework. The top section of the tree is made up of a pole, with hinged branches that further splits down into 3 smaller sections</p> <p>There are 63 branch sections that slot into the sockets on the framework, producing a tree with an impressive 17,204 branch tips.</p>																																																																																																																																																																																

Company number	Company quote
	<p>If you opt for the pre-lit version, it will have 3,750 warm white LEDs that are professionally strung to the foliage.</p> <p>If the tree is for outdoor use, the transformer plugs will require protecting from the rain, using a dry box or something similar.</p> <p>The tree can be weighted from the inside, using sandbags or kentledge blocks, rather than having to use unsightly guy lines.</p> <p>Price:</p> <p>5m Pre-lit £3,995 ex VAT& installation</p> <p>6m(20ft) Pre-lit £5,495 ex VAT & installation</p> <p>Delivery £495 inc VAT</p> <p>Please note that we have been taking pre-orders for these trees since January & stock is limited & would therefore advise not leaving it until later in the year before placing your order.</p> <p>I have attached a leaflet that will hopefully give you a better idea as to how easily the trees are constructed, however, if you have any further questions, do not hesitate to give us a call.</p>