

## SECTION 1A - To be filled in by submitter of the Motion:

<b>Report from</b>	Cllr Bros Sabria
<b>On behalf of</b>	Market Development working group
<b>Date</b>	8 <sup>th</sup> July 2023
<b>For Meeting of Council/Committee</b>	Events and Markets Committee
<b>Date of meeting</b>	18 <sup>th</sup> July
<b>Agenda item no.</b>	29/23-24
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	PILOT MARKET BUSINESS PLAN – Update on progress and amendments to market business plan
<b>MOTION(S)</b>	<p>For the Committee;</p> <p>1) To receive and consider a report from the Market Development Working Group on progress made against the implementation of the Pilot Market Business Plan, and on any issues identified and solutions considered.</p> <p>2) To approve the amendment to the business plan, Section 5 – Operational Plan – Traders, pitch fees, and conditions – Traders (page 8), from:</p> <p><i>“ Weekly market (1st, 2nd, 3rd and 5th week of the month):</i>  <i>- Maximum of 5 traders until a market manager has been recruited, selling daily food and basics, including:</i></p> <ul style="list-style-type: none"> <li>• <i>Fruit and Vegetables</i></li> <li>• <i>Meat</i></li> <li>• <i>Fish</i></li> <li>• <i>Bread and cakes</i></li> <li>• <i>Eggs</i></li> <li>• <i>Dairy “</i></li> </ul> <p>To:</p> <p><i>“Weekly market (<b>every week except when an indoor market is held as well</b>)</i>  <i>- Maximum of 5 traders until a market manager has been recruited <b>or market supervision tasks have been contracted out</b>, selling daily food and basics, including:</i></p> <ul style="list-style-type: none"> <li>• <i>Fruit and Vegetables</i></li> <li>• <i>Meat</i></li> <li>• <i>Fish</i></li> <li>• <i>Bread and cakes</i></li> <li>• <i>Eggs</i></li> <li>• <i>Dairy</i></li> <li>• <b><i>Cleaning and hygiene products</i></b></li> <li>• <b><i>Hot food and refreshments</i></b></li> </ul> <p>3) To recommend Full Council to consider and endorse the amended business plan and to task working group to implement the business plan as amended in close cooperation with the Town Clerk, Deputy Clerk.</p>

<p><b>Background</b></p>	<p>1) On 28<sup>th</sup> March 2023, Full Council considered and endorsed the Business Plan for a pilot market, and tasked the Events and Markets Committee, through the Market Development Working Group, to take necessary steps for its implementation working with the Town Clerk (agenda item 266/22-23), as recommended by the Events and Markets Committee.</p> <p>2) Terms of Reference of Events and Markets Committee lay down the specific power and roles of the Committee, including:</p> <p><i>“To monitor growth of market(s) and adopt relevant changes to accommodate changes in market size”</i></p> <p><i>“To receive and incorporate community views/feedback periodically to improve on the Council led events and the local market(s).”</i></p>
<p><b>Issues/items for consideration by the Council</b></p>	<p><u>Progress on market implementation</u></p> <p>1) The weekly market started from 15<sup>th</sup> of April in line with operational plan of business plan. Four stall holders are trading on a regular basis: fruit&amp;veg (selling also eggs and honey); cakes; tea and snacks/warm food; olives and nuts and sweets (biweekly). A food truck with refreshments and hot food has also been attending on weekly basis since May. Some food traders have been attended on monthly basis.</p> <p>2) The indoor venue (school) became unavailable, thus the planned monthly markets have not been held. It is expected they can be resumed once the community building is operational (latest expected September).</p> <p>3) Licence agreement with landlords drafted. SCDC has been approved, Greenbelt requires some revisions (Town Clerk to provide latest situation)</p> <p>4) Terms and Conditions for traders have been drafted – with the assistance of SCDC business team who developed first draft). They are being brought for approval by the Committee (see separate agenda item). The T&amp;C will be circulated to NABMA experts for feedback and review.</p> <p>5) Traders’ enquiries and interest continue – enquiries are however mostly from crafts/gifts traders, or warm food. At the moment, four basic products are not being traded weekly meat, fish, bread, dairy/cheese.</p> <p>6) Food truck and food stall regularly sold out of warm food products sold. However, footfall has been decreasing in the last weeks. Low footfall risks trader retention. This is general issue across outdoor/street markets (as per discussions within NABMA Basecamp and discussions with Northstowe traders), but there are different possible causes: heat, summer activities and events elsewhere, lack of facilities (like parking/toilets), as well as small number of traders/stalls, food/products on offer.</p> <p>7) In order to increase economic viability of weekly market for Town Council and traders, as well as to be able to have basic foods and products being sold in the weekly market, it is necessary to increase the number of minimum stalls and attract visitors.</p> <p>8) The increase in stalls should not pose additional risks for health and safety and should thus such change should only be implemented once market supervision tasks have been contracted out (see separate motion) and toilet facilities in the site</p>

	arranged for so they can be used by traders and volunteers at least. Estimated date would be from 9th July or as soon as possible.
<b>Recommendations</b>	<p>For the Committee;</p> <p>1) To receive and consider a report from the Market Development Working Group on progress made against the implementation of the Pilot Market Business Plan, and on any issues identified and solutions considered.</p> <p>2) To approve the amendment to the business plan, Section 5 – Operational Plan – Traders, pitch fees, and conditions – Traders (page 8), from:</p> <p><i>“ Weekly market (1st, 2nd, 3rd and 5th week of the month):</i>  <i>- Maximum of 5 traders until a market manager has been recruited, selling daily food and basics, including:</i></p> <ul style="list-style-type: none"> <li>• <i>Fruit and Vegetables</i></li> <li>• <i>Meat</i></li> <li>• <i>Fish</i></li> <li>• <i>Bread and cakes</i></li> <li>• <i>Eggs</i></li> <li>• <i>Dairy “</i></li> </ul> <p>To:</p> <p><i>“Weekly market (<b>every week except when an indoor market is held as well</b>)</i>  <i>- Maximum of <b>8</b> traders until a market manager has been recruited <b>or market supervision tasks have been contracted out</b>, selling daily food and basics, including:</i></p> <ul style="list-style-type: none"> <li>• <i>Fruit and Vegetables</i></li> <li>• <i>Meat</i></li> <li>• <i>Fish</i></li> <li>• <i>Bread and cakes</i></li> <li>• <i>Eggs</i></li> <li>• <i>Dairy</i></li> <li>• <b><i>Cleaning and hygiene products</i></b></li> <li>• <b><i>Hot food and refreshments</i></b></li> </ul> <p>3) To recommend Full Council to consider and endorse the amended business plan and to task working group to implement the business plan as amended in close cooperation with the Town Clerk, Deputy Clerk.</p>
<b>Appendices</b>	N/a
<b>Documents:</b>	N/a

**SECTION 1B - To be filled in by submitter of the Motion:**

<b>Input</b> needed from Clerk?	-
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**PLEASE NOTE:** Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear days<sup>i</sup> before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

## SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Establishing market	
Staffing Implications: <sup>ii</sup>	N/A	
Volunteer need implications:	N/A	
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity <sup>v</sup>	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council's Plastic-Free Pledge – N/A	
Financial <sup>vi</sup>	There are no financial implications at this stage – N/A	
	There will be financial implications; Details: N/A	
	There is provision within the budget Budget heading & details: N/A	
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: <b>YES</b> – This would provide for more flexibility in the types of traders that could be attracted for the spaces available.	√
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications <sup>vii</sup>	Details: N/A	
Legal	Power under which the spend can be actioned: <sup>viii</sup> Local Government Act 1972, s. 144 – power to promote tourism. LGA 1972, s. 111 – power to go into contracts.	√
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: Business and personal contact details to be dealt with in line with GDPR.	←
	Other considerations: N/A	
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details:	
Other Considerations:	N/A	

<sup>i</sup> Northstowe Town Council's [Standing Order 9 b,d](#).

<sup>ii</sup> The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

<sup>iii</sup> The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

<sup>v</sup> The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

<sup>vi</sup> It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

<sup>vii</sup> See also Town Council's [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council's [Data Protection Policy](#).

<sup>x</sup> See Town Council's [Risk Management Plan](#).