

# **COMMUNITY DEVELOPMENT SCRUTINY COMMITTEE AGENDA**

**Wednesday, 15<sup>th</sup> June 2022 at 7.15pm**

**Council Chamber, Braintree District Council, Causeway House,  
Bocking End, Braintree, CM7 9HB**

This meeting is open to the public - This meeting will be available to view via the Council's  
webcast and YouTube channel

<http://www.braintree.gov.uk>

<http://www.braintree.gov.uk/youtube>

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**Members of the Community Development Scrutiny Committee are requested to attend  
this meeting to transact the business set out in the Agenda.**

Councillor Mrs C Dervish  
Councillor Mrs D Garrod (Chairman)  
Councillor A Hensman  
Councillor Mrs A Kilmartin  
Councillor W Korsinah

Councillor Mrs J Pell  
Councillor Miss M Weeks  
Councillor Mrs S Wilson (Vice-Chairman)  
Councillor B Wright

Members unable to attend the meeting are requested to forward their apologies for  
absence to the Governance and Members Team on 01376 552525 or email  
[governance@braintree.gov.uk](mailto:governance@braintree.gov.uk) by 3pm on the day of the meeting.

A WRIGHT  
Chief Executive

## **INFORMATION FOR MEMBERS – DECLARATIONS OF MEMBERS' INTERESTS**

### **Declaration of Disclosable Pecuniary Interests (DPI), Other Pecuniary Interests (OPI) or Non-Pecuniary Interests (NPI).**

Any Member with a DPI, OPI or NPI must declare the nature of their interest in accordance with the Code of Conduct. Members must not participate in any discussion of the matter in which they have declared a DPI or OPI or participate in any vote, or further vote, taken on the matter at the meeting. In addition, the Member must withdraw from the Chamber where the meeting considering the business is being held unless the Member has received a dispensation from the Monitoring Officer.

### **Public Question Time – Registration and Speaking:**

The Agenda allows for a period of up to 30 minutes for Public Question Time.

Members of the public wishing to participate are requested to register by contacting the Governance and Members Team on 01376 552525 or email [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk) by midday on the second working day before the day of the Committee meeting. For example, if the Committee meeting is due to be held on a Tuesday, the registration deadline is midday on Friday, (where there is a bank holiday Monday you will need to register by midday on the previous Thursday). Public Question Time speakers may participate in person or virtually. Speaker preference must be indicated upon registration.

The Council reserves the right to decline any requests to register for Public Question Time if they are received after the registration deadline.

All questions or statements should be concise and should be able to be read within 3 minutes allotted for each question/statement.

The Chairman of the Committee has discretion to extend the time allocated for public question time and to amend the order in which questions/statements are presented to the Committee.

### **Public Attendance at Meetings:**

Public attendance is welcomed, but is subject to restrictions due to the Council's arrangements for keeping Causeway House Covid secure and visitors safe.

Public attendance is limited and will be on a first come first served basis with priority given to Public Registered Speakers. In order to maintain safe distances, the Council may have to refuse entry to members of the public. The public may not be able to sit in the Council Chamber, but will be able to observe the meeting from a public gallery through a large screen. Alternatively, the Council meetings are webcast and are available via the Council's YouTube Channel and can be viewed by the public as a live broadcast, or as a recording following the meeting.

Public speakers and public attendees are required to attend on their own, and where possible only one representative of any community group, family household or Company should attend. Members of the public intending to come to Causeway House to observe a meeting are recommended to watch the meeting via the webcast, or to contact the Governance and Members Team to reserve a seat within the public gallery.

### **Health and Safety/COVID:**

Causeway House is a Covid secure building and arrangements are in place to ensure that all visitors are kept safe. Visitors are requested to follow all instructions displayed at Causeway House or given by Officers during the course of their attendance.

Anyone attending meetings is asked to make themselves aware of the nearest available fire exit. In the event of an alarm you must evacuate the building immediately and follow all instructions provided by staff. You will be directed to the nearest designated assembly point until it is safe to return to the building.

**Documents:** Agendas, Reports and Minutes can be accessed via [www.braintree.gov.uk](http://www.braintree.gov.uk)

**Data Processing:** During the meeting the Council will be collecting performance data of participants' connectivity to the meeting. This will be used for reviewing the functionality of MS Teams/Zoom and YouTube as the Council's platform for virtual meetings and for monitoring compliance with the legal framework for Council meetings. Anonymised performance data may be shared with third parties.

For further information on how the Council processes data, please see the Council's Privacy Policy.

[https://www.braintree.gov.uk/info/200136/access\\_to\\_information/376/privacy\\_policy](https://www.braintree.gov.uk/info/200136/access_to_information/376/privacy_policy)

**Mobile Phones:**

Please ensure that your mobile phone is switched to silent during the meeting in order to prevent disturbances.

**Webcast and Audio Recording:**

Please note that this meeting will be webcast and audio recorded. You can view webcasts for up to 6 months after the meeting using this link: <http://braintree.public-i.tv/core/portal/home>. The meeting will also be broadcast via the Council's YouTube Channel.

**Comments and Suggestions:**

We welcome comments to make our services as efficient and effective as possible. If you have any suggestions regarding the meeting you have attended, you can send these to [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)

**1 Apologies for Absence****2 Member Declarations**

1. To declare the existence and nature of any interests relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice (where necessary) before the meeting.

2. To declare the existence and nature of any instruction given by or on behalf of a political group to any Councillor who is a member of that group as to how that Councillor shall speak or vote on any matter before the Committee or the application or threat to apply any sanction by the group in respect of that Councillor should he/she speak or vote on any particular matter.

**3 Minutes of the Previous Meeting**

To approve as a correct record the minutes of the meeting of the Community Development Scrutiny Committee held on 4<sup>th</sup> May 2022 (copy previously circulated).

**4 Public Question Time**

(See paragraph above)

**5 Scrutiny Review into Markets and Associated Events within the Braintree District - First Evidence Gathering Session**

Members to receive a presentation from Paul Partridge, Head of Operations, and Phil Taylor, Markets Officer.

**6 Scrutiny Review into Markets and Associated Events within the Braintree District - List of Online Resources****5 to 8****7 Urgent Business - Public Session**

To consider any matter which, in the opinion of the Chairman, should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

<b>Report Title:</b> Scrutiny Review into Markets and Associated Events within the Braintree District – Links to Online Resources	
<b>Report to:</b> Community Development Scrutiny Committee	
<b>Date:</b> 15 <sup>th</sup> June 2022	<b>For:</b> Noting
<b>Key Decision:</b> No	<b>Decision Planner Ref No:</b> N/A
<b>Report Presented by:</b> Jessica Mann, Governance and Members Officer	
<b>Enquiries to:</b> Jessica Mann, Governance and Members Officer <a href="mailto:governance@braintree.gov.uk">governance@braintree.gov.uk</a>	

**1. Purpose of the Report**

- 1.1 To provide Members with an accessible list of online resources which are considered to be relevant to their Scrutiny Review in terms of building their portfolio of evidence.

**2. Recommendations**

- 2.1 Members are asked to review the list of online resources provided and from these identify any further lines of enquiry or research.

**3. Summary of Issues**

- 3.1 At the first meeting of the Community Development Scrutiny Committee, Members identified a number of lines of enquiry in which to progress their Scrutiny Review.

Governance Officers have subsequently identified a number of links to online resources which are considered relevant to the Scrutiny Review into 'Markets and Associated Events' for Members' evidence gathering portfolio.

**5. Next Steps**

Members are asked to review and consider the resources identified within the context of the Terms of Reference for the Scrutiny Review and from this, identify any further lines of enquiry or research.

**6. Financial Implications**

There are no financial implications arising from the report.

**7. Legal Implications**

There are no legal implications arising from the report.

**8. Other Implications**

There are no matters arising from the report.

**9. Equality and Diversity Implications**

9.1 There are none arising from this report.

**10. List of Appendices**

None.

**11. Background Papers**

None.

## **Scrutiny Review into 'Markets and Associated Events' – Online Resources**

Governance Officers have identified the following links to online resources which are considered relevant to the Scrutiny Review into 'Markets and Associated Events' for Members' evidence gathering portfolio.

This report is intended to enable Members to review and consider the resources identified within the context of the Terms of Reference for the Scrutiny Review.

### **Market Trader Terms and Conditions – Braintree District Council**

LINK: <https://www.braintree.gov.uk/braintree-district/market-trader-terms-conditions>

This webpage from the Council's website includes some basic, useful information for any potential Market Traders hoping to attend the markets (locations specified) on either a regular or semi-regular basis within the Braintree District; details include the definition of what is meant by a 'Trader' or 'Market,' how to register, fees, hours of trade, pitch specifications, trading regulations, etc. The webpage also provides details around the Council's cancellation policy in respect of markets and, within this, information pertaining to the 'Shoppers' Charter.'

Other pages on the Council's website list the dates of upcoming markets, the costs of pitch/special events and the requirements for those wishing to apply (e.g. copies of public liability insurance).

### **National Market Traders Federation (NMTF)**

LINK: <https://www.nmtf.co.uk/about-us/our-history/>

The NMTF website provides its users with a comprehensive account of the origins of the NMTF through to the present day. More recently, the NMTF has introduced projects and campaigns aimed at promoting the retail markets industry and ensuring that it has the people needed to continue with its work.

The website also provides helpful links to the '[Market Times](#),' the leading magazine publication for traditional market retailers, as well as street traders, event retailers and hot food sellers. As of October 2020, editions of the Market Times are only available online. Contact details are provided for any traders wishing to submit a story or advertisement in upcoming editions of the magazine.

Furthermore, there is a search option for users wishing to locate markets within their local areas (searches can be carried out by name of place or postcode) and general information as to their arrangements. Accordingly, Governance Officers carried out a 'Braintree' search and were able to identify a dedicated section on the '[Braintree Outdoor Market](#).' the webpage provided information on the designated market days, a link to a past featurette of Braintree in the 'Market Times' (2015 edition) and the contact details of the Markets Officer at Braintree District Council.

## **Impacts of COVID-19 Pandemic on Markets and Events**

The Terms of Reference for the Scrutiny Review refer to any support streams that were offered to the District's market traders during the Covid-19 Pandemic (e.g. promotional advertising, Government grants, etc). In relation to this, Governance Officers identified the link below to a survey conducted by the [NMTF](#) on the impact of Covid-19 on local traders nationally:

### **[Covid-19 Recovery Survey – UK Markets and Events](#)**

In 2020, the NMTF conducted a major survey in order to better understand how market, street and events traders across the UK were recovering in the aftermath of the COVID-19 Pandemic. From the website, it appears that the survey was first conducted in May 2020 before being repeated again in November 2020. Both sets of results from the survey are available to download on the NMTF website at the above link (please note that the website does not list the specific participants in the survey).

## **Other Links**

### **NABMA (National Association of British Market Authorities)**

LINK: <https://nabma.com/about/>

This website provides a wealth of information on markets, including a list of associated partnerships (e.g. LGA, NALC, etc), upcoming market events, newsletters, training courses and links to support packages for market authorities and traders across the country.

### **Young Market Traders Campaign 2022 (arranged through the NMTF)**

LINK: <https://www.nmtf.co.uk/campaigns/young-traders-market/>

**Extract:** *"...Now, as hopefully we emerge from the pandemic, it is vital that we have traders out there who will continue to support the industry... by creating and selling products that both young and older shoppers will want to buy. We've already launched a social media campaign to attract young entrepreneurs – aged between 16 and 30 – to take part in a series of 10 regional finals in July and August, with the ambition to win through to the National Final."*

A link to the various locations across the country where [Regional Finals](#) are being held along with the dates that these will take place is also provided on the site.