

## NORTHSTOWE TOWN COUNCIL

You are hereby summoned to attend the Northstowe Town Council **Full Council Meeting** to be held on **Wednesday 23<sup>rd</sup> February 2022, 7-9 PM**, at **Northstowe Secondary College**, Northstowe (Main Hall).

Signed: *Mark Nokkert* 17<sup>th</sup> February 2022

Mark Nokkert, Town Clerk & Responsible Financial Officer to Northstowe Town Council  
townclerk@northstowetowncouncil.gov.uk 07724588949

Public and Press are welcome to attend the meeting. Members of the public wishing to speak, it is appreciated if you could email the Town Clerk to register your request before 5pm on the day of the meeting. You may speak, for a maximum of 3 minutes, under the standing item 'Public Participation' in relation to items on the agenda.

Due to the ongoing Coronavirus situation, the Town Council may limit public attendance at the meeting. Any restrictions at the time of the meeting will be made clear on arrival. If you have any symptoms of Covid-19, please do not attend the meeting. It is recommended that all attending take a Lateral Flow Test beforehand and wear a facemask, unless exempt.

### AGENDA

#### **186/21-22 APOLOGIES FOR ABSENCE**

- 1) To receive any apologies for absence received prior to the meeting.

#### **187/21-22 DECLARATIONS OF INTEREST**

- a) Councillors to declare any pecuniary or personal interest in any items on the agenda.
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.

#### **188/21-22 PUBLIC PARTICIPATION**

- a) To adjourn the meeting for up to 15 minutes to allow any members of the public, and Councillors declaring a prejudicial interest, to address the meeting in relation to the business to be transacted at that meeting.
- b) To reconvene the meeting.

#### **189/21-22 MINUTES OF THE MEETING OF 19<sup>TH</sup> JANUARY 2022**

- 1) To approve the minutes of the meeting of 19<sup>th</sup> January 2022 as a true record of that meeting.

#### **190/21-22 PATHFINDER SCHOOL**

- 1) To receive a presentation, together with posters and a plan, from Northstowe Pathfinder School to highlight environmental and road safety issues (posters and plan pre-circulated).
- 2) To allow for questions and discussion around potential actions that could be taken.

#### **191/21-22 ICAN-NORTHSTOWE**

- 1) To receive a presentation titled 'Feedback on engagement in research and possible workshops in Northstowe' from ICAN researchers Dr Kate Ellis and Dr Jenna Panter, ICAN-Northstowe Research Team, on initial results from the ICAN-Northstowe survey held in late 2021 (summary information pre-circulated).
- 2) To allow for questions and discussion.

#### **192/21-22 REPORTS FROM COUNTY AND DISTRICT COUNCIL COUNCILLORS**

- 1) To receive a report from: Cllr Firouz Thompson – Cambridgeshire CC; Cllr Sarah Cheung Johnson & Cllr Alex Malyon – South Cambs DC.

**193/21-22 REPORT FROM SOUTH CAMBS DC'S OFFICERS**

- 1) To receive a report from Mihaela Stan, SCDC Phase 1 Community Development Officer, and Kathryn Beck, SCDC Phase 2 Community Development Officer.

**194/21-22 REPORT FROM TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER**

- 1) To receive a report from Mark Nokkert, Town Clerk & RFO to Northstowe Town Council (reporting period: January 2022).

**195/21-22 COMMITTEE MEETINGS**

To receive and note minutes from the following Committee meetings held:

- a) Events and Markets Committee – 4<sup>th</sup> January 2022 (status: approved);
- b) Planning Committee – 11<sup>th</sup> January 2022 (status: approved);
- c) Finance and Governance Committee – 18<sup>th</sup> January 2022 (status: draft);
- d) Events and Markets Committee – 1<sup>st</sup> February 2022 (status: draft);
- e) Planning Committee – 8<sup>th</sup> February (status: draft).

**196/21-22 CO-OPTION OF COUNCILLOR**

- 1) To Receive a report, setting out co-option procedures as proposed.
- 2) To agree to co-opt to fill the current Casual Councillor Vacancy, following resignation of a councillor in January 2022.
- 3) To receive a report with information from applications received from prospective candidates for the casual vacancy (Note that information from applications shared is restricted to people's initial, surname and the profile as prepared by the candidates - note that in the profile the candidates are asked to describe their reason(s) why they would like to become a Councillor, as well as details of any skills, knowledge, experience or life experiences that they think would benefit the Town Council and the Northstowe community).
- 4) To vote on who is to be co-opted as Town Councillor

**197/21-22 HYDROLOGY WORKING GROUP**

- 1) To receive a report on the Hydrology Working Group's current working hypothesis.
- 2) To agree that the Hydrology Working Group should work with Greater Cambridge Planning to facilitate and document the initial testing actions as proposed in the report.

**198/21-22 MARKET BUSINESS PLAN TO SECURE SCDC FUNDING**

- 1) To receive a brief outline from the Market Development Working Group on how it recommends that funding made available to the Town Council by SCDC for the set-up of a regular market in Northstowe is to be used (report attached).
- 2) To review outline.
- 3) To approve the development of an expanded business plan by the Market Development Working Group based on this outline and present to the Council (Extraordinary committee meeting of the Events and Markets Committee or Finance and Governance Committee)

**199/21-22 MARKET COMMUNITY SURVEY PRINTING AND DISTRIBUTION**

- 1) To receive report from the Market Development Working Group on options for the Town Council to order the printing and distribution of a community engagement survey on pilot market.
- 2) To discuss the report findings, to;
  - (a) agree to print and distribute community engagement survey to all households, and to pay for the associated costs;
  - (b) decide which company it wants to order the printing of the community engagement survey;
  - (c) decide which company it wants to entrust the distribution of the community survey to all Northstowe households;

- (d) agree to pay the costs for printing and delivery out of the Council's budget heading 'Newsletters and Publications', or a different cost code as seen fit by the RFO.

**200/21-22 TRAINING COSTS**

- 1) To approve for the Clerk & RFO to go on the following training and development opportunities;
  - (a) Understanding Elections and the Clerk's role – CAPALC, 7<sup>th</sup> March, £30.
  - (b) Year-end Accounts and Audit, webinar, CALC with The Parkinson Partnership LLP, various dates in March and early April - £30.
  - (c) Introduction to VAT for Local Council, various dates, at least once per month, , CALC with The Parkinson Partnership LLP - £30.
  - (d) : SLCC Annual Regional Conference ('Midlands Training Seminar'), 21<sup>st</sup> September 2022 - £85 + VAT [note: CAPALC is sponsoring the costs for coach transport to the venue).

**201/21-22 DELEGATED POWERS UNDER COVID RESTRICTIONS**

- 1) To give full delegated powers to the Clerk in the event that the Council could not meet due to Covid restrictions. Delegated powers to last until the next meeting of the Full Council.

**202/21-22 MATTERS FOR INFORMATION**

- 1) Annual Town meeting ('Meeting of the Electorate'), to be held on 16th March 2021 at the Secondary College.
- 2) Town Council elections - Information sessions for prospective Cllrs held by CAPALC on 5th and 16th March.
- 3) Traveller Awareness Training – Report from Cllr Van der Meijden on training attended on 25th January 2022.
- 4) [Further to item 182/21-22 (2)]: Minutes of the meeting with Stagecoach held on 6th December (attended by Cllr Littlemore and the Clerk).

**203/21-22 MEETINGS FROM OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION**

- 1) To receive minutes or notes from meetings of the following outside bodies with official Northstowe TC representation;
  - (a) 6<sup>th</sup> January 2022: Phase 1 Open Spaces Management and Maintenance Steering Group (attended by Cllr Littlemore and the Clerk).
  - (b) 25<sup>th</sup> January 2022: Northstowe Support Partnership (attended by Cllr Oluwasanya).
  - (c) 9<sup>th</sup> February 2022: Northstowe Community Networkers (attended by Cllr Littlemore).

**204/21-22 DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION**

- 1) To note;
  - a) 24<sup>th</sup> February 2022, 10AM: Phase 1 Open Spaces Management & Maintenance Steering Group.
  - b) 15<sup>th</sup> March 2022, 1:30PM: Northstowe Support Partnership.
  - c) 24<sup>th</sup> March 2022, 10AM: Phase 1 Open Spaces Management & Maintenance Steering Group.
  - d) 13<sup>th</sup> April, 7PM: Northstowe Community Networkers.

**205/21-22 DATES OTHER MEETINGS EXTERNAL BODIES WITH NORTHSTOWE TC INVITED**

- 1) To note;
  - a) [added for information]: 21<sup>st</sup> February 2022, 7PM: Park Play.
  - b) 25th February 2022, 1:30PM: Homes England.
  - c) 3rd March 2022, 5:30PM: Stagecoach.
  - d) 23rd March 2022, 7PM: Northstowe Community Forum.

**206/21-22 DATE OF NEXT MEETING**

Full Council: Wed 30<sup>th</sup> March 2022 at 7PM – location TBC.

For all Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk).