

To all Members of Northstowe Town Council: You are hereby **summoned** to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below:

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

Tuesday 24th JANUARY 2023, 7 - 9 PM

Pathfinder Primary School, Northstowe (Main Hall)

Signed: *Mark Nokkert*

19th January 2023

Mark Nokkert, Town Clerk & Responsible Financial Officer to Northstowe Town Council

townclerk@northstowetowncouncil.gov.uk

07724588949

* The public and press are welcome to attend any Council meeting. If you wish to speak under the standing item 'Public Participation' it is appreciated if you email the Town Clerk to register your request before 5 pm on the day of the meeting; you may speak for up to 3 minutes in relation to any item(s) on the agenda.

* Due to ongoing Coronavirus concerns, the Town Council may limit public attendance at the meeting; any restrictions will be made clear on arrival. If you have Covid or Covid symptoms, please do not attend.

MEMBERS: 15 **QUORUM: 5** Members.

AGENDA

204/22-23 **APOLOGIES FOR ABSENCE** (Standing Item)

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

205/22-23 **DECLARATIONS OF INTEREST** (Standing Item)

- 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 Chair if they wish to speak on the matter during public participation.

206/22-23 **PUBLIC PARTICIPATION** (Standing Item)

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

207/22-23 **MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

- 1) To approve the minutes of the Full Council meeting of 20th December 2022 as a true record of the meeting (attached).

208/22-23 **REPORTS FROM COUNTY AND DISTRICT COUNCIL WARD MEMBERS** (Standing Item)

- 1) To receive a report from Cambridgeshire C.C. Member Cllr F. Thompson (attached).
- 2) To receive a report from S.C.D.C. Member Cllr. N. Warren-Green (attached).
- 3) To receive a report from S.C.D.C. Member Cllr. T. Bygott (attached).

209/22-23 **REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

To receive a report from SCDC's Phase 1 and 2 Community Development Officers (attached).

210/22-23 **NORTHSTOWE DELIVERY GROUP** (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 7th December 2022 (shared with Cllrs.).

211/22-23 **REPORT FROM TOWN CLERK** (Standing Item)

To receive a report from the Town Clerk (period: November 2022) (attached).

212/22-23 **UPDATES ON ITEMS FROM PREVIOUS MEETINGS**

To receive an update (from the Clerk or relevant Cllrs.) on previous resolutions and tasks:

- i) 189/22-23, Defibrillator (FC, 20th Dec. '22): Update on installation, and next steps.
- ii) 194/22-23, Park Play (FC, 20th Dec. '22): Update on plans.

213/22-23 KICKSTART FUND PANEL – NTC REPRESENTATION

[Deferred from Full Council meeting 20th December 2022, item 192/22-23(2)]:

- 1) For any Councillors, other than Cllr Castelino, to come forward to also represent the Town Council on the Kickstart Fund Panel.

214/22-23 COMMITTEE MEMBERSHIP

- 1) To appoint Cllr. Greef onto the Events and Markets Committee.
- 2) Any Councillor(s) to consider coming forward to join the Finance and Governance Committee, to fill the remaining two seats.
- 3) To appoint any new Member(s) onto the Finance and Governance Committee.

215/22-23 6 FREE TREES

- 1) To receive information from the Clerk and Cllr Bros Sabria on the application sent in December 2022 to obtain [six free trees through the South Cambridgeshire Council's annual scheme.](#), including partners involved and where these trees are going to be planted.
- 2) To (retrospectively) approve the application made.

216/22-23 PLASTIC FREE NORTHSTOWE

[Motion from Cllrs allocated to the Joint Sustainability Working Group]

- 1) To consider the request received from Plastic Free Longstanton and Northstowe (Attached letter received from the Coordinator of Plastic Free Longstanton and Northstowe; with previous email correspondence shared with Cllrs.) and website and resources from Plastic Free Communities - Surfers Against Sewage - https://plasticfree.org.uk/wp-content/uploads/sites/2/2020/09/Community-Toolkit_2021.pdf and <https://www.sas.org.uk/plastic-free-%20communities/>.
- 2) To agree to put a representative of the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).
- 3) To agree to support and encourage Plastic Free Community initiatives in its area.
- 4) To pledge to act by example and work to remove single-use plastic items from its premises and operations.

217/22-23 INTERIM FACILITY - STAKEHOLDER MEETING

- 1) To receive information from Cllr Benedicic or Cllr Littlemore on their attendance at a stakeholder meeting, held on 22nd December 2022, feeding into the draft plans for the interim facility, in advance of SCDC's planning application submission.

218/22-23 PLANNING APPLICATIONS

[NB: All sub-items added to this agenda, as the deadlines are before the next Planning Committee meeting]

- 1) 23/00113/FUL. South Cambridgeshire District Council. Land North Of Pathfinder Way Northstowe. Construction of a temporary Modular Community Building for a period of 3 years with associated parking, landscaping, boundary treatment and access. Public Access
Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/00113/FUL>.
(consultation letter shared with Cllrs.)

Deadline for consultation responses: 2nd February 2023.

- 2) For Consultation: CCC/22/152/RMA. Cambridgeshire County Council, Northstowe Secondary College, Stirling Road, Northstowe, Cambridge, Cambridgeshire, CB24 1DJ. Reserved matters application for appearance, layout, scale, access and landscaping, pursuant to outline application S/0092/18/CC, including the erection of a primary school, nursery, secondary school building, post-16 building, means of access, construction access, vehicle parking, cycle parking, refuse storage area, sprinkler tank, sports pitches, means of enclosure, lighting and external landscaping works.

The application documentation can be viewed at the [County Council Planning Portal](#). (consultation letter shared with Cllrs.)

Deadline for consultation responses: 2nd February 2023.

NB: Northstowe Town Council previously provided comments through the NSC public consultation that preceded this planning application – see [item 54/22-23 of the Planning Committee meeting held on 6th December 2022](#).

3) *S/0038/15/NMA2: additional information received (email from Greater Cambridge Shared Planning attached): S/0038/15/NMA2. L&Q Estates. Hatton's Road, Longstanton. Attenuation Ponds. Non material amendment on application S/0038/15/RM to regularise alterations to the landscaping details approved under condition 4 of permission S/0038/15/RM (as amended) and the ecological details approved under condition 33 of outline planning permission S/0388/12/OL to reflect permanent water levels on site. Planning application can be accessed at [South Cambs Planning Portal](#). (email shared with Cllrs.)*

Deadline for responses: 19th January 2022; extension obtained until 27th January 2023.

NB: Further to formal consultee response on this application as sent previously by Northstowe Town Council, following resolution at [Full Council meeting 22nd November 2022, item 169/22-23\(1\)](#).

219/22-23 COMMITTEE MEETINGS (Standing Item)

- 1) To receive and note minutes from the following committee meetings held:
 - i) Events and Markets Committee (extraordinary meeting), 29th November 2022 (draft: attached)
 - ii) Planning Committee, 6th December 2022 (approved; attached).
 - iii) Finance and Governance Committee, 13th December 2022 (approved; attached).
 - iv) Events and Markets Committee, 3rd January 2023 (draft; attached).
- 2) To note – Minutes still to be shared:
 - v) Planning Committee, 10th January 2023.
 - vi) Finance and Governance Committee, 17th January 2023.

220/22-23 WORKING GROUPS (Standing Item)

To receive updates on progress (where relevant) from NTC Working Groups reporting to Full Council;

- a) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) (lead: Cllr Benedicic).
- b) Warm Hub Working Group – (lead: Cllr Delip).
- c) Hydrology Working Group (lead: Cllr Littlemore).
- d) Road Safety Working Group (lead: Cllr Susarla).
- e) Sustainability Working Group (Jointly with Longstanton PC) (no lead identified).

221/22-23 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note, and receive minutes and/or updates from meetings of the following outside bodies with official Northstowe TC representation;

- a) 24th Nov. '22: Phase 1 Open Spaces Steering Group – attended by Cllrs. Littlemore and Owen (minutes attached).
- b) 22nd Dec. '22: Phase 1 Open Spaces Steering Group – attended by Cllr. Littlemore (minutes attached).
- c) 17th Jan. 2023: Northstowe & Longstanton Heritage Stakeholder Group – attended by Cllr. Littlemore (no minutes).
- d) 17th Jan. '23: Northstowe Support Partnership – no NTC representation (no minutes expected)
- e) 18th Jan. '23: Northstowe Delivery Group – attended by Cllrs. Littlemore and Owen (minutes to follow)
- f) 18th Jan. '22: Northstowe Faith Strategy Group – attended by Cllr Delip (minutes to follow).
- g) 19th Jan. '23: Phase 1 Open Spaces Steering Group – attended by Cllrs Bros Sabria and Owen (minutes to follow).

222/22-23 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note;

- a) Wed 8th February, 19:00 -21:00: Northstowe Community Networkers.

- b) Thu 9th February, 10:00-12:00: Phase 1 Open Spaces Steering Group.
- c) Thu 16th February, 13:30-14:30: Northstowe Delivery Group.
- d) Thu 2nd March, 13:00-14:30: Homes England Quarterly Parish/Town meeting.
- e) Thu 9th March, 10:00-12:00: Phase 1 Open Spaces Steering Group.
- f) Wed 15th March, 17:00-18:30: Northstowe Faith Strategy Group.
- g) Wed 29th March: Northstowe Community Forum.

223/22-23 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- Full Council: Tue 28th February 2023, 7-9PM, Pathfinder Primary School (Main Hall).
[Finalised motions to be received by 18/02].
- For all Council meetings, see www.northstowetowncouncil.gov.uk

To resolve to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed under item 224/22-23.

224/22-23 RECRUITMENT OF DEPUTY CLERK

- 1) To receive recommendation of appointment of Deputy Clerk from the recruitment panel.
- 2) To consider and agree recommendation for increase in budget for Deputy Clerk salary (report shared with Cllrs.).
- 3) To consider and agree additional employment benefit for Deputy Clerk (report shared with Cllrs.).
- 4) To approve recommendation of appointment of Deputy Clerk.
- 5) To delegate to the Clerk with input from the interview panel to finalise wording of contractual arrangements, and which are to be presented to the Personnel Committee for final approval (in line with [resolution passed at the 4th October 2022 Personnel Committee meeting, item 23/22-23\(6\)](#)) and the [Council's Terms of Reference for the Personnel Committee](#)).