

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 27<sup>TH</sup> JUNE 2023, 7 - 9 PM**  
Hatton Park Primary School (Hall), Longstanton CB24 3DL

Signed: *Mark Nokkert* *22<sup>nd</sup> June 2023*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) 077245 88949

We welcome the public and press attending any Council meeting.  
If you wish to speak at the 'Public Participation' item, please email the Clerk to register your request before 5 pm on the day of the meeting. You may speak for up to 3 mins. in relation to any item(s) on this agenda.

MEMBERS: 15      QUORUM: 5 Members.

**AGENDA**

**67/23-24      APOLOGIES FOR ABSENCE** (Standing Item)

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

**68/23-24      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.

**69/23-24      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.

**70/23-24      MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

To approve the minutes of the Annual Meeting of the Town Council meeting of 23<sup>rd</sup> May 2023 as a true record of the meeting (attached).

**71/23-24      REPORTS FROM COUNTY AND DISTRICT COUNCIL WARD MEMBERS** (Standing Item)

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

**72/23-24      REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

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

**73/23-24      NORTHSTOWE DELIVERY GROUP** (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meeting held on 13<sup>th</sup> April 2023 (attached).
- 2) To receive minutes of the Northstowe Delivery Group meeting held on 18<sup>th</sup> May 2023 (attached).

**74/23-24      REPORT FROM TOWN CLERK** (Standing Item)

To receive a report from the Clerk on staff activities (period: May 2023) (attached).

**75/23-24      KICKSTART FUND PANEL** (Standing Item)

NB: No applications have been received by the Town Council this month.

## **76/23-24 MEETING SCHEDULE**

*[Item deferred from Full Council meeting 23<sup>rd</sup> May 2023, item 44/23-24]*

To receive and approve an updated meeting schedule of ordinary meetings of the Council and Committees up to and including the next Annual Meeting of the Town Council, setting the dates, times and, where possible, venue (Attached).

## **77/23-24 MEMBERSHIP OF COMMITTEES**

- 1) For information: Cllr Sovago stepped down from the Events and Markets Committee.
- 2) To approve for Cllr Castelino and Cllr Nikoro to join the Personnel Committee.
- 3) To approve for Cllr Nikoro to join the Planning Committee.
- 4) To approve for Cllr Nikoro to join the Events and Markets Committee.

## **78/23-24 MEMBERSHIP OF WORKING GROUPS**

To approve for Cllr Castelino to join the Community Lounge Working Group.

## **79/23-24 MEMBERSHIP OF EXTERNAL BODIES**

- 1) To approve for Cllr Mgaidia to join to represent NTC on the Phase 1 Open Space Maintenance & Management Steering Group.

*[Further to item as deferred at Full Council meeting 23<sup>rd</sup> May 2023, item 45/23-24(3)(i)]:*

- 2) To appoint Members to represent the Town Council on the under-mentioned external body:
  - Homes England - Northstowe Quarterly Meetings.

## **80/23-24 PLANNING APPLICATIONS**

*[Item deferred from non-quorate Planning Committee meeting 13<sup>th</sup> June 2023, item 14/23-24(iv)]*

**NB:** Planning applications can be accessed via [South Cambs Planning Portal](#).

- 1) S/1419/18/NMA1. Pioneer Park Claudius Walk Northstowe Cambridgeshire. Non-material amendment on application S/1419/18/RM for amendments to the finished levels of the informal MUGA and interface of concrete DUO block walls with existing ground levels.

<https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/1419/18/NMA1>.

**NB:** No consultation was requested for this application. A consultation request was approved, with consultation deadline of 28<sup>th</sup> June provided.

## **81/23-24 MOBILE PHONE CONTRACTS FOR TOWN CLERK AND DEPUTY CLERK**

*[Item deferred from Full Council meeting 23<sup>rd</sup> May 2023, item 60/23-24]*

*[Attached: Motion Paper; supporting document with additional options for outright purchase considered]*

- 1) To consider the options on the supporting document to purchase mobile phones with Sim monthly contracts for Town Clerk and Deputy Clerk or have a 24-month mobile phone contract, separate accessories package from a different supplier (as per supporting document).
- 2) To approve the purchase of 2 mobile phones, and separate accessories package with Sim monthly contracts as per the recommendations, for the Town Clerk and Deputy Clerk, to be used for business purposes. The recommended brand is an Apple iPhone, with provider either EE or O2 (EE has a better reception).

## **82/23-24 CILCA ONLINE PORTFOLIO PAYMENT**

To agree to reimburse the Clerk for a £75.00 payment made to SLCC to re-open the online portal for CiLCA online portfolio access, in line with the recommendation made and task set by the [Personnel Committee 31st January 2023, item 30/22-23 \(ii\)](#) (email SLCC shared with Cllrs.). NB: payment to be presented at next Finance and Governance Committee.

## **83/23-24 SLCC MEMBERSHIP**

- 1) To renew the annual SLCC Membership for the Clerk (period 1<sup>st</sup> Aug. 2023 – 31<sup>st</sup> July 2024); costs; £373.00 (shared with Cllrs: email SLCC membership renewal notification; NB: benefits of SLCC Membership are explained at [Membership \(slcc.co.uk\)](#) - see also attached).
- 2) To agree to provide SLCC Membership for the Deputy Clerk *[Attached: Motion Paper]*.

#### **84/23-24      TEMPORARY OFFICE SPACE HIRE**

*[Further to Full Council meeting 23<sup>rd</sup> May 2023, item 58/23-24]*

- 1) Update from the Clerk on office space options, and on future office space in Temporary Community Centre.

*[In line with resolution passed at Full Council meeting 23<sup>rd</sup> May 2023, item 58/23-24(4)]*

- 2) To agree for payment, for hire costs of the meeting room in the Longstanton Village Hall, to the Longstanton Village Hall and Recreation Ground Charity of £100 per week from 8th May 2023 onwards until such time as NTC staff can occupy the Temporary Community Centre's office space (email shared with Cllrs.).

#### **85/23-24      FUNDING APPROVAL FOR COMMUNITY LOUNGE**

*[Motion from: Community Lounge Working Group]*

*[Attached: Motion Paper; Overview attendees past 2 months; planned activities and volunteers; Hub Budget\_Jul-Aug 2023]*

- 1) To receive an update from the Community Lounge Working Group on developments since the extraordinary Full Council meeting held on 18th April 2023.
- 2) To approve the recommendation for management of the Community Lounge for Months of July & August, as outlined in the motion paper.
- 3) To receive and approve funding through Cambridgeshire ACRE for Community Lounge activity: 6 hours a week for July and August at the Secondary College and/or Interim Community Building (depending on Availability).

*[Attached: indicative, draft Budget and activity plan, Sep 23-Mar 24 funding option]*

- 4) To consider for the Northstowe Community Lounge to form part of information being gathered by Cambridgeshire ACRE across South Cambridgeshire Hubs, to feed into a tender specification that SCDC will use to find a provider to facilitate Community Hubs in South Cambridgeshire from September onwards. NB:
  - Grant budget and activity plan form, attached, have been developed in cooperation between Community Lounge Working Group Members, Cambridgeshire ACRE and Clerk
  - No guarantee of grant funding can be given at this stage.
  - Cambridgeshire ACRE would need budget and activity plan submitted by 30<sup>th</sup> June 2023 at the latest.

#### **86/23-24      PARK PLAY**

*[Item partially deferred – and since amended – from Full Council meeting 23<sup>rd</sup> May 2023, item 61/23-24]:*

- 1) For information: update on latest developments re: Park Play – recruitment Park Play Leader; Licence Agreement for use of Western Park; expected start date.
- 2) To agree to formally lead on Park Play, pending confirmation from Longstanton Parish Council that they are ok with this as well.
- 3) To agree to pay Park Play £5,000 [In line with resolution at Full Council meeting held on [20<sup>th</sup> December 2022, item 194/22-23](#) and the [associated paper](#)] and to invoice Longstanton Parish Council for £2,500 of this amount, to enable Park Play to pay their chosen Park Play Leader.
- 4) To decide to give the Town Clerk delegated powers to sign, on behalf of the Town Council, a joint licence agreement with Greenbelt, to enable Park Play to be able to use Western Park and so that they can start sessions as soon as possible (NB: draft agreement is being finalised).

#### **87/23-24      MOU FOR MANAGEMENT BOARD FOR PHASE 1 PAVILION**

- 1) To receive an introduction, from Members on the Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) and/or Northstowe Delivery Group, to understand the context around the development of an MOU for a proposed Management Board for the Phase 1 Sports Pavilion.
- 2) To review a draft MoU for the proposed Management Board for the Phase 1 Sports Pavilion (draft MOU, provided by SCDC, shared with Cllrs; note: confidential at this stage.).

- 3) To agree for NTC to commit to the MoU, and agree to bring the Management Board into existence prior to the appointment of any external operator being appointed.
- 4) To decide to give the Town Clerk delegated powers to sign the MOU on behalf of Northstowe Town Council, if no further changes are made to this document that would alter the meaning of the MoU or the Town Council's involvement sought.

#### **88/23-24 PILOT MARKET BUSINESS PLAN - UPDATE ON PROGRESS**

*[Further to resolution passed at Full Council meeting 28th March 2023, item 266/22-23]*

To receive a verbal update from the Market Development Working Group on progress made against the implementation of the Pilot Market Business Plan and on issues identified and solutions considered.

#### **89/23-24 STREET NAMING OF THE SOUTHERN ACCESS ROAD WEST**

*[Motion from Cllr Littlemore; Attached: Motion Paper; Supporting Paper; map]*

To consider a request from Homes England to suggest street name(s) that would be associated with the Southern Access Road West.

#### **90/23-24 UPDATES ON ITEMS FROM PREVIOUS MEETINGS**

- i) Item 57/23-24; Full Council meeting 23<sup>rd</sup> May 2023 – Update: MoU Temporary Community Centre; information received from SCDC regarding status signatories (email shared with Cllrs.).

#### **91/23-24 COMMITTEE MEETINGS (Standing Item)**

To receive minutes from the following committee meetings held:

- a) Personnel Committee, 18th April 2023 (attached; status: draft).
- b) Events and Markets Committee, 2nd May 2023 (attached; status: draft).
- c) Planning Committee, 9th May 2023 (attached; status: draft).
- d) Finance and Governance Committee, 16<sup>th</sup> May 2023 (attached; status: approved).
- e) Planning Committee, 13<sup>th</sup> June 2023 (attached; status: draft).
- f) Finance and Governance Committee, 13<sup>th</sup> June 2023 (attached; status: draft).

#### **92/23-24 WORKING GROUPS (Standing Item)**

To receive updates from Working Groups reporting to Full Council (where not already covered under other items on this agenda), from;

- a) Community Lounge Working Group (lead: Cllr Sovago).
- b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) (lead: Cllr Benedicic).
- c) Road Safety Working Group (joint lead: Cllr Sovago and Cllr Susarla).

#### **93/23-24 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item) TO UPDATE**

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

- a) 28<sup>th</sup> March '23: Northstowe Support Partnership - attended by Cllr Males; Clerk (redacted minutes attached; minutes shared with Cllrs).
- b) 6<sup>th</sup> Apr. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Mgaidia (minutes attached).
- c) 19<sup>th</sup> April '23: Northstowe Faith Strategy Group – no NTC representation (minutes to follow).
- d) 4th May '23: Phase 1 Open Spaces Steering Group – no NTC representation (minutes attached).
- e) 10th May: Northstowe Community Networkers – no NTC representation (minutes attached).
- f) 17<sup>th</sup> May '23: Northstowe Faith Strategy Group meeting – no NTC representation (minutes to follow).
- g) 5th June '23: SCDC Parish/Cabinet Liaison – Attended by Cllr Littlemore.
- h) 1<sup>st</sup> June '23: Phase 1 Open Spaces Steering Group – attended by Cllr. Sovago (minutes to follow).
- i) 14<sup>th</sup> June '23: Northstowe Community Networkers - attended by Cllr Delip and Deputy Clerk (minutes to follow).
- j) 15<sup>th</sup> June '23: Northstowe Delivery Group – attended by Cllr Littlemore and Clerk (minutes to follow).
- k) 21<sup>st</sup> June '23: Northstowe Faith Strategy Group – minutes to follow.

**94/23-24      UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

To note;

- a) Thu. 29<sup>th</sup> June '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.
- b) Wed. 5<sup>th</sup> Jul. '23, 10:30 – 12:30 (in person/virtual): Homes England – Northstowe Quarterly meeting.
- c) Wed. 12<sup>th</sup> Jul. '23, 18:30 – 21:00 (in person): Northstowe Community Forum.
- d) Thu. 13<sup>th</sup> Jul. '23, 11:30 – 12:30 (in person): Northstowe Delivery Group.
- e) Mon. 17<sup>th</sup> Jul. '23, 09:00 – 10:30 (in person): Northstowe Support Partnership.
- f) Wed. 19<sup>th</sup> Jul. '23: 17:30 – 19:00 (virtual): Northstowe Faith Strategy Group.

**95/23-24      DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

To note;

- Full Council meeting: Tue 25<sup>th</sup> July 2023 (7-9 pm); venue: TBC

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