

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 25TH JULY 2023, 7 - 9 PM
Temporary Community Centre 1, The Green, Pathfinder Way, Northstowe

Signed: *Mark Nokkert* *20th July 2023*
Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council
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, ideally 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

96/23-24 APOLOGIES FOR ABSENCE (Standing Item)

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

97/23-24 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.

98/23-24 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.

99/23-24 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve the minutes of the Annual Meeting of the Town Council meeting of 27th June 2023 as a true record of the meeting (attached).

100/23-24 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).

101/23-24 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

102/23-24 NORTHSTOWE DELIVERY GROUP (Standing Item)

[NB: minutes of 15th June 2023 meeting to be presented to future meeting].

To discuss and consider any items for Cllrs assigned to the NDG to relay back to future meetings.

103/23-24 REPORT FROM TOWN CLERK (Standing Item)

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

104/23-24 KICKSTART FUND PANEL (Standing Item)

- 1) To receive paperwork from the Kickstart Fund Panel meeting held on 17th July 2023 (x5 applications with in-principle decisions overview shared with Cllrs.).
- 2) To decide on NTC's responses to the applications.

105/23-24 MANAGEMENT BOARD REPRESENTATION

[Further to [item 57/23-24; Full Council 23rd May 2023](#) and [item 90/23-24, Full Council 27th June 2023](#) - 'MoU management Board Temporary Community Centre']:

- 1) To decide to allocate the Town Clerk as primary representative and Cllr. Littlemore as secondary representative for Northstowe Town Council, for attending the meetings of the Management Board for the Temporary Community Centre.

[Further to [item 87/23-24, Full Council 27th June 2023](#) - 'MOU Management Board Phase 1 Sports Pavilion']:

- 1) To decide to allocate the Town Clerk as primary representative and Cllr. Littlemore as secondary representative for Northstowe Town Council, for attending the meetings of the Management Board for the Phase 1 Sports Pavilion.

106/23-24 LEADING COMMUNITY LOUNGE SEPTEMBER 2023 – MARCH 2024

[Further to [item 85/23-24\(4\), Full Council 27th June 2023](#)]:

[Motion paper, with supporting documents *attached*].

- 1) To receive update from Community Lounge Working Group on developments since the Full Council meeting on 27 June 2023.
- 2) To approve the recommendation for management of the Community Lounge for Months of September to March, as outlined in the motion paper.

107/23-24 UPDATES TO [FINANCIAL REGULATIONS](#)

[Following recommendation to Full Council for approval from [Finance and Governance Committee, 11th July 2023, item 25/23-24\(4\)](#)]:

- 1) To approve proposed changes to sections 6.18, 5.6 b and 5.8 in the Council's Financial Regulations, for adoption by the Council – see Motion report, *attached*, for details.

108/23-24 MARKET SUPERVISION – CONTRACTING OF MARKET SUPPORT STAFF

[Following recommendation for approval to Full Council from Events and Markets Committee, [18th July 2023, item 28/23-24](#)]:

[Motion originally from Market Development Working Group; Motion paper & quotes businesses - *shared with Cllrs.*]

- 1) To agree to proceed with contracting out the tasks of market supervision to events management company for market support staff on market days from 7:30am to 3pm until, starting from July 30th until the end of the pilot market (22nd October, 13 weeks).
- 2) To agree to use Option 3 of the options to contract out the tasks of market supervision - and £1,872 to be spent from budget heading 50 – Market Manager salary.
- 3) To agree to review the arrangements before the end of the pilot market and task the working group to make recommendations for the post-pilot phase, and bring these to the Full Council meeting on 26th September 2023.

109/23-24 PILOT MARKET BUSINESS PLAN – Update on progress and amendments to market business plan

[Following recommendation for approval to Full Council from Events and Markets Committee, [18th July 2023, item 29/23-24](#)]:

[Motion originally from Market Development Working Group – Motion Paper *attached*]

- 1) To approve the amendment to the [Pilot Market Business Plan](#), Section 5 – Operational Plan – Traders, pitch fees, and conditions – Traders (page 8), from:
“ Weekly market (1st, 2nd, 3rd and 5th week of the month):
- Maximum of 5 traders until a market manager has been recruited, selling daily food and basics, including:
• Fruit and Vegetables • Meat • Fish • Bread and cakes • Eggs • Dairy . “
To:
“Weekly market (**every week except when an indoor market is held as well**)

- Maximum of 5 traders until a market manager has been recruited **or market supervision tasks have been contracted out**, selling daily food and basics, including:

• Fruit and Vegetables • Meat • Fish • Bread and cakes • Eggs • Dairy • **Cleaning and hygiene products • Hot food and refreshments .”**

- 2) To endorse the amended business plan and to task working group to implement the business plan as amended in close cooperation with the Town Clerk and Deputy Clerk.

110/23-24 PHOTOCOPIER - LEASE FOR OFFICE - To be used by Town Clerk And Deputy Clerk for Office in Temporary Community Centre

[Motion deferred from [item 58/21-22, Full Council meeting 28th July 2021](#).

[Motion report attached; associated overview of quotes shared with Cllrs.]

- 1) To approve the Lease of a Photocopier, as per recommendation of supplier.
- 2) To decide on the lease period.

111/23-24 LIGHT UP NORTHSTOWE 2023

[Item deferred from [Events and Markets Committee 18th July 2023, item 31/23-24](#)]:

[NB: Further to Committee discussions and subsequent actions for the 2022 Christmas Working Group – [item 89/22-23\(b\)](#), Committee 21st March 2023; [item 05/23-24 \(b\)](#), Committee meeting 2nd May 2023; and [items 15/23-24\(2\) and 17/23-24 \(2\)\(a\)](#), Committee meeting 4th July 2023]:

[NB: for information also shared with Cllrs. (updated) paper previously presented by Northstowe Arts at the Events and Markets Committee meeting [items 15/23-24](#), Committee meeting 4th July 2023]:

- 1) To receive an update from the 2022 Christmas Switch-on Working Group on latest developments.
- 2) To discuss potential involvement for the Town Council in Light Up Northstowe 23 (LUN 23).
- 3) To decide for Northstowe Town Council to lead on LUN 2023.
- 4) For Councillors to come forward to lead on the development of LUN2023.
- 5) To appoint a Councillor as lead for developing the LUN 2023 proposals.
- 6) To have a fully worked-out plan to be presented by the lead Councillor to either Full Council in September or at the next Events and Markets Committee meeting.

112/23-24 CONSULTATION – CARE TOGETHER

[Motion deferred from Planning Committee, [11th July 2023, item 26/23-24\(2\)](#)]:

- 1) Care Together - New Approach to Day Opportunities for Older Adults – consultation. Deadline for consultation responses: 31st August 2023. (email and consultation report attached).

113/23-24 HOMES ENGLAND – COMMUNITY ENGAGEMENT STRATEGY

[Further to information discussed at the Homes England Quarterly Parish and Town Council meeting, held on 5th July 2023, and since updated]:

- 1) To receive a draft Community Engagement Strategy from Homes England (shared with Cllrs.).
- 2) To confirm support from Northstowe Town Council to work with and alongside Homes England, informing the process and the specifics, owning the outcomes.
- 3) To provide feedback, ideas and suggestions for things Homes England may have missed in the draft strategy.
- 4) To consider and confirm in-principle Northstowe Town Council attendance at relevant meetings to take the process forward.

114/23-24 NORTHSTOWE HUB – 30TH SEPTEMBER EVENT

[Further to Events and Markets Committee [18th July 2023, item 22/23-24](#)]:

- 1) To receive the invitation from Northstowe Hub for their Interim Community Centre Opening event on 30th September and consider Town Council's involvement in this event. (Email shared with Cllrs),

115/23-24 ITEMS FOR INFORMATION

- 1) MP Anthony Brown to visit and meet NTC's Town Mayor on Friday 4th August.

116/23-24 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Events and Markets Committee, 4th July 2023 (status: approved - attached).
- b) Planning Committee, 11th July 2023 (minutes to follow)
- c) Finance and Governance Committee, 11th July 2023 (minutes to follow).
- d) (extraordinary) Events and Markets Committee, 18th July 2023 (minutes to follow).

117/23-24 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).

118/23-24 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 19th Apr. '23: Northstowe Faith Strategy Group – no NTC representation (minutes attached).
- b) 17th May '23: Northstowe Faith Strategy Group meeting – no NTC representation (minutes attached).
- c) 1st Jun. '23: Phase 1 Open Spaces Steering Group – attended by Cllr. Sovago (minutes attached).
- d) 14th Jun. '23: Northstowe Community Networkers - attended by Cllr Delip and Deputy Clerk (minutes and associated paper attached).
- e) 29th Jun. '23, Phase 1 Open Spaces Steering Group – attended by Cllr Mgaidia.
- f) 5th Jul. '23, Homes England – Northstowe Quarterly meeting – attended by Cllr Benedicic and clerk (minutes and associated paper attached).
- g) 6th Jul. '23: Northstowe Delivery Group (extra meeting) – attended by Cllr Littlemore and clerk.
- h) CANCELLED - 13th Jul. '23: Northstowe Delivery Group.
- i) 17th Jul. '23: Northstowe Support Partnership – attended by clerk.
- j) CANCELLED - 19th Jul. '23: Northstowe Faith Strategy Group.

119/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note;

- a) Thu 27th Jul. '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.
- b) Wed 9th Aug. '23, 19:00 – 21:00 (virtual): Northstowe Community Networkers.
- k) Thu 10th Aug. '23, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- c) Thu 24th Aug. '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.
- d) Thu 7th Sep. '23, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- e) Wed 13th Sep. '23, 19:00 – 21:00 (virtual): Northstowe Community Networkers.
- f) Wed 20th Sep. '23, 1:30 – 19:00 (TBC): Northstowe Faith Strategy Group.
- g) Thu 21st Sep. '23: 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.

120/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- Full Council meeting: Tue 26th September 2023 (7-9 pm); venue: Community Centre, Northstowe.

NB: For all Council meetings, see www.northstowetowncouncil.gov.uk