

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 26th SEPTEMBER 2023, 7 - 9 PM

Temporary Community Centre 1, The Green, Pathfinder Way, Northstowe CB24 1FD

Signed: *Mark Nokkert* 21st September 2023

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council
townclerk@northstowetowncouncil.gov.uk 077245 88949

We welcome members of the public or press attending any of our Council meetings.

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

121/23-24 APOLOGIES FOR ABSENCE (Standing Item)

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

122/23-24 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.

123/23-24 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.

124/23-24 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve the minutes of the Annual Meeting of the Town Council meeting of 25th July 2023 as a true record of the meeting (attached).

125/23-24 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).

126/23-24 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

127/23-24 NORTHSTOWE DELIVERY GROUP (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 15th June 2023 (attached).

128/23-24 REPORT FROM TOWN CLERK (Standing Item)

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

129/23-24 KICKSTART FUND PANEL (Standing Item)

No meeting held recently; next scheduled for Oct. (NB: meeting frequency has changed to quarterly).

130/23-24 FUNDING APPROVAL FOR COMMUNITY LOUNGE

[Further to [item 106/23-24, Full Council 25th July 2023](#)]; Motion from Community Lounge Working Group:

- a) To receive update from Community Lounge on development since the FCNTC on 27 July 2023

- b) To approve the recommendation for the timing of the Community Lounge for the months of September and October, as outlined in the motion paper (attached; appendix shared with Cllrs.)
- c) To approve the CLWG to have a Facebook page and group to create events and advertise activities.
- d) To receive and approve funding through Cambridgeshire ACRE for Community Lounge activity: 2.5 hours a week for September and October at the Interim Community Building (subject to £20/h; if the hourly rate increases we will cancel the activity).

131/23-24 PILOT MARKET EVALUATION

[Further to item [88/23-24, Full Council 27th June 2023](#); and [108/23-24\(3\), Full Council 25th July 2023](#)]

To receive an update on developments from the Market Development Working Group and options being considered for a market post-pilot.

132/23-24 ORGANISATIONAL 5-YEAR STAFFING STRUCTURE PLAN; UPDATE

[Item deferred to Full Council, for recommendation, by [Personnel Committee, 5th Sep. 2023, item 16/23-24](#); adapted also conform [item 19/23-24, Full Council, 25th April 2023](#)]:

- 1) To receive an updated 5-year staffing structure proposal (attached).
- 2) To adopt the organisational five-year staffing structure plan.

133/23-24 FINANCES – APPROVAL OF EXPENDITURE

- 1) To approve new payments. See **Supporting document A** for overview of retrospective and new payments (attached).
- 2) To allocate two authorised Councillors to sign paperwork associated with afore-mentioned payments and to carry out online banking authorisation.

134/23/24 PURCHASE OF MONITORS AND HEADPHONE

- 1) To consider the options on the supporting documents to purchase monitors (x2) and head phone (x1) for current staff members. [Attached: Motion Paper; shared with Cllrs.: x2 supporting documents with options for purchase monitors and for headphones]
- 2) To approve the purchase of x2 monitors and x1 headphone as per the recommended models.

135/23-24 STANDING ORDERS – PROPOSED UPDATES

- 1) To receive NTC's Standing Orders, with proposed changes highlighted in track-changes (motion paper and document attached).
- 2) To agree to the proposed changes and adopt the updated Standing Orders.

136/23-24 HOMES ENGLAND - CONSULTATION

- 1) To receive a document setting out a draft vision and objectives towards establishing sustainable long term stewardship arrangements for Northstowe (part of: draft interim Management and Maintenance Plan being prepared by Homes England) (shared with Cllrs.)
- 2) To consider provision of feedback to Homes England on this document.

137/23-24 ITEMS FOR INFORMATION

- 1) Letter External auditor – AGAR completed of the limited assurance review (external audit) for the Annual Governance & Accountability Return (AGAR) for Northstowe Town Council for the year ended 31 March 2023 [[Further to item 50/23-24, Full Council 23rd May 2023](#)]. (attached/shared with Cllrs.) – NB: information also added to [Accounts page](#) on Council's website.
- 2) SARW road naming – update on Homes England's procedures – update (Further to [item 89/23-24, Full Council 27th June 2023](#)) (Email shared with Cllrs.)
- 3) Meeting Cambridgeshire County Council – Early Years provision, meeting held on 18th July 2023 (confidential; shared with Cllrs.)
- 4) Christmas tree, switch on and related plans - update [[Further to item 111/23-24, Full Council 25th July 2023](#)].
- 5) Park Play: launched Saturday 9th September; weekly sessions ongoing, with Park Play Leader in place [[Further to item 86/23-24, Full Council 27th June 2023](#)].

6) Office use at Temporary Community Centre – update: hire agreement signed 15th September.

138/23-24 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Planning Committee, 11th July 2023 (status: final; attached).
- b) Finance and Governance Committee, 11th July 2023 (status: final; attached).
- c) (extraordinary) Events and Markets Committee, 18th July 2023 (status: draft; attached).
- d) Personnel Committee, 5th September 2023 (status: draft; attached).
- e) Planning Committee, 12th September 2023 (status: draft; attached).
- f) Finance and Governance Committee, 12th September 2023 (status: draft; attached).

139/23-24 MEMBERSHIP OF WORKING GROUPS

For information: Cllr Oluwasanya stepped down from the Community Lounge Working Group.

140/23-24 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/ Cllr Delip).
- b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) (lead: Cllr Benedicic).
- c) Road Safety Working Group (lead: Cllr Sovago / Cllr Susarla).

141/23-24 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) 29th Jun. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Mgaidia (attached).
- b) 17th Jul. '23: Northstowe Support Partnership – attended by clerk (shared with Cllrs.).
- c) 27th Jul. '23: Phase 1 Open Spaces Steering Group – no NTC representation (attached).
- d) 27th Jul. '23: Phase 1 Sports Pavilion Board meeting – attended by clerk (shared with Cllrs).
- e) 9th Aug. '23: Northstowe Community Networkers – attended by Cllr Delip (attached).
- f) 10th Aug '23: Northstowe Delivery Group. CANCELLED
- g) 14th Aug. '23: Temporary Community Centre Board meeting - attended by clerk (shared with Cllrs).
- h) 24th Aug. '23: Phase 1 Open Spaces Steering Group - attended by Cllr Mgaidia (attached).
- i) 7th Sep '23: Northstowe Delivery Group – attended by Cllr Littlemore (minutes to follow).
- j) 11th Sep. '23: Temporary Community Centre Board meeting - attended by clerk (minutes to follow).
- k) 12th Sep. '23: Phase 1 Sports Pavilion Board meeting – attended by clerk (shared with Cllrs).
- l) 13th Sep. '23: Northstowe Community Networkers - attended by Cllr Delip (attached).
- m) 20th Sep. '23: Northstowe Faith Strategy Group (minutes to follow).
- n) 21st Sep. '23: Phase 1 Open Spaces Steering Group (minutes to follow).

142/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note;

- a) Wed 4th Oct. '23, 18:30 – 21:00 (in person): Northstowe Community Forum.
- b) Thu 5th Oct. '23, 13:00 – 14:30 (in person): Northstowe Support Partnership.
- c) Wed 11th Oct. '23, 12:30 – 14:00 (in person): Sports Pavilion Management Board.
- d) Mon 16th Oct. '23, 12:30 – 14:00 (in person): Temporary Community Centre Board Meeting.
- e) Thu 19th Oct. '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Management Steering Group.
- f) Thu 19th Oct. '23, 11:30 – 12:30 (in person): Northstowe Delivery Group.
- g) Wed 8th Nov. '23, 19:00 – 21:00 (in person): Northstowe Community Networkers.

143/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- Full Council meeting: Tue 31st October 2023 (7-9 pm); venue: Community Centre, Northstowe.
[Final versions of motions & papers to be received by 21/10 at the latest]
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk