

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 31<sup>st</sup> OCTOBER 2023, 7 - 9 PM**  
**Temporary Community Centre, 'The Cabin' (Assembly Room 2)**  
1, The Green; Pathfinder Way; Northstowe CB24 1FD

Signed: *Mark Nokkert* *26<sup>th</sup> October 2023*

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

We welcome members of the public or press to attend 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**

**144/23-24 APOLOGIES FOR ABSENCE** (Standing Item)

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

**145/23-24 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.

**146/23-24 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.

**147/23-24 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

To approve the minutes of the Full Council meeting of 26<sup>th</sup> September 2023 as a true record of the meeting (attached).

**148/23-24 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).

**149/23-24 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

To receive a report from South Cambs D.C.'s Phase 1 & 2 Community Development Officers (attached).

**150/23-24 NORTHSTOWE DELIVERY GROUP** (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 7<sup>th</sup> September 2023 (attached).

**151/23-24 NTC STAFF REPORT** (Standing Item)

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

**152/23-24 KICKSTART FUND PANEL** (Standing Item)

- 1) To receive paperwork from the Kickstart Fund Panel meeting held on 18<sup>th</sup> Oct. '23 (x1 application with panel decisions overview shared with Cllrs.).
- 2) To decide on NTC's responses to the application.

#### **153/23-24 PILOT MARKET EVALUATION**

- 1) To receive an evaluation report (attached) on the implementation of the Northstowe Town Council – Pilot Market Business Plan, approved in March 2023 (attached: evaluation report; shared with Cllrs: emails from NABMA and SCDC feedback on draft evaluation report; feedback survey results).
- 2) To receive a motion paper report on options for continuation of the market and accompanying documents, and to consider the options presented (attached are: motion paper; proposed operational plan; detailed financial projections; market manager job description; list of traders scheduled for Nov and Dec '23).
- 3) To agree on the preferred option for continuation of market as outlined in the motion paper, with the associated operational plan:
  - OPTION 1: Continue weekly and monthly markets, with weekly markets to be held indoors from November to March, and outdoors from April to October.
  - OPTION 2: Hold fortnightly markets indoors from November to March, outdoors from April to October) and monthly (larger) markets indoors and outdoors.
  - OPTION 3: Discontinue weekly market, continue to hold monthly markets indoors and outdoors.
  - OPTION 4: Discontinue any market events.
- 4) To agree to continue with the delivery of a market based on the preferred option as agreed on point 2), subject to regular monitoring and to yearly reviews, with the first evaluation for the period 1st November 2023 to October 2024, due to be presented in January 2025.
- 5) Subject to point 3), to agree to recruit a market manager as per conditions, tasks, and job description outlined in the motion paper and job description, and task the personnel committee with the Town Clerk to take the necessary steps for an earliest possible start date.
- 6) Subject to point 3) to agree to continue with the current arrangements of contracting out the tasks of market supervision to events management company for market support staff on market days until a market manager is recruited.

#### **154/23-24 FUNDING APPROVAL FOR COMMUNITY LOUNGE (CL)**

- 1) To receive update from Community Lounge Working Group on development since the Full Council meeting on 26<sup>th</sup> Sept 2023 (attached: motion paper and budget).
- 2) To receive and approve funding of £1,800 grant through Cambridgeshire ACRE for Community Lounge activity from 1-Nov-2023 – 31-Oct-2024 (grant offer letter from Cambridgeshire ACRE shared with Cllrs.).

#### **155/23-24 PURCHASE OF FIREPROOF CUPBOARD FOR OFFICE**

- 1) To consider the options to purchase a Fireproof Cupboard to safely store Council documents and other valuable items (motion paper attached; associated quotations overview shared with Cllrs.).
- 2) To approve the purchase of a Fireproof Cupboard, as per the officers' recommendation.

#### **156/23-24 WREATH PURCHASE**

- 1) To decide to purchase a new wreath for use at the upcoming Remembrance Sunday, with a donation of £20 to be made to the Royal British Legion charity.
- 2) To give the Clerk & RFO delegated authority to arrange for wreath purchasing, or re-use of wreaths where possible on an annual basis hereafter, with an annual donation to be made to the Royal British Legion charity.

#### **157/23-24 ARRANGEMENTS FOR 25<sup>TH</sup> NOVEMBER EVENT**

[[Further to item 111/23-24, Full Council 25<sup>th</sup> July 2023](#)]:

- 1) To receive an update from staff on plans for a Christmas tree with decorations, for switching on the Christmas lights on Saturday 25<sup>th</sup> November 2023, and on associated activities delivered on the same evening of 25<sup>th</sup> November by partner organisations (attached: motion paper).
- 2) For Councillors to come forward who may be able to assist NTC staff with stewarding needs on the evening.

- 3) To decide to bring in external event management support (using the organisation already managing the weekly Sunday markets), for two people for three hours (between 4:30 and 7:30 pm, to ensure safety at the event surrounding the switching on of the lights, whilst taking care of road blockage; parking arrangements; and first aid.

#### **158/23-24 EXTERNAL PARTNERSHIPS**

- 1) To discuss any questions councillors may have about the arrangements in place for NTC representation at external partnership meetings, including attendance arrangements; apologies; feeding into partnership meetings if not able to attend.

#### **159/23-24 ITEMS FOR INFORMATION**

- 1) [Further to [item 258/22-23, FC meeting 28<sup>th</sup> March 2023](#)]: Insurance for Office/Business Contents Cover increased from £5,000 to £15,000 (due to recent office and IT equipment purchases) and has been arranged with Town Council insurance company; with the payment for and additional £44 p/a (pro rata for remainder of insurance period) to be paid through the next Finance and Governance Committee (papers shared with Cllrs.).

#### **160/23-24 COMMITTEE MEETINGS** (Standing Item)

To receive minutes from the following committee meetings held:

- a) Events and Markets Committee, 3<sup>rd</sup> October 2023 (NB: was not quorate) (status: draft).
- b) Finance and Governance Committee, 10<sup>th</sup> October 2023 (status: draft).

*NB: Planning Committee originally scheduled for 10<sup>th</sup> Oct. '23 was cancelled.*

#### **161/23-24 MEMBERSHIP OF WORKING GROUPS**

For information: Cllr Sovago stepping down from the Community Lounge Working Group.

#### **162/23-24 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).

#### **163/23-24 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION** (Standing Item)

To receive minutes or updates from meetings of outside bodies with Northstowe TC representation;

- a) 21<sup>st</sup> Jun. '23: Northstowe Faith Strategy Group – no NTC representation (attached).
- b) 11<sup>th</sup> Sep. '23: Temporary Community Centre Board meeting - attended by Clerk (attached).
- c) 20<sup>th</sup> Sep. '23: Northstowe Faith Strategy Group – no NTC representation (minutes to follow).
- d) 21<sup>st</sup> Sep. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Mgaidia (attached).
- e) 5<sup>th</sup> Oct. '23: Northstowe Support Partnership – attended by Clerk (redacted minutes attached).
- f) 11<sup>th</sup> Oct. '23: Sports Pavilion Management Board – attended by Clerk (minutes to follow).
- g) 16<sup>th</sup> Oct. '23: Temporary Community Centre Board Meeting – attended by Clerk (minutes to follow).
- h) 19<sup>th</sup> Oct. '23: Phase 1 Open Spaces Management Steering Group – attended by Cllr Mgaidia (minutes to follow).
- i) 19<sup>th</sup> Oct. '23: Northstowe Delivery Group – attended by Cllr Littlemore (minutes to follow).

#### **164/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION** (Standing Item)

To note;

- a) Wed 8<sup>th</sup> Nov. '23, 19:00 – 21:00 (in person): Northstowe Community Networkers.
- a) Mon 13<sup>th</sup> Nov. '23, 13:00 – 14:30 (in person): Temporary Community Centre Management Board.
- b) Wed 15<sup>th</sup> Nov. '23, 17:30 – 18:30 (in person): Northstowe Faith Strategy Group.
- c) Thu 16<sup>th</sup> Nov. '23, 10:00 – 12:00 (virtual): Northstowe Open Space and Landscape Steering Group.
- d) Thu 16<sup>th</sup> Nov. '23, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- e) Thu 14<sup>th</sup> Dec. '23, 13:00 – 14:30 (in person): Northstowe Support Partnership.

f) Wed 24<sup>th</sup> Jan. '24, 18:30 – 21:00 (in person): Northstowe community Forum.

**165/23-24 EVENTS WITH NTC INVOLVEMENT**

To note;

- a) Sun. 12<sup>th</sup> November (Remembrance Sunday) – Northstowe’s Act of Remembrance – Bug Hunter Waters, 10:45 start at Bug Hunter Waters.
- b) Sat. 25<sup>th</sup> Nov. '23: Lighting up the Christmas tree (6PM, The Green), with other activities from partner organisations from 5 PM onwards.

**166/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

To note;

- Full Council meeting: Tue 28<sup>th</sup> November 2023 (7-9 pm); venue: Community Centre, Northstowe.  
*[Final versions of motions & papers to be received by 18/11 at the latest]*
- For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)