

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> FEBRUARY 2024, 7 - 9 PM**

**The Cabin, Northstowe** (1, The Green; Pathfinder Way; Northstowe CB24 1FD; Assembly Room 2)

Signed: *Mark Nokkert* *22<sup>nd</sup> February 2024*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
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We always welcome members of the public or press to any of our Council meetings.

If you wish to speak at our standard 'Public Participation' item [you may speak for up to 3 mins. in relation to any item(s) on this agenda], please request a speaking slot with the Clerk before the meeting starts.

MEMBERS: 15 QUORUM: 5 Members

**AGENDA**

**225/23-24 APOLOGIES FOR ABSENCE** (Standing Item)

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

**226/23-24 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.

**227/23-24 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.

**228/23-24 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

To approve the minutes of the Full Council meeting of 30<sup>th</sup> January 2024 as a true record of the meeting (minutes to follow).

**229/23-24 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 (report to follow).

**230/23-24 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

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

**231/23-24 NORTHSTOWE DELIVERY GROUP** (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 18<sup>th</sup> January 2024 (attached).

**232/23-24 NTC STAFF REPORT** (Standing Item)

To receive a report from the Town Clerk on staff activities (for period: Jan. '24) (attached).

**233/23-24 NORTHSTOWE & LONGSTANTON PARKPLAY**

- 1) To receive an update on spent to date and spending plan for the remainder of the first year of Northstowe & Longstanton ParkPlay (document from ParkPlay shared with Cllrs).

- 2) To receive a presentation from ParkPlay Leader H. Marden on progress to date and plans for the relaunch of ParkPlay in March and for the period thereafter (marketing plan from ParkPlay Leaders shared with Cllrs.).
- 3) Discussion and questions from Councillors.

**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 234/23-24.**

#### **234/23-24 RECRUITMENT OF MARKET MANAGER**

*[Further to [item 196/23-24, Full Council meeting 19<sup>th</sup> December 2023](#)]:*

- 1) To receive a recommendation from the Recruitment Panel (Clerk and Councillors) to appoint the preferred candidate as Market Manager (motion paper attached; report shared with Cllrs.).
- 2) To approve the draft employment contract (draft contract shared with Cllrs.).
- 3) To approve recommendation of appointment of Market Manager.
- 4) To delegate to the Clerk to finalise any remaining arrangements on behalf of the Council, for the new member of staff to be able to start work on 1<sup>st</sup> March 2024.

**To resolve to end the closed session.**

#### **235/23-24 EQUIPMENT FOR NEW MEMBER OF STAFF**

*Motion paper and overview costs/options shared with Cllrs.*

- 1) To approve the purchase of a mobile phone, plus accessories, for use by the Market Manager.
- 2) To approve the purchase of a laptop, plus accessories, for use by the Market Manager.
- 3) To approve the purchase of a monitor for use by the Market Manager.
- 4) To approve the purchase of an additional licence within Microsoft 365 Business Premium.

#### **236/23-24 TENDERING FOR MAINTENANCE OF VERGES ALONGSIDE B1050**

- 1) To receive information about verges alongside B1050, taking on following end of three-year Longstanton PC - CCC contract (Motion paper shared with Cllrs.).
- 2) To agree to go out to tender, initially for a one-year period, using the draft tendering document (shared with Cllrs.).

#### **237/23-24 RENEWAL SUBSCRIPTION TO NABMA (Annually recurring item)**

- 1) To receive information about renewal of National Association of the British Market Authorities (NABMA) (leaflets and email attached).
- 2) To approve renewal of the annual membership of the National Association of British Market Associations (NABMA) at the rate of £384/year for the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025.

#### **238/23-24 OVERVIEW OF NTC'S ANNUAL SUBSCRIPTIONS (Annually recurring item)**

- 1) To receive an updated overview of annual or otherwise regularly occurring subscriptions, memberships and other key core costs to Northstowe Town Council (attached).

#### **239/23-24 CONSULTATIONS**

To consider the following consultations, and to decide whether and what response to submit.

- a) Consultation on the Greater Cambridge Housing Strategy 2024-2029 - South Cambs District Council ([scambs.gov.uk](https://scambs.gov.uk)). Deadline to respond to the consultation: 3<sup>rd</sup> March 2024.

#### **240/23-24 CLLR REPRESENTATION AT EXTERNAL MEETINGS**

- 1) For Councillor(s) to come forward to represent the Town Council at the quarterly Northstowe Support Partnership meetings.
- 2) To appoint Members to represent the Town Council at the Northstowe Support Partnership meetings.

#### **241/23-24 ITEMS FOR INFORMATION**

- a) For information: Potential extension of Voi trial area being considered by the Combined Authority, to include the Northstowe parish (email previously shared with Cllrs.).

#### **242/23-24 COMMITTEE MEETINGS (Standing Item)**

To receive minutes from the following committee meetings held:

- a) Events and Markets Committee, 9<sup>th</sup> January 2024 (draft minutes attached)
- b) Planning Committee, 13<sup>th</sup> February 2024 (minutes to follow); NB: meeting was not quorate).
- c) Finance and Governance Committee, 13<sup>th</sup> February 2024 (minutes to follow).

#### **243/23-24 WORKING GROUPS (Standing Item)**

To receive an update from Working Groups reporting to Full Council (where not covered under other items), from;

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

#### **244/23-24 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

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

- a) 14<sup>th</sup> Dec. '23: Northstowe Support Partnership - attended by Cllr Males (redacted minutes attached; full minutes shared with Cllrs.).
- a) 10<sup>th</sup> Jan. '24: Sports Pavilion Management Board– no NTC representation (minutes shared with Cllrs.).
- b) 10<sup>th</sup> Jan. '24: Community Centre Management Board – no NTC representation (minutes shared with Cllrs).
- c) 11<sup>th</sup> Jan. '24: Northstowe Open Space and Landscape Steering Group - no NTC representation (minutes attached).
- d) 17<sup>th</sup> Jan. '24: Northstowe Faith Strategy Group - no NTC representation; repeat session with designers on 25<sup>th</sup> Feb. '24 attended by Cllr Delip (minutes shared with Cllrs).
- e) 6<sup>th</sup> Feb. '24: Northstowe Youth Partnership – attended by Clerk (no minutes).
- f) 7<sup>th</sup> Feb. '24: Homes England Quarterly Town & Parish Councils – attended by Cllr Littlemore and Clerk (minutes attached).
- g) 7<sup>th</sup> Feb. '24: Community Centre Management Board – attended by Clerk (minutes to follow).
- h) 8<sup>th</sup> Feb. '24: Northstowe Open Space and Landscape Steering Group – no NTC representation (minutes to follow).
- i) 12<sup>th</sup> Feb. '24: Northstowe Support Partnership - attended by Clerk (minutes to follow).
- j) 15<sup>th</sup> Feb. '24: Northstowe Delivery Group - attended by Cllr Littlemore and Clerk (minutes to follow).
- k) 16<sup>th</sup> Feb. '24: Sports Pavilion management Board – attended by Clerk (minutes to follow).

#### **245/23-24 OTHER MEETINGS HELD WHERE NTC HAS BEEN INVITED**

To note;

- a) 9<sup>th</sup> Feb. '24: Introduction of Starship Robots to Longstanton and Northstowe.
- b) 15<sup>th</sup> Feb. '24: Cost of Living support in South Cambs.

#### **246/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

To note;

- a) Wed 28<sup>th</sup> Feb. '24, 7 pm (in person): AGM - Plastic Free Longstanton and Northstowe Steering Group (Sustainable Northstowe).
- b) Wed 6<sup>th</sup> Mar. '24, 13:00 - 14:30 (in person): Community Centre Board.
- c) Thu 7<sup>th</sup> Mar. '24, 10:00 - 12:00 (virtual): Open Spaces Steering Group.
- d) Wed 13<sup>th</sup> Mar. '24, 19:00 - 20:30 (in person): Community Networkers.
- e) Thu 14<sup>th</sup> Mar. '24, 12:30 – 13:30 (virtual): Northstowe Delivery Group.
- f) TBC - Fri 15<sup>th</sup> Mar. '24, 10:00 – 11:00 (in person): Sports Pavilion Management Board.

#### **247/23-24 EVENTS WITH NTC INVOLVEMENT (Standing Item)**

To note;

- a) Sat. 9<sup>th</sup> March: Relaunch ParkPlay event – at MUGA/Pavilion, 10:30 – 12:30 (times TBC)
- b) Sun. 17<sup>th</sup> March: Spring Clean in Green, 11 am start at The Green

**248/23-24 DATES OF NEXT COUNCIL MEETINGS** (Standing Item)

To note;

- Full Council meeting: Tue 26<sup>th</sup> March 2024 (7-9 pm); venue: The Cabin, Northstowe.  
*[Final versions of motions & papers to be received by 16/03 at the latest]*
- For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)