

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 MARCH 2024, 7 - 9 PM**

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

Signed: *Mark Nokkert* *21st March 2024*

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

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

249/23-24 APOLOGIES FOR ABSENCE (Standing Item)

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

250/23-24 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.

251/23-24 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.

252/23-24 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve the minutes of the Full Council meeting of 27th February 2024 as a true record of the meeting ([attached](#)).

253/23-24 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).

254/23-24 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

255/23-24 NORTHSTOWE DELIVERY GROUP (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meeting held on 15th February 2024 ([attached](#)).
- 2) For information: Cllr Littlemore to join SCDC site visit to Bromley by Bow on 9th April 2024, which is to help inform SCDC's development of the Phase 2 Civic Hub.

256/23-24 KICKSTART FUND PANEL (Standing Item - quarterly)

- 1) To receive paperwork from the Kickstart Fund Panel meeting held on 18th March 2024 (x1 application and panel recommendations [shared with Cllrs.](#))
- 2) To decide on NTC's response to the application & recommendations. and for the clerk to provide feedback to the Kickstart Fund Panel Coordinator.

257/23-24 NTC STAFF REPORT (Standing Item)

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

258/23-24 RENEWAL SUBSCRIPTION TO NABMA

[Item deferred from Full Council meeting 27th February 2024, item 237/23-24]:

- 1) To receive information about renewal of National Association of the British Market Authorities (NABMA) (leaflets and email attached).
- 2) To receive additional information from the Town Council's Market Manager about the benefits of NABMA membership, following task set at previous Full Council meeting (motion paper attached).
- 3) To approve renewal of the annual membership of the National Association of British Market Associations (NABMA) at the rate of £384 for the period 1st April 2024 – 31st March 2025.
- 4) To allocate 2 Councillors to sign paperwork for afore-mentioned payments and to carry out bank authorisations, to ensure that payment is received by NABMA before 31st March (otherwise new rates are to be charged).

259/23-24 CONTINUATION OF MARKET EVENT MANAGEMENT SUPPORT

[Further to Full Council meeting 30th January 2024, item 216/23-24]:

- 1) To decide to extend the period for making use of one member of staff from external event management organisation Phoenix Events (East) for the monthly Sunday markets, to ensure safety can be maintained at all times in each dedicated location (outside and inside) (motion paper attached).

260/23-24 CAPALC/NALC AFFILIATION FEE

- 1) To receive CAPALC & NALC affiliation renewal invite for '24-'25 (for period 1st April 2024 to 31st March 2025 (renewal invite email and leaflet shared with Cllrs.).
- 2) [*Further to item 20/23-24(3), Full Council meeting 25th April 2023*]: To approve continuation of CAPALC/NALC affiliation and approval of payment of the affiliation fee, including DPO Membership for '23-'24 of £767.92.

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 items 261/23-24 and 262/23-24.

261/23-24 DEPUTY CLERK – PERMANENT CONTRACT

[Motion from the Personnel Committee – as per item 38/23-24 (2), Personnel Committee 5th March 2024]:

- 1) To receive an updated employment contract for the Deputy Clerk for after the first year's contract, to make this a permanent position (contract, with motion paper, shared with Cllrs.)
- 2) To adopt the updated contract, and for the clerk to present the new contract to the member of staff.

262/23-24 AWARDING TENDER FOR MAINTENANCE OF VERGES ALONGSIDE B1050

[Further to Full Council 27th February 2024, item 236/23-24]:

- 1) To receive tenders for a one-year contract for maintenance of the verges alongside the B1050 in the parish of Northstowe (original tendering document; tenders received; and summary documentation included in motion paper shared with Cllrs.).
- 2) To decide which company to award the tender to, and to get the clerk to finalise paperwork to ensure the company can start its work as soon as possible.

To resolve to end the closed session.

263/23-24 5-YEAR STAFFING PLAN - UPDATE

[Further to Personnel Committee 5th March 2024, item 35/23-24]:

- 1) For information: To receive an updated, draft five-year staffing plan (plan attached; motion paper as previously shared with Personnel Committee shared with Cllrs.).
- 2) To consider updated 5-year staffing plan proposals, in order to help ensure timely recruitment of new staff in '24-'25.

264/23-24 TOWN COUNCILLOR REPRESENTATION AT EXTERNAL MEETINGS

- 1) [Further to item 240/23-24, Full Council meeting 27th February 2024]: More Councillor(s) to come forward to represent the Town Council at the quarterly Northstowe Support Partnership meetings (scheduled dates are: Thu. 18th Apr. '24, 13:00-14:30; Mon 17th Jun. '24, 13:00-14:30; Thu 19th Sep. '24, 13:00-14:30).
- 2) To appoint Members to represent the Town Council at the Northstowe Support Partnership meetings.
- 3) More Councillor(s) to come forward to represent the Town Council at the monthly Northstowe Phase 1 Open Spaces and Landscape Steering Group.
- 4) To appoint Members to represent the Town Council at the Northstowe Phase 1 Open Spaces and Landscape Steering Group.

265/23-24 NORTHSTOWE COMMUNITY ACTIVATION FUND

- a) To receive information obtained from SCDC Officer C. Gibbons re: plans for Northstowe Community Activation Fund (email and guidance shared with Cllrs.).
- b) To discuss and provide feedback on the proposals, with the clerk to collate and present back to SCDC.

266/23-24 ITEMS FOR INFORMATION

- a) Information on plans to start Park Run in Northstowe, shared via C. Poultney (document attached).
- b) 'Northstowe Neighbours' film project being delivered by Homes England, with NTC services and Cllrs involved in the making of a film about the Northstowe community.

267/23-24 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Finance and Governance Committee, 13th February 2024 (final; attached).
- b) Planning Committee, 13th February 2024 (final; attached)
- c) Personnel Committee, 5th March 2024 (draft; attached).
- d) Finance and Governance Committee, 12th March 2024 (draft; attached).
- e) Planning Committee, 12th March 2024 (draft; attached)

268/23-24 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).

269/23-24 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 7th Feb. '24: Community Centre Management Board – attended by Clerk (minutes shared with Cllrs).
- b) 8th Feb. '24: Northstowe Open Space and Landscape Steering Group – no NTC representation (minutes plus Greenbelt report and Kingfisher pond management report attached).
- c) 12th Feb. '24: Northstowe Support Partnership - attended by Clerk (minutes to follow).
- d) 15th Feb. '24: Plastic Free Longstanton and Northstowe Steering Group (part of Sustainable Northstowe) – no NTC representation (minutes attached).
- e) 16th Feb. '24: Sports Pavilion Management Board – attended by Clerk (minutes shared with Cllrs).
- f) 28th Feb. '24: Northstowe Faith Strategy Group – no NTC representation (minutes shared with Cllrs).
- g) 6th Mar. '24: Community Centre Board – attended by Clerk (minutes to follow).
- h) 7th Mar. '24: Open Spaces Steering Group – attended by Cllr Mgaidia (minutes to follow).
- i) 13th Mar. '24: Northstowe Community Networkers – attended by Deputy Clerk (minutes to follow).
- j) 14th Mar. '24: Northstowe Delivery Group – attended by Cllr Littlemore; Cllr Owen and Clerk (minutes to follow).
- k) 15th Mar. '24: Sports Pavilion Management Board – attended by Clerk (minutes to follow).
- l) 19th Mar. '24: Northstowe Youth Partnership - no NTC representation (minutes to follow).

270/23-24 OTHER MEETINGS HELD WHERE NTC HAS BEEN INVITED

- a) Invitation from Cottenham Parish Council to join the Cottenham Flood Forum on 4th April 2024, 10 am – 12 pm, Cottenham Village Hall (email shared with Cllrs.). Cllrs to consider joining.

271/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- a) Wed. 27th Mar. '24, 7 pm (in person): Sustainable Northstowe (AGM).
b) Wed. 3rd Apr. '24, 13:00 - 14:30 (in person): Community Centre Board.
c) Thu. 4th Apr. '24, 10:00 - 12:00 (virtual): Phase 1 Open Spaces and Landscape Steering Group.
d) Thu. 11th Apr. '24, 14:00 – 15:00 (virtual): Northstowe Delivery Group.
e) Thu. 18th Apr. '24, 13:00-14:30: Northstowe Support Partnership.
f) Wed. 24th Apr. '24, 17:45 – 19:00: Northstowe Faith Strategy Group.

272/23-24 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)

- a) Wed. 8th May '24: Northstowe Community Forum; drop in session 6:30; presentations and Q&A 7-9.
b) Sat. 18th May '24: Sports Pavilion Activation Event -; organiser: Elite Sports.
c) Sat. 15th June '24: Great Big Green Week – Sat.; organisers: SCDC with partners.
d) Sat. 22 June '24: Midsummer Festival – Sat.; organisers: Northstowe Hub & Northstowe Arts.

273/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- Full Council meeting: Tue 23rd April '24 (7-9 pm); The Cabin, Northstowe.
[Final versions of motions & papers to be received by 13/04 at the latest].
- Annual Town Meeting ('Meeting of the electorate'): Tue 30th April '24 (7-9 pm); The Cabin, Northstowe.
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk