

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 23rd APRIL 2024, 7 - 9 PM**

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

Signed: *Mark Nokkert* *18th April 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

01/24-25 APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

02/24-25 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.

03/24-25 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.

04/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve minutes of the Full Council meeting of 26th March '24 as a true record of the meeting (attached).

05/24-25 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).

06/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

07/24-25 NORTHSTOWE DELIVERY GROUP (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 14th March 2024 (*Due to cancellation of the April meeting these minutes are to be shared at a later stage*).

08/24-25 NTC STAFF REPORT (Standing Item)

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

09/24-25 TOWN COUNCILLOR REPRESENTATION AT EXTERNAL MEETINGS

[Sub-items deferred from Full Council meeting 26th March 2024, item 264/23-24]:

- 1) More Councillor(s) to come forward to represent the Town Council at the monthly Northstowe Phase 1 Open Spaces and Landscape Steering Group. [NB; Updated information: Meetings moved to Tuesdays, monthly (which Tuesday in the month TBC), start at 12 noon; duration to be reduced to 1.5 hrs].
- 2) To appoint Members to represent the Town Council at the Northstowe Phase 1 Open Spaces and Landscape Steering Group.

10/24-25 INSURANCE RENEWAL

- 1) To receive a renewal quote for Northstowe Town Council, from Hiscox Insurance Company Limited for the period 7th May 2024 to 6th May 2025 (information shared with Cllrs.).
- 2) To approve payment of the insurance premium, as quoted (£658.26).

11/24-25 APPOINTMENT OF INTERNAL AUDITOR

[Further to Full Council meeting 25th April 2023, item 17/23-24(2)]:

- 1) To confirm the renewal of the appointment of CAPALC as Internal Auditor for 2024-2025, 'subject to a satisfactory outcome of an annual review with regard to the company's personal independence, financial independence and professional independence' (The following documents are shared with Cllrs: CAPALC Service Specification and Service Agreement; and March 2024 JPAG guide – see also para 4.7 (CAPALC association is affiliated with NALC)).

12/24-25 MARKET MANAGEMENT – UPDATE ON TERMS AND CONDITIONS FOR TRADERS

- 1) To receive a proposal to update section 24.2 of the Terms and Conditions for Traders, which expands on the inclement weather policy and procedures, and would allow traders to trade from their vans in case of gusty wind scenarios. This would also ensure continuity and consistency in market presence (motion paper attached).
- 2) To approve the changes proposed to the Terms and Conditions.

13/24-25 PREMISES LICENSES APPLICATIONS

To consider submitting a response to the following consultations.

[NB: For details, see Licensing Public Notices - Licensing Act 2003 - South Cambs District Council (scambs.gov.uk) – this link also includes a guidance to Guidance on Making Representations under the Licensing Act 2003 which list the licensing objectives against which representations can be made].

- 1) Northstowe Tap & Social Ltd applied for a new Premises Licence on 11th Apr. '24. Deadline for representations: 9th of May 2024.
- 2) E.S.D.C UK Limited has applied for a new Premises Licence, for Western Park Pavilion, on 12th Apr. '24. Deadline for representations: 10th of May 2024.

14/24-25 ITEMS FOR INFORMATION

- 1) *[Item deferred to Full Council from Planning Committee 9th April 2024, item 08/24-25]*: To consider information from Cambridgeshire County Council's Active Travel Officer, regarding potential for a car bike rack to be installed in the parish (email shared with Cllrs.).
- 2) Portrait of King received.
- 3) *[Further to item 89/23-24, Full Council meeting 27th June 2023]*: Access Road Name competition to be announced by Homes England.

15/24-25 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Events and Markets Committee, 2nd April 2024 (minutes to follow)
- b) Finance and Governance Committee, 9th April 2024 (minutes to follow).
- c) Planning Committee, 9th April 2024 (minutes to follow)

16/24-25 WORKING GROUPS (Standing Item)

To receive an update from Working Groups reporting to Full Council (where not already covered), 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).

17/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 6th Mar. '24: Community Centre Board – attended by Clerk (minutes shared with Cllrs).

- b) 7th Mar. '24: Open Spaces Steering Group – attended by Cllr Mgaidia (minutes attached; associated documents shared with Cllrs.).
- c) 13th Mar. '24: Northstowe Community Networkers – attended by Deputy Clerk (draft minutes shared with Cllrs.).
- d) 15th Mar. '24: Sports Pavilion Management Board – attended by Clerk (minutes shared with Cllrs.).
- e) 19th Mar. '24: Northstowe Youth Partnership - no NTC representation (minutes to follow).
- f) 27th Mar. '24: Sustainable Northstowe (AGM) (minutes attached).
- g) 3rd Apr. '24: Community Centre Board – attended by Clerk (minutes to follow).
- h) 16th Apr. '24: Phase 1 Open Spaces and Landscape Steering Group (minutes to follow).
- i) 11th Apr. '24: Northstowe Delivery Group – This meeting was cancelled.
- j) 17th Apr. '24: Northstowe Community Networkers – attended by Cllr Delip (minutes to follow).
- k) 18th Apr. '24: Sports Pavilion Management Board - no NTC representation (minutes to follow).

18/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- a) Wed. 24th Apr. '24, 17:45 – 19:00 (in person): Northstowe Faith Strategy Group.
- b) Thu. 25th Apr. '24, 14:00 – 14:45 (virtual): Northstowe Youth Partnership.
- c) Mon. 29th Apr. '24, 12:30 – 13:30 (virtual): Northstowe Heritage Stakeholders.
- d) Wed. 1st May '24, 13:00 – 14:30 (in person): Community Centre Board.
- e) Thu. 9th May '24: 13:00 – 14:30 (in person): Northstowe Support Partnership.
- f) Thu. 16th May '24, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- g) Thu. 16th May '24, 16:00 – 17:00 (in person): Pavilion Board.
- h) Tue. 21st May '24, 12:00 – 13:30 (virtual): Phase 1 Open Spaces and Landscape Steering Group.
- i) Wed. 29th May '24, 13:00 – 14:30 (in person): Community Centre Board.

19/24-25 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, 10AM: The Great Big Community Litter Pick Event; organisers: Pathfinder Church with several partners (part of The Great Big Green Week, 8th – 16th June).
- d) Sat. 22nd June '24: Midsummer Festival; organisers: Northstowe Hub & Northstowe Arts.

20/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- Annual Town Meeting: Tue 30th April '24 (7-9 pm); The Cabin, Northstowe; open 6:45 – 9:15.
- Annual Meeting of the Town Council: Tue 28th May '24 (7-9 pm); The Cabin, Northstowe.
[Final versions of motions & papers to be received by 17/05 at the latest].
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk