

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 23<sup>rd</sup> JULY 2024, 7 - 9 PM**

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

Signed: *Mark Nokkert* *18<sup>th</sup> July 2024*

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

#### **72/24-25 APOLOGIES FOR ABSENCE** (Standing Item)

To record apologies for absence received prior to the meeting.

#### **73/24-25 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.

#### **74/24-25 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.

#### **75/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

- 1) To approve the minutes of the 28 May 2024 Full Council meeting (Annual Meeting of the Town Council) as a true record of the meeting (minutes attached). [*Deferred at F.C. meeting 25<sup>th</sup> June 2024*]
- 2) To approve the minutes of the 25 June 2024 Full Council meeting as a true record of the meeting (minutes attached).

#### **76/24-25 REPORTS FROM COUNTY AND DISTRICT COUNCIL** (Standing Item)

- 1) To receive a report from Cambridgeshire C.C. Division Member Cllr F. Thompson (report attached).
- 2) To receive a report from South Cambs D.C. Ward Member Cllr. N. Warren-Green (report attached).
- 3) To receive a report from South Cambs D.C. Ward Member Cllr. T. Bygott (awaiting report).

#### **77/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

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

#### **78/24-25 NORTHSTOWE DELIVERY GROUP** (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 16<sup>th</sup> May 2024 (minutes attached).  
*NB: no N.D.G. meeting was held in June 2024.*

#### **79/24-25 KICKSTART FUND PANEL** (Standing Item)

*No Kickstart Fund Panel meeting held recently.*

#### **80/24-25 NTC STAFF REPORT** (Standing Item)

To receive a report from the Town Clerk on NTC staff activities (period: June 2024) (attached).

### **81/24-25 MOBILE FOOD HUB / UPDATE**

[Further to F.C. meeting 25<sup>th</sup> June 2024, item 60/24-25]:

To receive a verbal update from the Clerk on progress towards getting the Mobile Food Hub service to Northstowe, to be delivered by Hope CIC.

### **82/24-25 COMMITTEE MEMBERSHIP**

To decide to have Cllr Panvekar join as Member of the Finance and Governance Committee.

[NB: Finance and Governance Committee's current situation: Members = 5; Available Seats = 8].

### **83/24-25 RECRUITMENT OF ASSETS & ESTATES MANAGER**

[Motion from: Asset Transfer Opportunities Working Group]

- 1) To receive a motion paper and accompanying report on recruitment of an Assets & Estates Manager.
- 2) To receive a draft job description and draft recruitment advertisement for position of Assets & Estates Manager.
- 3) To decide to commence recruitment activities for an Assets & Estates Manager.
- 4) To delegate to the clerk the task of finalising the job role and advertisements required for the recruitment process.

### **84/24-25 PLANNING APPLICATIONS**

To consider submitting a consultation response to the following planning applications:

Application details can be accessed via the [South Cambs Planning Portal](#).

|      |              |   |
|------|--------------|---|
| i)   | Consultation | 24/02646/S73<br>2 The Mount Station Road Longstanton<br>[Consultation on application for Removal or Variation of a Condition (Section 73)]: S73 to vary condition 2 (Approved plans) of planning permission 23/04569/FUL (Conversion of existing Class E Premises to Tap Room, Cafe and Gym).<br><a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/02646/S73">https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/02646/S73</a><br>Consultation deadline: 6 <sup>th</sup> August 2024. |
| ii)  | Information  | S/3854/19/COND16<br>Digital Park Station Road Longstanton Cambridgeshire.<br>Submission of details required by condition 16(Archaeology) of planning permission S/3854/19/OL.<br><a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3854/19/COND16">https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3854/19/COND16</a><br>Awaiting decision (at time of writing)  |
| iii) | Information  | S/3854/19/COND17<br>Digital Park Station Road Longstanton Cambridgeshire.<br>Submission of details required by condition 17(Construction Management) of planning permission S/3854/19/OL.<br><a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3854/19/COND17">https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3854/19/COND17</a><br>Awaiting decision (at time of writing)  |
| iv)  | Information  | S/3854/19/COND45<br>Digital Park Station Road Longstanton Cambridgeshire.<br>Submission of details required by condition 45(Tree Protection) of planning permission S/3854/19/OL.<br><a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3854/19/COND45">https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3854/19/COND45</a><br>Awaiting decision (at time of writing)  |

|    |             |   |
|----|-------------|---|
| v) | Information | S/3854/19/COND14<br>Digital Park Station Road Longstanton Cambridgeshire.<br>Submission of details required by condition 14(Construction Ecological Management Plan) of planning permission S/3854/19/OL.<br><a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3854/19/COND14">https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3854/19/COND14</a><br><i>Awaiting decision (at time of writing)</i> |
|----|-------------|---|

#### **85/24-25 ITEMS FOR INFORMATION**

- 1) To receive an overview, obtained from Homes England, setting out the current and planned consultancy works directed by Homes England and how they relate to each other (email with document shared with Cllrs.).
- 2) Invitation for NTC Town Councillors: Fri 26<sup>th</sup> Jul. '24, 12:00 – 13:30 (Virtual): meeting about Phase 3A Key Phase 1 Design Code; with: Tibbalds Planning and Urban Design Ltd, on behalf of Homes England [*Further to their public consultation on this held on 12<sup>th</sup> July at the Pavilion*].

#### **86/24-25 SOCIAL VALUE AND ENGAGEMENT STRATEGY / HOMES ENGLAND**

- 1) To receive a (draft) report, 'Northstowe Social Value and Engagement Strategy', from Henbe on behalf of Homes England (draft report and email shared with Cllrs.).
- 2) To consider the request to provide Town Council representation at the Steering Group to be formed.

#### **87/24-25 STEWARDSHIP SOLUTIONS / HOMES ENGLAND**

- 1) To receive information about the work being carried out by Community Stewardship Solutions on behalf of Homes England, regarding possible future stewardship solutions for Northstowe (email shared with Cllrs.). [*NB: also shared with Cllrs. a copy of the Northstowe Stewardship' document, dated June 2023 and previously shared with the Town Council (see minutes [item 136/23-24 \(F.C. meeting 26<sup>th</sup> Sep. '23\)](#)].*]
- 2) To consider providing feedback to the consultants on the three questions asked of NTC (see email shared with Cllrs.).

#### **88/24-25 COMMITTEE MEETINGS (Standing Item)**

To receive minutes from the following committee meetings held:

- a) Personnel Committee, 4<sup>th</sup> June 2024 (draft minutes attached).
- b) Finance and Governance Committee, 18<sup>th</sup> June 2024 (finalised minutes attached).
- c) Planning Committee, 18<sup>th</sup> June 2024 (finalised minutes attached).
- d) Finance and Governance Committee, 16<sup>th</sup> July 2024 (draft minutes attached).
- e) Planning Committee, 16<sup>th</sup> July 2024 (draft minutes attached).

#### **89/24-25 WORKING GROUPS (Standing Item)**

To receive an update from Working Groups reporting to Full Council; from:

- a) Community Lounge Working Group.
- b) Asset Transfer Opportunities Working Group.
- c) Road Safety Working Group.

**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 sensitive or commercial nature of business to be discussed under item 90/24-25.**

#### **90/24-25 MARKET MANAGEMENT**

[*Further to item 61/24-25 , F.C. meeting 25<sup>th</sup> June 2024*]:

##### **1) MARKET MANAGER RECRUITMENT**

- a) To receive a recommendation from the Recruitment Panel (Clerk and Councillors) to appoint a preferred candidate as Market Manager (shared with Cllrs.: motion paper; application information; Panel report).
- b) To approve the Panel's recommendation for appointment of a Market Manager.

- c) To approve the draft employment contract (draft contract shared with Cllrs).
- d) 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 15<sup>th</sup> August 2024.

## **2) ALTERNATIVE MARKET MANAGEMENT OPTION**

- a) To receive and consider an alternative (interim) management option, as back-up plan in case recruitment plans do not materialise (Quote obtained from an events management organisation, shared with Cllrs.).

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

#### **91/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

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

- a) 21<sup>st</sup> May '24: Northstowe Open Spaces & Landscape Steering Group – no NTC representation (minutes attached).
- b) 12<sup>th</sup> Jun. '24: Northstowe Community Networkers – attended by Cllr Delip (minutes to follow).
- c) 13<sup>th</sup> Jun. '23: Pavilion Board – attended by the Clerk (minutes shared with Cllrs.).
- d) 25<sup>th</sup> Jun. '24: Northstowe Open Spaces & Landscape Steering Group – attended by Cllr Sovago (minutes to follow).
- e) 26<sup>th</sup> Jun. '24: Community Centre Board – attended by the Clerk (minutes to follow).
- f) 1<sup>st</sup> Jul. '24: Northstowe Youth Partnership – attended by Cllr Bros Sabria (notes to follow).
- g) 11<sup>th</sup> Jul. '24: Northstowe Support Partnership – attended by Cllr Males (minutes to follow).
- h) 11<sup>th</sup> Jul. '24: Pavilion Board – attended by the Clerk (minutes to follow).
- i) 17<sup>th</sup> Jul. '24: Faith Strategy Group (minutes to follow).
- j) 18<sup>th</sup> Jul. '24: Northstowe Delivery Group – attended by Cllrs Littlemore and Owen (minutes to follow).
- k) 18<sup>th</sup> Jul. '24: Plastic Free Steering Group (Sustainable Northstowe).
- l) 29<sup>th</sup> Jul. '24: Northstowe Heritage Stakeholders – POSTPONED TO AUGUST – DATE TBC

#### **92/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

- a) Mon 29<sup>th</sup> Jul. '24, 10:00 – 12:00 (in person/ virtual): Quarterly Parish/Town Council meeting, Homes England.
- b) Thu 15<sup>th</sup> Aug. '24, 19:30 – 20:30 (virtual): Plastic Free Steering Group (Sustainable Northstowe).
- c) Tue 27<sup>th</sup> Aug. '24, 12:00- 13:15 (virtual): Northstowe Open Spaces & Landscape Steering Group.
- d) Wed 4<sup>th</sup> Sep. '24, 13:00 – 14:30 (in person): Community Centre Board.
- e) Wed 4<sup>th</sup> Sep. '24, 19:00 – 20:30 (in person): Northstowe Community Networkers.
- f) Tue 10<sup>th</sup> Sep. '24, 18:00 – 20:00 (in person): Cabinet / Parish Council Liaison Meeting.
- g) Tue 19<sup>th</sup> Sep. '24, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- h) Tue 19<sup>th</sup> Sep. '24, 13:00 – 14:30 (in person): Northstowe Support Partnership.
- i) Tue 19<sup>th</sup> Sep. '24, 19:30 – 20:30 (virtual): Plastic Free Steering Group (Sustainable Northstowe).

#### **93/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED**

- a) Wed 11<sup>th</sup> Sep. '24, 18:00 – 21:00 (in person): Northstowe Community Forum.

#### **94/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)**

- a) Sat 31<sup>st</sup> Aug. 2024: Northstowe Running Festival. Town Councillors' involvement; NTC grant awarded to Northstowe Running Festival Ltd. towards costs of event.
- b) Sat 23<sup>rd</sup> Nov. 2024: Light Up Northstowe: Led by Northstowe Arts. Town Council involvement; NTC grant awarded to Northstowe Arts CIC towards costs of event.

#### **95/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

- Full Council: Tue 24<sup>th</sup> September 2024 (7-9 pm); The Cabin, Northstowe.  
*[Final versions of motions & papers to be received by 14/09 at the latest].*
- For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)