

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 25th JUNE 2024, 7 - 9 PM**

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

Signed: *Mark Nokkert* *20th June 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

51/24-25 APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

52/24-25 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.

53/24-25 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.

54/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve the minutes of 28th May 2024 Full Council meeting (Annual Meeting of the Town Council) as a true record of the meeting (minutes to follow).

55/24-25 REPORTS FROM COUNTY AND DISTRICT COUNCIL (Standing Item)

- 1) To receive a report from Cambridgeshire C.C. Division Member Cllr F. Thompson (No report received in advance of the meeting as a result of pre-election period).
- 2) To receive a report from South Cambs D.C. Ward Member Cllr. N. Warren-Green (No report received in advance of the meeting as a result of pre-election period).
- 3) To receive a report from South Cambs D.C. Ward Member Cllr. T. Bygott (No report received in advance of the meeting as a result of pre-election period).
- 4) Introduction to Cllr. Batchelor; following recent changes at SCDC Cabinet, he has taken over the role from Cllr Handley as Lead Cabinet Member for Communities.

56/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

57/24-25 NORTHSTOWE DELIVERY GROUP (Standing Item)

Due to cancellation of the 20th June 2024 N.D.G. meeting, the minutes of the N.D.G. meeting held on 16th May 2024 have not yet been approved and will be shared in due course.

58/24-25 KICKSTART FUND PANEL (Standing Item)

- 1) To receive an update, received from the Kickstart Fund Coordinator on changes made to Kickstart funding procedures: *'[...] we remove the 3 monthly deadline elements. [...] Once an application has been submitted to the team to work on with the applicant [...] a panel meeting [is set] a month later [...].*

and 'Enquiries for the kickstart fund can be received by the SCDC Northstowe community Team (or direct to the CCC Communities service team). A timescale of approx. 3 months will be made clear to the applicant to allow time from first enquiry, idea development and application submission, panel assessment, report to the Town Council to hear at the subsequent meeting and final sign off at CCC. [...] This change is to make the application process more flexible.'

- 2) Two Councillors to come forward to represent Northstowe Town Council on the Kickstart Fund Panel (currently: Cllrs Castelino and Littlemore).
- 3) To approve the appointment of Members to represent Northstowe Town Council on the Kickstart Fund Panel.

NB: No Kickstart Fund meeting held recently.

59/24-25 NTC STAFF REPORT (Standing Item)

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

60/24-25 MOBILE FOOD HUB

- 1) To receive a motion paper and accompanying documents on Mobile Food Hub service across South Cambridgeshire District. [Motion paper, received from Cllr Bros Sabria attached].

NB: A representative from Hope CIC is planning to attend (TBC), to provide a short presentation and/or be available to answer any questions.

- 2) To approve to fund for the provision of Mobile Food Hub on a weekly basis for a trial period of 24 weeks (6 months) at a cost of £2,400.
- 3) To decide to consider the continuation of the scheme after a 16 weeks period based on feedback from residents, local partners organisations and evidence of impact measured by community engagement (attendance, exhaustion of produce supplied).

61/24-25 MARKET MANAGEMENT

[Further to item 43/24-25, Full Council meeting 28th May 2024; and item 07/24-25, Personnel Committee meeting 4th June 2024]:

- 1) To receive and consider the updated timeline for Market Manager recruitment (attached).
- 2) To receive and consider alternative (interim) management options (motion paper shared with Cllrs.).
- 3) To decide on the next steps concerning Market Manager re-recruitment and interim market management options.

62/24-25 SLCC ANNUAL MEMBERSHIP RENEWAL

- 1) To renew the annual SLCC Membership for the Town Clerk and for the Deputy Clerk (starting 1st Aug. 2024); costs: £357.00 + £229.00. (Leaflet attached; see also SLCC Membership for explanation of membership benefits).

63/24-25 COMMITTEE MEETING MINUTES APPROVAL

- 1) To approve the minutes of the Events and Markets Committee meeting held on 2nd April 2024 as a true record of the meeting (attached).

64/24-25 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Finance and Governance Committee, 14th May 2024 (Status: approved; minutes attached).
- b) Personnel Committee, 4th June 2024 (minutes to follow).
- c) Finance and Governance Committee, 18th June 2024 (minutes to follow).
- d) Planning Committee, 18th June 2024 (minutes to follow).

65/24-25 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.

66/24-25 ITEMS FOR INFORMATION (Standing Item)

- 1) To receive a market promotion leaflet design, created pro bono by local designer (shared with Cllrs.)

67/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 17th Apr. '24: Northstowe Community Networkers – attended by Cllr Delip (minutes attached).
- b) 16th May '24: Northstowe Delivery Group – attended by Cllrs. Littlemore and Owen (minutes to follow).
- c) 16th May '24: Pavilion Board – attended by Clerk (minutes shared with Cllrs).
- d) 21st May '24: Northstowe Open Spaces & Landscape Steering Group – no NTC representation (minutes to follow).
- e) 21st May '24: Plastic Free Steering Group (Sustainable Northstowe) – (minutes to follow).
- f) 29th May '24: Community Centre Board – attended by the Clerk (minutes shared with Cllrs.).
- g) 4th Jun. '24: Homes England Quarterly Town and Parish Councils – CANCELLED.
- h) 12th Jun. '24: Northstowe Community Networkers – attended by Cllr Delip (minutes to follow).
- i) 13th Jun. '23: Pavilion Board – attended by the Clerk (minutes to follow).
- j) 17th Jun. '24: Cabinet / Parish Liaison meeting - CANCELLED.
- k) 19th Jun. '24: Faith Strategy Group – CANCELLED.
- l) 20th Jun. '24: Northstowe Delivery Group – CANCELLED.
- m) 20th Jun. '24: Plastic Free Steering Group (Sustainable Northstowe) (minutes to follow).

68/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- a) Tue 25th Jun. '24, 12:00 – 13:30 (virtual): Northstowe Open Spaces & Landscape Steering Group.
- b) Wed 26th Jun. '24, 13:00 – 14:30 (in person): Community Centre Board.
- c) Thu 11th Jul. '24, 13:00 – 14:30 (in person): Northstowe Support Partnership.
- d) Thu 11th Jul. '24, 15:30 – 16:30 (in person): Pavilion Board.
- e) Wed 17th Jul. '24, 17:45 – 18:45 (in person): Faith Strategy Group.
- f) Thu 18th Jul. '24, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- g) Thu 18th Jul. '24, 19:30 – 20:30 (virtual): Plastic Free Steering Group (Sustainable Northstowe).
- h) Mon 22nd Jul. '24, 12:00 – 13:30 (virtual): Northstowe Heritage Stakeholders.
- i) TBC - Wed 24th Jul. '24, 13:00 – 14:30 (in person): Community Centre Board.

69/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED

- a) Sat 29th June 2024 – site visit to Letchworth – Cllrs. invited to join. Visit organised by resident I. Hunter in cooperation with U3A. Further Councillors welcome to join.
- b) Mon 15th Jul. 2024, 6:45 – 8:30 - Northstowe Neighbours film premiere event (Northstowe Arts; Homes England and their appointed filmmakers). Personal invitations received by Councillors.
- c) Tue 25th Jun. '24, 13:00 – 13:45 (virtual): Update on Social Value and Engagement Strategy – Henbe on behalf of Homes England.
- d) Meeting to be organised (TBC): Phase 3A, Key Phase 1 Design Code, Tibbalds Planning and Urban Design Ltd on behalf of Homes England

70/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)

- a) Sat. 22nd June 2024, 3-8 pm: Midsummer Festival; organisers: Northstowe Hub & Northstowe Arts. Town Councillors to be present at 'Meet Your Councillor' stall
- b) Sat. 31st August 2024: Northstowe Running Festival. Town Councillors' involvement; NTC grant awarded towards costs of event.

71/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- Full Council: Tue 23rd July '24 (7-9 pm); The Cabin, Northstowe.
[Final versions of motions & papers to be received by 13/07 at the latest].
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk