

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 24<sup>th</sup> SEPTEMBER 2024, 7 - 9 PM**

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

Signed: *Mark Nokkert* *19<sup>th</sup> September 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 make use of our 'Public Participation' item, please request a speaking slot with the Clerk before the meeting [you may speak for up to 3 minutes in total, in relation to any item(s) on this agenda].

MEMBERS: 15

QUORUM: 5 Members

### **AGENDA**

#### **96/24-25 APOLOGIES FOR ABSENCE** (Standing Item)

To record apologies for absence received prior to the meeting.

#### **97/24-25 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.

#### **98/24-25 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.

#### **99/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

- 1) To approve the minutes of the 23<sup>rd</sup> July 2024 Full Council meeting as a true record of the meeting (minutes attached).

#### **100/24-25 REPORTS FROM COUNTY AND DISTRICT COUNCIL** (Standing Item)

- 1) To receive a report from Cambridgeshire C.C. Division Member Cllr F. Thompson (reports 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).

#### **101/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

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

#### **102/24-25 NORTHSTOWE DELIVERY GROUP** (Standing Item)

No minutes to be shared at this stage; the *minutes of the Northstowe Delivery Group meeting held on 18<sup>th</sup> July 2024 (attended by Cllrs. Littlemore and Owen) are to follow, once approved. NB: N.D.G. meetings scheduled for 15<sup>th</sup> August and 19<sup>th</sup> September 2024 were cancelled.*

#### **103/24-25 KICKSTART FUND PANEL** (Standing Item)

- 1) To receive paperwork from the Kickstart Fund Panel meeting held on 9<sup>th</sup> September 2024 (x2 applications, email 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.

#### **104/24-25 NTC STAFF REPORT** (Standing Item)

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

### **105/24-25 PARKPLAY**

Further to Full Council 27<sup>th</sup> June 2023, item 86/23-24 and Full Council 27<sup>th</sup> February 2024, item 233/23-24:

- 1) To decide to pay ParkPlay a further £5,000 to finance the costs of a ParkPlay Leader for another further year of weekly ParkPlay sessions (data on attendees and demographics location data, and email obtained from ParkPlay Leader; information from ParkPlay - shared with Cllrs.).

*NB: The ParkPlay Leader for the Northstowe-Longstanton ParkPlay is intending to be present at the meeting to answer any further questions.*

### **106/24-25 FUNDING APPROVAL FOR COMMUNITY LOUNGE**

Further to Full Council 31<sup>st</sup> October 2023, item 154/23-24:

- 1) To receive an update from the Community Lounge Working Group on development since the Full Council meeting in Oct. 2024.
- 2) To approve funding of £2,370 for Community Lounge venue booking, refreshments and activities for the period 1-Nov-2024 to 31-Oct-2025 (Motion paper and budget attached).

### **107/24-25 HR CONSULTANCY SUPPORT SERVICES**

Further to Personnel Committee, 10<sup>th</sup> September 2024, item 23/24-25:

- 1) To receive information about HR consultancies, with quotes for: HR advice, including legal; development and maintenance of HR handbook and policies and recruitment documentation; training and online system management options (motion paper and comparison report; quotes and associated documents shared with Cllrs.).
- 2) To consider the recommendation from the Personnel Committee and to decide to get into contract with the recommended company for HR Consultancy Support Services.

### **108/24-25 NORTHSTOWE MARKET - DELIVERY MODEL CHANGES**

Further to Full Council meeting 28<sup>th</sup> May 2024, item 43/24-25 (2):

- 1) To receive an overview of changes proposed to the delivery model for the monthly market (spreadsheet with motion paper and leaflet attached).
- 2) To approve the changes as proposed.

*NB: the Town Council's Market Manager is intending to be present at the meeting to answer any further questions.*

### **109/24-25 NAMING OF PERMANENT COMMUNITY CENTRE**

- 1) To consider names for the Permanent Community Centre.
- 2) To provide feedback on the names already suggested.
- 3) To decide on a further name to be passed onto the SCDC Communities Team, for their consideration to add to the names which residents can select from as part of the current naming consultation.

### **110/24-25 RECRUITMENT OF ASSETS & ESTATES MANAGER – REVIEW POINT**

Further to Full Council meeting 23<sup>rd</sup> July 2024, item 83/24-25 and Personnel Committee 10<sup>th</sup> September 2024, item 83/24-25:

- 1) To receive an update from the Clerk on recruitment processes to date (updated timeline for recruitment shared with Cllrs.).

### **111/24-25 COMMITTEE MEMBERSHIP**

- 1) For a Councillor to come forward to join the Personnel Committee, and to allocate the Councillor to that committee.

### **112/24-25 SOCIAL VALUE AND ENGAGEMENT STEERING GROUP / HOMES ENGLAND**

Further to Full Council meeting 23<sup>rd</sup> July 2024, item 86/24-25:

- 1) To allocate (a) Councillor(s) to the Social Value and Engagement Strategy Steering Group, managed by Homes England. NB: next meeting: TBC - Tue. 17<sup>th</sup> Dec. '24, 14:00-16:00 (virtual & in person TBC).

NB: information from first Steering Group meeting held on 17<sup>th</sup> September 2024 shared with Cllrs.

### **113/24-25 NORTHSTOWE SPORTS AND WELLBEING**

*Motion from Cllr Delip*

- 1) For the Town Council to consider having a formal representation at the Northstowe Sports and Wellbeing Committee.
- 2) To appoint a Councillor to represent the Town council at the Northstowe Sports and Wellbeing Committee.

### **114/24-25 STEWARDSHIP SOLUTIONS / HOMES ENGLAND**

*Further to Full Council meeting 23<sup>rd</sup> July 2024, item 87/24-25:*

- 1) To receive information from Community Stewardship Solutions (on behalf of Homes England): presentation and summary document on the stewardship proposals for Northstowe (confidential information shared with Cllrs.).
- 2) To allocate (a) Councillor(s) to represent the Town Council in further discussions with the consultancy to support their work in finalising their report for Homes England (dates for meeting proposed – see email shared with Cllrs.).

### **115/24-25 ITEMS FOR INFORMATION**

- 1) Report: 'Northstowe Groundwater Level Baseline Summary Report Update', Baseline Summary report. Dated July 2024. Shared by Homes England with NTC (report shared with Cllrs.).
- 2) Letter received from the Local Bridleway Association, received on 8<sup>th</sup> September 2024 (email and letter shared with Cllrs.).

### **116/24-25 COMMITTEE MEETINGS (Standing Item)**

To receive minutes from the following committee meetings held:

- a) Personnel Committee, 10<sup>th</sup> September 2024 (minutes to follow).
- b) Finance and Governance Committee, 17<sup>th</sup> September 2024 (minutes to follow). *NB: This meeting was not quorate.*
- c) Planning Committee, 17<sup>th</sup> September 2024 (minutes to follow). *NB: This meeting was not quorate.*

### **117/24-25 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.

### **118/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

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

- a) 12<sup>th</sup> Jun. '24: Northstowe Community Networkers – no NTC representation (minutes attached).
- b) 25<sup>th</sup> Jun. '24: Northstowe Open Spaces & Landscape Steering Group – attended by Cllr Sovago (minutes attached).
- c) 26<sup>th</sup> Jun. '24: Community Centre Board – attended by the Clerk (minutes shared with Cllrs).
- d) 11<sup>th</sup> Jul. '24: Pavilion Board – attended by the Clerk (minutes shared with Cllrs).
- e) 17<sup>th</sup> Jul. '24: Faith Strategy Group – attended by Cllrs. Kinnera and Susarla (minutes attached).
- f) 18<sup>th</sup> Jul. '24: Northstowe Delivery Group – attended by Cllrs Littlemore and Owen.
- g) 23<sup>rd</sup> Jul. '24: Northstowe Open Spaces & Landscape Steering Group – attended by Cllr Littlemore (minutes attached).
- h) 29<sup>th</sup> Jul. '24: Quarterly Parish/Town Council meeting, Homes England – attended by Cllr Littlemore and Clerk (minutes attached).
- i) 15<sup>th</sup> Aug. '24: Plastic Free Steering Group (Sustainable Northstowe).
- j) 27<sup>th</sup> Aug. '24: Northstowe Open Spaces & Landscape Steering Group – no NTC representation.
- k) 28<sup>th</sup> Aug. '24: Northstowe & Longstanton Heritage Stakeholder Group meeting – no NTC representation (notes attached; other documents from meeting shared with Cllrs.).
- l) 3<sup>rd</sup> Sep. '24: Faith Strategy Group – attended by Cllrs. Delip and Susarla.

- m) 4<sup>th</sup> Sep. '24: Community Centre Board – attended by Clerk.
- n) 4<sup>th</sup> Sep. '24: Northstowe Community Networkers – attended by Deputy Clerk.
- o) 5<sup>th</sup> Sep. '24: Pavilion Management Board – attended by Clerk.
- p) 10<sup>th</sup> Sep. '24: Cabinet / Parish Council Liaison Meeting.
- q) 17<sup>th</sup> Sep. 2024: Social Value Steering Group (Homes England) – attended by Cllr Bros Sabria.
- r) 19<sup>th</sup> Sep. '24: Northstowe Delivery Group. CANCELLED
- s) 19<sup>th</sup> Sep. '24: Northstowe Support Partnership – no NTC representation.
- t) 19<sup>th</sup> Sep. '24: Plastic Free Steering Group (Sustainable Northstowe).
- u) 19<sup>th</sup> Sep. '24: Joint Parish Forum; Greater Cambridge Planning.

**119/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

- a) Tue. 24<sup>th</sup> Sep. 2024, 12:00 – 13:15 (virtual): Northstowe Open Space and Landscape Steering Group.
- b) Thu. 3<sup>rd</sup> Oct. '24, 11:30 – 13:30 (in person & virtual): Northstowe Quarterly Meetings/ Homes England.
- c) Thu. 17<sup>th</sup> Oct. '24, 11:30-12:30 (virtual): Northstowe Delivery Group.
- v) Thu 17<sup>th</sup> Oct. '24, 19:30-20:30 (virtual): Plastic Free Steering Group (Sustainable Northstowe).
- d) Tue. 22<sup>nd</sup> Oct. 2024, 12:00 – 13:15 (virtual): Northstowe Open Space and Landscape Steering Group.
- e) Mon. 28<sup>th</sup> Oct. '24, 12:00 – 13:30 (virtual): Northstowe & Longstanton Heritage Stakeholder Group Quarterly Meeting.
- f) TBC - Tue. 17<sup>th</sup> Dec. '24, 14:00-16:00 (virtual & in person TBC), Social Value Steering Group.

**120/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED – PAST ONES AND UPCOMING**

- a) Fri. 26<sup>th</sup> July 2024, 12:00 – 13:30 (virtual): Phase 3A meeting Key phase 1 Design Code, WITH Tibbalds (on behalf of Homes England).
- b) Sat. 28<sup>th</sup> Sep. 2024: Site visit to Letchworth Garden City, organised by resident I. Hunter in cooperation with the Curator of the International Garden Cities Museum.
- c) Fri. 4<sup>th</sup> Oct. 2024, 12 noon: online meeting with Community Stewardship Solutions (CSS), re: NTC input into finalising Stewardship and Placemaking Strategy for Homes England.
- d) Sat. 5<sup>th</sup> October 9:30AM – 3:30PM: Engaging New and Emerging Communities conference (SCDC/CCC/Cambridge City); at Storey's Field Centre in Eddington, Cambridge.
- e) Wed. 4<sup>th</sup> Dec. '24: Northstowe Community Forum, Pavilion.
- f) Date TBC – meeting with Town re: Co-Housing plans.

**121/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)**

- a) Sun. 10<sup>th</sup> November: Remembrance Sunday – Bug Hunter Waters.
- 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.

**122/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

- Full Council: Tue 22<sup>nd</sup> October 2024 (7-9 pm); The Cabin, Northstowe.  
*[Final versions of motions & papers to be received by 12/10 at the latest].*
- For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)