

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 22<sup>nd</sup> OCTOBER 2024, 7 - 9 PM**

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

Signed: *Mark Nokkert* *17<sup>th</sup> October 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 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: 14 QUORUM: 5 Members

### **AGENDA**

#### **129/24-25 APOLOGIES FOR ABSENCE** (Standing Item)

a) To record apologies for absence received prior to the meeting.

#### **130/24-25 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.

#### **131/24-25 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.

#### **132/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

- 1) To approve the minutes of the 24<sup>th</sup> September 2024 Full Council meeting as a true record of the meeting (minutes to follow).
- 2) To approve the minutes of the 8<sup>th</sup> October 2024 Extraordinary Full Council meeting as a true record of the meeting (minutes to follow).

#### **133/24-25 REPORTS FROM COUNTY AND DISTRICT COUNCIL** (Standing Item)

- 1) To receive a report from Cambridgeshire C.C. Division Member Cllr F. Thompson (report attached; associated documents shared with Cllrs.).
- 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 (no report received).

#### **134/24-25 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).

#### **135/24-25 NORTHSTOWE DELIVERY GROUP** (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meeting held on 18<sup>th</sup> July 2024 (minutes attached).

*NB: N.D.G. meetings scheduled for 15<sup>th</sup> August and 19<sup>th</sup> September 2024 were cancelled.*

#### **136/24-25 KICKSTART FUND PANEL** (Standing Item)

*No Kickstart Fund Panel meeting held recently.*

#### **137/24-25 NTC STAFF REPORT** (Standing Item)

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

#### **138/24-25 NORTHSTOWE MARKET – UPDATE TO TERMS AND CONDITIONS FOR TRADERS**

*Further to Full Council, 23<sup>rd</sup> April 2024, item 12/24-25 and Full Council meeting 24<sup>th</sup> September 2024, item 108/24-25:*

- 1) To receive a proposal to update several sections in the Market Terms and Conditions for traders, following changes made to the delivery model as previously approved at the September 2024 Full Council meeting (proposed, updated Market Terms and Conditions attached).
- 2) To approve the proposed changes to the Market Terms and Conditions.

#### **139/24-25 NORHSTOWE COMMUNITY LOUNGE – CAMBRIDGESHIRE ACRE GRANT OFFER**

*Further to Full Council 31<sup>st</sup> October 2023, item 154/23-24 and Full Council 24<sup>th</sup> September 2024, item 106/24-25:*

- 1) To consider accepting a funding offer received from Cambridgeshire ACRE for the amount of £1,248 (£24 per weekly session), to support the costs of venue hire for the Northstowe Community Lounge for the period 1-Nov-2024 to 31-Oct-2025 (email and papers shared with Cllrs.).

#### **140/24-25 PARKPLAY – PURCHASE OF BANNERS**

*Further to Full Council 24<sup>th</sup> September 2024, item 105/24-25:*

- 1) To consider purchasing three banners (size 2000x600mm - 400gsm pvc free with eyelets) for a total cost of £105 + VAT, to support further promotion of ParkPlay within the community; one is to be placed near Western Park Pavilion, two more on key locations alongside main roads in Northstowe (landowner permissions pending). (banner proposal from Park Play Leader shared with Cllrs.).

#### **141/24-25 CONTRACT VARIATION**

*Further to Full Council meeting 8<sup>th</sup> October 2024, item 126/24-25:*

- 1) *For information:* A contract variation has been provided to G. Bernardis, the Town Council's appointed Assets and Estates Manager, to rectify a clause in their contract which stated that it is an initial 12 month contract; the contract had always been intended to be a permanent contract instead (as per decisions made at Full Council meeting 23<sup>rd</sup> July 2024, item 83/25-25).

#### **142/24-25 COUNCILLOR CO-OPTION**

- 1) *For Information:* I. Sovago stepped down as Town Councillor; Co-option procedures have been instigated (on 17<sup>th</sup> Oct. 2024).
- 2) [Pending the outcomes and instructions from the South Cambridgeshire District Council's Electoral Services - thereafter & where relevant -] to agree to fill the vacant Member seat by co-option and to promote the vacancy for nominees to come forward for co-option which is to take place at the next suitable Full Council meeting.

#### **143/24-25 PURCHASE OF SANTA OUTFIT AND BINS FOR LIGHT UP NORTHSTOWE 2024**

- 1) To Approve the purchase of a Santa Outfit and 4 Black Bins for the Light Up Northstowe Event on 23<sup>rd</sup> November 2024 (motion paper attached; associated document shared with Cllrs.).

#### **144/24-25 PARTNERSHIP MEETINGS – COUNCILLOR ALLOCATION**

- 1) *For information:* Cllr Oluwasanya stepped down from the Plastic-Free Steering Group (sub-group of Sustainable Northstowe).
- 2) For a Councillor to come forward, and to be appointed, to join Cllr Delip as allocated NTC Member to attend the monthly meetings of the Plastic-Free Steering Group (sub-group of Sustainable Northstowe).

#### **145/24-25 ITEMS FOR INFORMATION**

- 1) *For information:* 'Martyn's Law' was presented to Parliament in September 2024 as the 'Terrorism (Protection of Premises) Bill 2024' (Summary document with key points and SLCC PowerPoint on the subject from a few months ago shared with Cllrs.).

#### **146/24-25 COMMITTEE MEETINGS (Standing Item)**

To receive minutes from the following committee meetings held:

- a) Personnel Committee, 10<sup>th</sup> September 2024 (draft minutes attached).
- b) Finance and Governance Committee, 17<sup>th</sup> September 2024 (final minutes attached)
- c) Planning Committee, 17<sup>th</sup> September 2024 (final minutes attached).
- d) Finance and Governance Committee, 15<sup>th</sup> October 2024 (minutes to follow).
- e) Planning Committee, 15<sup>th</sup> October 2024 (minutes to follow).

#### **147/24-25 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.

**148/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION** (Standing Item)

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

- a) 11<sup>th</sup> Jul. '24: Northstowe Support Partnership – attended by Cllr Males (minutes shared with Cllrs.).
- b) 27<sup>th</sup> Aug. '24: Northstowe Open Spaces & Landscape Steering Group – no NTC representation (minutes attached).
- c) 3<sup>rd</sup> Sep. '24: Faith Strategy Group – attended by Cllrs. Delip and Susarla (minutes attached).
- d) 4<sup>th</sup> Sep. '24: Community Centre Board – attended by Clerk (minutes shared with Cllrs.)
- e) 4<sup>th</sup> Sep. '24: Northstowe Community Networkers – attended by Deputy Clerk (attached).
- f) 5<sup>th</sup> Sep. '24: Pavilion Management Board – attended by Clerk (minutes shared with Cllrs.).
- g) 10<sup>th</sup> Sep. '24: Cabinet / Parish Council Liaison Meeting.
- h) 17<sup>th</sup> Sep. 2024: Northstowe Youth Partnership meeting – attended by Cllr. Bros Sabría.
- i) 17<sup>th</sup> Sep. 2024: Social Value Steering Group (Homes England) – attended by Cllr Bros Sabría.
- j) 19<sup>th</sup> Sep. '24: Northstowe Support Partnership – no NTC representation (minutes shared with Cllrs.)
- k) 19<sup>th</sup> Sep. '24: Plastic Free Steering Group (Sustainable Northstowe) – attended by Cllr. Oluwasanya.
- l) 19<sup>th</sup> Sep. '24: Joint Parish Forum; Greater Cambridge Planning.
- m) 24<sup>th</sup> Sep. 2024: Northstowe Open Space and Landscape Steering Group – (minutes to follow).
- n) 3<sup>rd</sup> Oct. '24: Northstowe Quarterly Meetings/Homes England - attended by Town Clerk (minutes attached).
- o) 9<sup>th</sup> Oct. '24: Northstowe Community Networkers – attended by Cllr Delip (minutes attached).
- p) 17<sup>th</sup> Oct. '24: Northstowe Delivery Group – attended by Cllr Littlemore and Assets & Estates Manager..

**149/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION** (Standing Item)

- a) Thu 17<sup>th</sup> Oct. '24, 19:30-20:30 (virtual): Plastic Free Steering Group (Sustainable Northstowe).
- b) Tue. 22<sup>nd</sup> Oct. '24, 12:00 – 13:15 (virtual): Northstowe Open Space and Landscape Steering Group.
- c) Mon. 28<sup>th</sup> Oct. '24, 12:00 – 13:30 (virtual): Northstowe & Longstanton Heritage Stakeholder Group Quarterly Meeting.
- d) Wed. 13<sup>th</sup> Nov. '24, 19:00 – 20:30 (in person): Northstowe Community Networkers.
- q) Thu. 14<sup>th</sup> Nov. '24, 11:30-12:30 (virtual): Northstowe Delivery Group.
- r) Thu. 21<sup>st</sup> Nov. '24, 19:30 – 20:30 (virtual): Plastic Free Steering Group (Sustainable Northstowe).
- s) Tue. 26<sup>th</sup> Nov. '24, 12:00 – 13:15 (virtual): Northstowe Open Space and Landscape Steering Group.
- t) Thu. 28<sup>th</sup> Nov. '24, 13:00 – 14:30 (in person): Northstowe Support Partnership.
- u) Wed. 4<sup>th</sup> Dec. '24, 13:00 – 14:00 (in person): Cabin Management Board.
- v) Thu. 5<sup>th</sup> Dec. '24, 16:00 – 17:00 (in person): Pavilion Management Board.
- e) TBC - Tue. 17<sup>th</sup> Dec. '24, 14:00-16:00 (virtual & in person TBC), Social Value Steering Group.
- f) Thu. 16<sup>th</sup> Jan. 2025, 11:30-13:30 (in person & virtual): Northstowe Quarterly Meetings/ Homes England.

**150/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED** (Standing Item)

- a) 19<sup>th</sup> Sep '24: Greater Cambridge Shared Planning - Parish Forum.
- b) Wed. 4<sup>th</sup> Dec. '24: Northstowe Community Forum, Western Park Pavilion.
- c) TBC – meeting with Town re: Co-Housing plans.

**151/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT** (Standing Item)

- a) Sun. 3<sup>rd</sup> November 2024, 10 AM – 2PM: re-launch of Northstowe monthly market.
- b) Sun. 10<sup>th</sup> November 2024, 10:45 am onwards: Remembrance Sunday – Bug Hunter Waters.
- c) Sat. 23<sup>rd</sup> Nov. 2024: Light Up Northstowe: Led by Northstowe Arts, with Town Council involvement.

**152/24-25 DATES OF NEXT COUNCIL MEETINGS** (Standing Item)

- Full Council: Tue 26<sup>th</sup> November 2024 (7-9 pm); The Cabin, Northstowe.  
*[Final versions of motions & papers to be received by 16/11 at the latest].*
- For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)