

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 26th NOVEMBER 2024, 7 - 9 PM**

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

Signed: *Mark Nokkert* *21st November 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 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

153/24-25 APOLOGIES FOR ABSENCE (Standing Item)

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

154/24-25 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.

155/24-25 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.

156/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

- 1) To approve the 24th September 2024 Full Council minutes as a true record of the meeting ([attached](#)).
- 2) To approve the 8th October 2024 Extraordinary Full Council minutes as a true record of the meeting ([attached](#)).

NB: minutes of the 22nd October 2024 Full Council meeting are to follow.

157/24-25 REPORTS FROM COUNTY AND DISTRICT COUNCIL (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 ([attached](#)).

158/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

159/24-25 NORTHSTOWE DELIVERY GROUP (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meeting held on 17th October 2024 (minutes [attached](#)).

160/24-25 KICKSTART FUND PANEL (Standing Item)

No Kickstart Fund Panel meeting held recently.

161/24-25 NTC STAFF REPORT (Standing Item)

- 1) To receive a report from the Clerk on NTC staff activities (period: October 2024) ([attached](#)).

162/24-25 ITEMS FOR INFORMATION / UPDATES ON ONGOING WORK & ACTIONS

Further to Full Council meeting 22nd October 2024, item 142/24-25.

- 1) To receive an update on plans for Co-option to fill the existing Member vacancy.

163/24-25 ASSETS AND ESTATES – UPDATE

- 1) To receive an update from NTC's Assets & Estates Manager on work in progress regarding potential future asset transfer opportunities (report [shared with Cllrs.](#)).

NB: The Assets and Estates Manager is planning to attend the meeting to answer any questions.

164/24-25 PERMANENT COMMUNITY CENTRE

- 1) To declare that the Town Council wishes – in principle - to commit itself to managing the Phase 1 Permanent Community Centre, once built, and that it will work towards developing a business case to be submitted to South Cambridgeshire District Council in early 2025 to this end.

165/24-25 IT SUPPORT SERVICES

- 1) To receive a motion paper and quotations from IT support service companies (motion paper and quotes shared with Cllrs.)
- 2) To consider options and approve an IT company for Technical support to Councillors and Staff.

166/24-25 PURCHASE OF STAFF EQUIPMENT

- 1) To decide to purchase two further headsets for use by staff in the office. Proposed item at £75 + VAT (x2).

167/24-25 NORTHSTOWE PUBLIC ART STRATEGY

- 1) To receive a draft Northstowe Public Art Strategy, received from Homes England (version 14th Oct. 2024) (shared with Cllrs.)
- 2) To consider the request received from Homes England for Northstowe Town Council to form part of the new Arts Management Group to be set up to oversee the implementation/delivery phase.
- 3) For (a) Councillor(s) to come forward to join this Arts Management Group, and to allocate those Councillor(s) to formally represent the Town Council at its new group, once set up (expected to be set up in 2025).

168/24-25 AGREEMENT FOR S106 COMMUNITY ENDOWMENT FUND (2ND TRANCHE)

Item deferred to Full Council from Finance and Governance Committee, 19th November 2024, item 64/24-25:

- 1) To receive an Indemnity Agreement from South Cambridgeshire District Council, regarding the second instalment of the Community Endowment Fund; a total of £39,870.00, to come to the Town Council (document shared with Cllrs.).
- 2) To accept the contribution, and to allocate two Councillors to sign the document.

169/24-25 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Finance and Governance Committee, 15th October 2024 (minutes attached).
- b) Planning Committee, 15th October 2024 (minutes attached).
- c) Finance and Governance Committee, 19th November 2024 (minutes to follow).
- d) Planning Committee, 19th November 2024 (minutes to follow); *NB: meeting was not quorate.*

170/24-25 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.

171/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 24th Sep. 2024: Northstowe Open Space and Landscape Steering Group – attended by Cllr Littlemore and Cllr Mgaidia (minutes attached).
- b) 17th Oct. '24: Plastic Free Steering Group (Sustainable Northstowe).
- c) 22nd Oct. '24: Northstowe Open Space and Landscape Steering Group – attended by Cllr Mgaidia and Assets & Estates Manager (minutes to follow).
- d) 28th Oct. '24: Northstowe & Longstanton Heritage Stakeholder Group Quarterly Meeting – attended by Clerk (minutes to follow).
- e) 13th Nov. '24: Northstowe Community Networkers – no NTC representation (attached).
- f) 14th Nov. '24: Northstowe Delivery Group – attended by Cllr Littlemore and Assets & Estates Manager (minutes to follow).
- g) 14th Nov. '24: Northstowe Town Hub Steering Group – attended by Assets & Estates Manager (minutes to follow).

172/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- h) Thu. 21st Nov. '24, 19:30 – 20:30 (virtual): Plastic Free Steering Group (Sustainable Northstowe).

- i) Tue. 26th Nov. '24, 12:00 – 13:15 (virtual): Northstowe Open Space and Landscape Steering Group.
- j) Thu. 28th Nov. '24, 13:00 – 14:30 (in person): Northstowe Support Partnership.
- k) Wed. 4th Dec. '24, 13:00 – 14:00 (in person): Cabin Management Board.
- l) Thu. 5th Dec. '24, 16:00 – 17:00 (in person): Pavilion Management Board.
- m) Thu 12th Dec. '24, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- a) TBC - Tue. 17th Dec. '24, 14:00-16:00 (virtual & in person TBC), Social Value Steering Group.
- b) Tue. 24th Dec. '24, 12:00 – 13:15 (virtual): Northstowe Open Space and Landscape Steering Group.
- c) Thu. 9th Jan. '25, 13:00 – 14:00 (virtual): Northstowe Town Hub Steering Group
- d) Thu. 16th Jan. 2025, 11:30-13:30 (in person & virtual): Northstowe Quarterly Meetings/ Homes England.

172/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED (Standing Item)

- a) Wed. 4th Dec. '24: Northstowe Community Forum, Western Park Pavilion.

173/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)

- a) Sat. 23rd Nov. 2024: Light Up Northstowe: Led by Northstowe Arts, with Town Council involvement.

174/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- Full Council: Tue 17th December 2024 (7-9 pm); The Cabin, Northstowe.
[Final versions of motions & papers to be received by 07/12 at the latest].
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk