

## NORTHSTOWE TOWN COUNCIL

Minutes of the meeting of Northstowe Town Council held on Wednesday 22<sup>nd</sup> September 2021, 7pm in The Wing, Pathfinder School, Northstowe.

Present:	Cllr Benedicic	Cllr Castelino	Cllr Delip
	Cllr Harrison	Cllr Littlemore	Cllr Males
	Cllr Oluwasanya	Cllr Owen (Mayor)	Cllr Pokala
	Cllr Susarla	Cllr Thompson	Cllr Van Der Meijden

Public: Two members of public.  
South Cambs. D.C. – Cllr. Alex Malyon.

Meeting started at 7:02pm; Cllr Owen took the Chair.

### 83/21-22 APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Bros Sabria and Cllr Amit Panvekar.

### 84/21-22 DECLARATIONS OF INTEREST

- Cllr Males declared the following interests: Chair of Northstowe Social; Treasurer of Northstowe Sports and Wellbeing.
- Cllr Thompson declared the following interest: Founder of Northstowe Foodies.
- Cllr Delip declared the following interests: Secretary of Northstowe Social; member of Northstowe Sports and Wellbeing.

Dispensation was granted to above Councillors to participate in discussions and vote on all items.

### 85/21-22 PUBLIC PARTICIPATION

The meeting was adjourned to allow members of the public to speak.

Two members of the public spoke in relation to Agenda item: **85/21-22**. They identified themselves as Cllr. Dan delaMare-Lyon, Chair of Longstanton Parish Council; and Cllr. Andrew Wycherley.

- With regard to the Kingfisher Pond Cllr delaMare-Lyon emphasised that Longstanton PC and Northstowe TC have a shared interest in the situation around the Kingfisher Pond and the wider water level management issues, as these affect both communities.
- Longstanton PC, in a recent Council meeting, resolved to put funds aside to look further into some aspects of the H R Wallingford report published in May 2021. An initial work of £2,000 is to be commissioned, with a total of £5,000 set aside by Longstanton PC for this.
- Cllr delaMare proposes to work together with Northstowe TC in the delivery of this research, in particular on the following strands: funds provision; finding suitable engineer for research; sharing data and discussing information between the parishes; discussing findings with South Cambs DC, to feed into their draft Action Plan for Kingfisher Pond.
- In addition, a wish was expressed for Northstowe TC to consider having the Joint Sustainability Working Group - to be resurrected shortly - to focus on this work and

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widening this to the central open space areas between the two communities, for the benefit of the residents of both parishes.

The meeting was reconvened.

#### **86/21-22 MINUTES OF THE MEETING OF 25<sup>th</sup> AUGUST 2021**

It was proposed by Cllr Littlemore, seconded by Cllr Gamon and **resolved unanimously to approve the minutes of the meeting of the 25<sup>th</sup> August 2021 as a true record of that meeting, with two amendments to correct 'B1015' to 'B1050' under item 71/21-22 and change the wording to '[...] resolved unanimously to adopt the policy with the amendment to remove references to Prince Philip, Duke of Edinburgh' under item 76/21-22.**

#### **87/21-22 HEALTHY NEW TOWN – PRESENTATION BY CLARE GIBBONS, SOUTH CAMBS DC**

A presentation was received from Clare Gibbons, Programme Lead Northstowe Healthy Town, South Cambridgeshire District Council, with the title *“Northstowe, an NHS England healthy new town demonstrator site.”*

Following the presentation, the following discussion points were raised by Councillors:

- How best to monitor and measure the impact of the funding invested? Obtaining e.g., GP practice data is going to be important.
- Cllr Thompson asked how best to identify in planning matters how to create a healthy new town? The '10 principles for building a healthy new town' and the '[Northstowe Phase 2 Healthy Living and Youth & Play Strategy \(NHLYP\)](#)' could help in this.
- Cllr Oluwasanya asked how phase 1 residents can benefit from the funding which is linked primarily to phases 2 and 3? Additional funding has been levered in as a result of the healthy new town work – e.g., the outdoor gym in the Pioneer Park. Using the 10-point principles approach for the the development of the Enterprise Zone could also provide additional benefits.

The Chair thanked Clare for the interesting presentation and for offering to send around a copy to the Council afterwards.

#### **88/21-22 MATTERS FOR INFORMATION ONLY**

- 1) South Cambridgeshire District Council – free tree offer to parishes - [www.scambs.gov.uk/free-trees-offer-to-parishes-doubled](http://www.scambs.gov.uk/free-trees-offer-to-parishes-doubled).
- The Clerk informed the Council with additional information, received from the SCDC Development Officer, Climate and Environment, stating that *'if the Town Council has identified some land they believe is suitable and have permission from the landowner to plant trees there, and there is a reasonable prospect that the land will come into public ownership in future, then we will be happy to provide the trees.'* Noting the upcoming deadline for this scheme, the SCDC Officer has further more made it clear that it is likely that some form of tree planting scheme is to be offered again in July 2022.

Noted.

- 2) Queen's Green Canopy, [The Queen's Green Canopy \(queensgreencanopy.org\)](http://TheQueen'sGreenCanopy(queensgreencanopy.org)) and Cambridgeshire County Council's plans.

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- The Clerk informed the Council about information received at a presentation by Edward Groome, Cambridgeshire county Council, making it clear that the county wishes to play an active role in the Queen's green Canopy and is partnering with e.g., the Woodland Trust to help offer trees for parishes, schools and individuals. More information is planned and to be distributed this autumn.

Noted.

3) Mail going missing in Northstowe.

- Following information obtained from Cllr Males and Cllr Thompson, it transpired that some Northstowe residents have experienced mail going missing, which has been reported as such on the Northstowe Pioneers Facebook page and to the Clerk directly. The Clerk informed the Council that he investigated actions the Town Council may take in this regard, and that he has been advised that this is a matter for residents to take action themselves directly, with a Local Council not being able to report something 'second-hand' to either Royal Mail or the police.

Noted.

**The Clerk was tasked** with creating a statement to be placed on the Northstowe Pioneer Facebook page, to make clear what residents need to do if this happens again; and to point Councillors to this statement for their use if approached on this subject.

## **89/21-22 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCIL**

- 1) Cllr Firouz Thompson – Cambridgeshire County Councillor - The County Council report was noted,

Cllr Thompson gave further updates to the report:

- Last week the County Council and District Council convened and recommended to form a steering group to move forward the Civic Hub where e.g., the future library and GP Surgery are to be housed. The NHS is now also around the table.
- Cllr Owen requested Northstowe Town Council obtaining a more direct involvement with the development of the Civic Hub.
- Cllr Owen requested an understanding from County Council as to what is behind the delays towards opening the Southern Access Road (West).

- 2) Cllr Sarah Cheung Johnson & Cllr Alex Malyon – South Cambs District Councillors. – The District Council report was noted.

Cllr Malyon gave further updates to the report:

- The District Council delivered a stop notice on piling that took place in parcel H9.
- Cllr Littlemore raised concerns that the piling could potentially have an effect on the aquifer; and that a level of urgency is taken in this matter as the house-building in parcel H9 on top of the areas where piling has taken place could mean that the impact on the aquifer can no longer be investigated in the near future .
- Cllr Malyon wishes to first understand better how to obtain all the relevant information.
- Cllr Benedicic requested an understanding as to whether an internal SCDC investigation is to take place as to why there has been a lack of enforcement by SCDC, since piling had resumed following the stop notice served.

- SCDC is going into a license agreement with L&Q on the re-erection of the two table tennis tables at their new location.
- Putting in a new drainage system at the allotment suite is going ahead shortly; work commissioned by South Cambs DC. This is going ahead as permitted development. Costs for these works are covered through the Phase 1 Open Spaces Management S106 funds.

#### **90/21-22 TO RECEIVE REPORT FROM JON LONDON, SOUTH CAMBS DC COMMUNITY DEVELOPMENT OFFICER**

Noted.

**The Clerk was tasked** with obtaining an understanding of the reasons why the Northstowe Community Forums - once going back to in-person meetings - cannot also be recorded, as a service for residents.

#### **91/21-22 TO RECEIVE REPORT FROM MARK NOKKERT, TOWN CLERK TO NORTHSTOWE TOWN COUNCIL**

Noted.

#### **92/21-22 FINANCE**

- 1) To approve Bank statements and bank balances

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **resolved unanimously that the bank statement for 31<sup>st</sup> August 2021 is approved.**

- 2) To approve expenditure

It was proposed by Cllr Males, seconded by Cllr Harrison and **resolved unanimously to approve the following payments.**

(a) Payments from August 2021 (Retrospective approval)

i) Salary payment Town Clerk – August 2021	£2,002.96
(b) September 2021 – Payments to be approved	
ii) CAPALC – Interim Clerk services (July 2021)	£1,326.00
iii) CAPALC – Interim Clerk services (Aug 2021)	£1,341.00
iv) Sutton Parish Council – Printing	£10.10
v) Salary payment – Town Clerk – September 2021	£2,510.90

- 3) To receive Summary of Receipts and Payments report.

Noted.

- 4) To approve additional expenses

- i) To approve a £500 one-off set-up fee to register Northstowe Town Council with the chosen Pension Provider (report provided).

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It was proposed by Cllr Owen, seconded by Cllr Susarla and **resolved unanimously to approve the additional expenses, and to move the relevant finances from the cost heading 'Employer NIC Contributions' - where an underspend is identified - to 'Employer Pension Contributions'**.

- ii) To approve expenditure for Northstowe Town Council purchasing a Christmas tree on behalf of the community, for a Town Square display, for up to £2,500 (ex VAT) (or less in case part-sponsorship and/or grant funding can be obtained) and identify the available amount for moving across budget headings (see draft minutes Events and Markets Committee held on 14<sup>th</sup> September 2021).

It was proposed by Cllr Owen, seconded by Cllr Males and **resolved unanimously to approve the additional expenses, and to move the relevant finances from the cost heading 'Town Clerk Salary' - where an underspend is identified – to 'Council/Community projects'**.

### **93/21-22 FINANCE AND GOVERNANCE COMMITTEE – APPEAL FOR ADDITIONAL MEMBERS**

It was proposed by Cllr Thompson, seconded by Cllr Littlemore and **resolved unanimously to have Cllr Gamon join the Finance and Governance Committee.**

**The Clerk was tasked** to check with the two Councillors not present whether they might be interested to join this Committee as well.

### **94/21-22 REVIEW OF TERMS OF REFERENCE FOR FINANCE AND GOVERNANCE COMMITTEE**

- 1) To consider need for changing the quorum from 4 to 3.

During the discussion Councillors raised their concern that a quorum of three might be too few considering the importance of items discussed at the Finance and Governance Committee.

It was proposed by Cllr Littlemore, seconded by Cllr Delip and **resolved unanimously to keep the quorum for the Finance and Governance Committee as it currently stands.**

### **95/21-22 DELEGATED POWERS UNDER COVID RESTRICTIONS**

- 1) To approve full delegated powers to the Clerk in the event that the Council could not meet due to Covid restrictions. NB: Delegated powers to last until the next meeting of the Council.

The Clerk informed the Council that he had been recommended (by SLCC and by CAPALC) to have this as a standard item on the Full Council agendas, in case changes in Covid restrictions mean that Councils cannot meet in person; with the current Government directive being that virtual meetings are not allowed, it would be important to have a system in place that allows for Council business to be transacted.

Cllr Owen requested an amendment to the delegated powers to be given *only* in case there is no legislation allowed for meeting virtually.

It was proposed by Cllr Gamon, seconded by Cllr Littlemore and **resolved unanimously that:**

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**In response to the Covid-19 outbreak in the UK, and in the event that it is not possible to convene a meeting and legislation does not allow for virtual meetings, the Town Clerk will have delegated authority to make decisions on behalf of the Town Council where such a decision cannot be reasonably deferred or must be made in order to comply with commercial or statutory deadlines. This will be carried out where possible in consultation with the Mayor and the Deputy-Mayor.**

**Any decision made under this delegation must be recorded in writing by the Clerk and reported to the next convened meeting of Full Council.**

**The delegation authority ceases upon the first meeting of the Full Council after the council meeting at which the delegation was put in place.**

### **96/21-22 KINGFISHER POND**

- 1) To consider setting up a Working Party, specifically for Kingfisher Ponds, to feed into the Greater Cambridge Planning Services' Action Plan being developed in response to the HR Wallingford Report (see minutes item 78/21-22).
- Cllr Littlemore provided information to the Council about recent meetings held with Mike Huntingdon, the author of the South Cambs DC's draft Action Plan for the Kingfisher Pond; and with Greenbelt who are keen to work towards a clear maintenance plan for the Kingfisher Pond to make the ecology sustainable in the long-term.
  - Cllr Littlemore proposed to set up two Working Groups, one to focus on the hydrology and one to focus on the ecology of the Kingfisher Pond. The key will be that both Working Groups are to be driven by science, with their research and findings to be based on facts and statistics, and monitoring data. Both working groups are to report back to future Full Council meetings.
  - Cllr Thompson requested that experts, both within the community and from external bodies, are to be brought on board in the Working Groups.
  - Cllr Oluwasanya commented that there seems to be some overlap with the remit of the Planning Committee and requested that members of this committee are to be part of the Working Groups.
  - Cllr Littlemore advised that he would like to join the Ecology Working Group, and that Councillors currently not present are also to be invited for both Working Groups.
  - Cllr Owen expressed the wish to invite representatives from Longstanton Parish Council to the Working Groups.
  - Cllr Owen, asked Cllr Dan delaMare-Lyon to speak on this: Cllr delaMare-Lyon expressed his wish to be part of the discussions; and that he would take this to the next Council meeting of Longstanton Parish Council, to understand who would be interested to join the Working Groups.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **resolved unanimously to set up a Hydrology Working Group, with a clear remit to be driven by science.**

It was proposed by Cllr Gamon, seconded by Cllr Oluwasanya and **resolved unanimously to set up an Ecology Working Group, with a clear remit to be driven by science.**

### **97/21-22 TO RECEIVE AND NOTE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS**

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- a) Planning Committee – 14<sup>th</sup> September 2021.
- b) Finance Committee – 15<sup>th</sup> September 2021.
- c) Events and Markets Committee – 15<sup>th</sup> September 2021.

Noted.

## **98/21-22 TO RECEIVE AND CONSIDER REPORTS/VERBAL UPDATES FROM OUTSIDE MEETINGS**

- i) Northstowe Support Partnership meeting of 17 August 2021 (Anita Howard, Cambridgeshire County Council; Attended by Cllr Oluwasanya).
  - Cllr Oluwasanya informed the Council of key discussion points at the Northstowe support partnership meeting of relevance to the Town Council:
    - Engagement opportunities with events organised – Cllr Oluwasanya requested all partners to channel all conversations through the Clerk;
    - Discussion around making clearer what the support partnership is doing, e.g., through website where information is brought together. Town Council mentioned as a route through which this could potentially be done effectively;
    - Place-making fund; potential involvement of the Town Council in overseeing the fund distribution.
  - For clarification purposes, Cllr Oluwasanya declared that the notes of the meeting that were distributed were hers, not the official meeting notes.

**The Clerk was tasked** to get back to the meeting organiser to obtain a better understanding as to why the minutes of the Northstowe Support Partnership meetings are deemed confidential and cannot be shared in the public domain.

- ii) Report from Northstowe Phase 1 Open Space Management and Maintenance meeting of 2<sup>nd</sup> September 2021 (Clare Gibbons, South Cambridgeshire District Council; Attended by Cllr Owen, Cllr Littlemore and Clerk).
  - The Clerk informed that the minutes shared with Councillors in advance of the meeting were his, as the official minutes are deemed confidential and cannot be shared in the public domain, nor are there systems in place to receive redacted minutes.
  - It was questions by some Councillors why the minutes are deemed confidential, and why the Clerk should be doing this as it is not a town council meeting.
  - It was requested that at the next Open Spaces Steering Group meeting, Northstowe TC representatives will raise this at the meeting with partners.
  - It was requested that at the next Open Spaces Steering Group meeting, Northstowe TC representatives will inform the group that the Town Council is to start Working Groups for the Kingfisher Pond.
- iii) Northstowe and Longstanton Heritage Facility Stakeholder Group, 6<sup>th</sup> September 2021 (Quinton Carroll, Cambridgeshire County Council; Attended by the Clerk).
  - The Clerk informed the Council of the key plans and timeline for development of the new Heritage Facility to be delivered. It has also been agreed to attend regular, possibly monthly meetings – for this, the Clerk requested to have Terms of Reference drawn up by the County Council, to understand better the requirements for the Town Council in terms of input into delivery of the facility and the Town Council's input into the period

thereafter, once opened to the public. He mentioned that these ToR are to be drawn up and will be shared with the Council once received.

- iv) Northstowe Youth Partnership, 09<sup>th</sup> September 2021 (Amanda Silvester, Cambridgeshire County Council; Attended by Cllr Benedicic)
- Cllr Benedicic informed the Council that, in fact, no such meeting had yet taken place, and that an informal meeting was organised for the following week.

**99/21-22 ITEMS FOR THE NEXT AGENDA.**

- a) New Towns and Garden Cities (Mr Ian Hunter – October - TBC)
- b) SCDC Enterprise Zone and Local Centre
- c) Neighbourhood Policing Team Histon
- d) Park–Play. CEO Rick Jenner Re: Events for sports
- e) Northstowe Neighbourhood Watch
- f) Photocopier for Northstowe Town Council
- g) Provision of Town Council Noticeboard(s)

Noted.

**100/21-22 DIARY DATES**

**With Northstowe Town Council official representation**

30<sup>th</sup> September 2021 - Northstowe Phase 1 Open Space Management and Maintenance meeting.

04<sup>th</sup> October 2021 - Northstowe Heritage Stakeholder Steering Group

19<sup>th</sup> October 2021 - Northstowe Support Partnership

**Other key meetings**

13<sup>th</sup> October 2021 - Northstowe Community Forum

Noted.

**101/21-22 Date of Next Meeting**

Full Council: Wed 27<sup>th</sup> October 7-9PM; The Wing, Pathfinder School.

*For all scheduled Full Council and Committee meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

The meeting closed at 9.12pm

Signed.....  
Town Mayor

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Date.....