

## NORTHSTOWE TOWN COUNCIL

**Minutes of the Full Council meeting** of Northstowe Town Council held on **Wednesday 27<sup>th</sup> October 2021**, 7PM in The Wing, Pathfinder School, Northstowe.

Present: Cllr Benedicic; Cllr Bros Sabria; Cllr Castelino; Cllr Delip; Cllr Gamon; Cllr Harrison; Cllr Littlemore (Deputy-Mayor); Cllr Males; Cllr Oluwasanya; Cllr Owen (Mayor); Cllr Susarla.  
Apologies: Cllr Panvekar; Cllr Pokala; Cllr Thompson; Cllr Van der Meijden.  
Public: Seven members of the public.

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

### **102/21-22 APOLOGIES FOR ABSENCE**

- Apologies were received and approved from Cllr Panvekar; Cllr Pokala; Cllr Thompson; Cllr Van der Meijden.
- The Clerk mentioned that apologies were also received from Cllr Thompson (County Council); Cllr Malyon and Cllr Cheung Johnson (SCDC) and SCDC Phase 1 community Development Officer Jon London.

### **103/21-22 DECLARATIONS OF INTEREST**

- Cllr Bros Sabria declared the following interests: Secretary of Sustainable Northstowe, and Secretary of Northstowe Horticultural Association.
- Cllr Males declared the following interests: Chair of Northstowe Social; Treasurer of Northstowe Sports and Wellbeing.
- Cllr Delip declared the following interests: Secretary of Northstowe Social; Member of Northstowe Sports and Wellbeing, and of Northstowe Connectors.

Dispensation was granted to above Councillors to participate in discussions and vote on all items, including on item 117/21-22, potentially relevant to Cllrs' Delip and Males' interests.

### **104/21-22 PUBLIC PARTICIPATION**

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

One member of the public spoke in relation to Agenda item: 107/21-22 and 115/21-22.

- In relation to item 107/21-22 they addressed the Council, asking to take into consideration the following points:
  - The resident believes the proposed change in CEPM to allow for piling should not be seen as not being a material consideration, believing this is the wrong process for determining this through the planning system.
- In relation to item 115/21-22 they addressed the Council, asking to take into consideration the following points:
  - There is a concern around the impact of Northstowe developments on the ground water aquifer, highlighting that it is difficult for residents to obtain information on ground water levels in Phase 1 and 2.
  - As such, it is also difficult to ascertain what the effect is of various developments taking place on the groundwater levels

The meeting was reconvened.

### **105/21-22 MINUTES OF THE MEETING OF 22<sup>ND</sup> SEPTEMBER 2021**

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED with nine votes for and one abstained, to approve the minutes of the meeting of the 22<sup>nd</sup> September 2021 as a true record of that meeting, with the following amendments under 88/21-22 (3): changing 'Firouz' to 'Cllr Thompson'; and changing '[...] the Town Council's**

**potential role in this, [...]’ to ‘[...] the actions that the Town Council may take in this regard [...].’**

Councillor Oluwasanya joined the meeting at 19:12pm

#### **106/21-22 MATTERS ARISING**

The Chair invited the Clerk to speak. The Clerk gave updates on resolutions and items discussed at the last full Council meeting and which had not already been shared by email in advance of the meeting;

- Item 88/21-22 (20 – the Clerk attended an information session, organised by Cambridgeshire ACRE with Cambridgeshire County Council, the day before the meeting, on county-wide plans and suggestions for parish-based events to feed into the Queen’s Green Canopy, linked to the Queen’s Jubilee in 2022. He will share information with Councillors.

#### **107/21-22 PILING ON PARCEL H9, NORTHSTOWE PHASE 1**

- 1) *To receive a presentation from BDW Cambridgeshire, from Alex Szarawarski, Technical Director, and Asa Chittock, Development Director, to explain the piling situation and apologise for any inconvenience caused.*

The representatives from BDW kindly offered detailed explanations as to what has happened regarding the piling that took place in parcel H9 in Northstowe Phase 1, setting out:

- They described the sequence of events leading up to and following the enforcement notice that was placed upon the business.
- They explained why further piling is still needed, focusing on the ground conditions in the eastern part of parcel H9, and where this piling is considered necessary, for a further maximum of 10 days.
- That BDW has submitted a revised CEMP to the planning authority for a non-material amendment.

Various questions were asked by Councillors, with the following actions promised by BDW as a result:

- BDW is to share a ground condition survey report with the Council that is no longer available on the local planning authority’s online planning portal, in order for Northstowe Town Council to independently review the evidence base behind the decisions for piling needs.
- BDW is to create and share with Northstowe Town Council a precise map with the piling locations where those are still needed, as such a map is not available on the online planning portal and will be useful to explain to residents when piling is to resume.
- BDW will discuss piling needs, days of the week and timings within the days with the Northstowe Pathfinder school, to ensure minimal possible disruption to the teachers and pupils.
- BDW to let Northstowe Town Council know when a maildrop for residents is to take place, alerting everyone when piling is to be resumed.

The Chair thanked BDW for their time and coming to the meeting in person to explain what has happened and what they are planning to do next, and for the useful exchange of information with the Council, which was appreciated.

#### **108/21-22 ENTERPRISE CAR CLUB & PUBLIC BIKE REPAIR STAND**

- 1) *To receive a presentation from Prajina Baisyet, Travel Plan Plus Project Manager, Cambridgeshire County Council, on plans for starting an Enterprise E-Car Club and provision of a Bike Repair Stand in Northstowe.*

The Travel Plan plus Project Manager gave a presentation, focusing on two new community facilities that are planned to be installed in the near future, and which have also been presented at the recent South Cambs DC-organised Northstowe Community Forum.

- E-car club: this has now been somewhat delayed, as a decision has been made to extend the current ICAN travel study and awaiting the results of that study first. It is now likely that the car scheme is to be launched on 1<sup>st</sup> of December.
- Bike repair station: Cambridgeshire County Council is working with L&Q for a possible installation at The Green in December, although several legal issues being considered at the moment may possibly delay this somewhat.

Following the presentation, Councillors raised the following points:

- Car charging points at the P&R site are already sometimes full - are the new charging points going to use existing car charging bays, or are new ones to be created for the e-car scheme? It was confirmed the current plan is the former. Mrs. Baisyet explained that this will be taken up and that she will look at freeing up more bays if there proves to be a need for this.
- Are more bays to be developed for e-car scheme? It was explained that initially one car is to be deployed, but that a second one will be used if it proves to be used a lot.
- Following a question whether there are plans to extend to e-van hire, it was mentioned that that is not part of the current plan.
- Dedicated signs for the e-cars were asked for, to prevent misuse of bays in the future. It was explained that this will be looked into.
- It was considered important that not only key partners such as the town council but the whole community needs to be engaged with such new infrastructure proposals at the earliest possible opportunity, as this could help develop ownership and provide useful input and local knowledge of options at an earlier stage.

The Chair thanked the presenter for the very useful information and exchange of ideas.

#### **109/21-22 PRESENTATION: NEW TOWNS AND GARDEN CITIES**

- 1) *To receive a presentation from Mr. Ian Hunter, Longstanton resident and Member of the Town and Country Planning Association, on 'New Towns and Garden Cities.'*

A presentation was received from Mr. Ian Hunter, setting out the history and key principles of new town developments. This, to put Northstowe's development in the context of historical precedents such as the early twentieth century Garden Cities and later Milton Keynes.

Following an exchange of ideas, including a recommendation to visit Letchworth as a good example for Northstowe to learn from, the Chair thanked Ina Hunter for the very informative presentation, which was to be shared with all Councillors afterwards.

#### **110/21-22 TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCIL**

- 1) *To receive a report from Cllr Firouz Thompson – Cambridgeshire County Councillor.*
- 2) *To receive a report from Cllr Sarah Cheung Johnson & Cllr Malyon – South Cambs District Councillors.*

Reports were noted.

- The Clerk added that, prior to the meeting, Cllr Littlemore had sent questions to the District Councillors regarding two items in their report (BDW piling and parking enforcement), which the Clerk has been told the SCDC Councillors will respond to as soon as they can.
- Cllr Oluwasanya, furthermore, considering the relevant item in the Cllrs' report on business support options, wondered whether the NTC local market could be considered

a business, and if so, whether it would then be eligible to apply for the Growth Fund to support some of the cost of setting up the market? The Clerk responded that he could look into this and ask the relevant SCDC department for more information.

**111/21-22 TO RECEIVE REPORT FROM SOUTH CAMBS DC'S COMMUNITY DEVELOPMENT OFFICER**

- 1) *To receive a report from Jon London, South Cambridgeshire District Council.*  
Report was noted.

**112/21-22 TO RECEIVE REPORT FROM THE TOWN CLERK**

- 1) *To receive a report from Mark Nokkert, Town Clerk & RFO to Northstowe Town Council.*  
Report was noted.

**113/21-22 COMMITTEE MEETINGS**

To receive and note minutes from the following Committee meetings held:

- a) Personnel Committee – 22<sup>nd</sup> September 2021
- b) Events and Markets Committee – 06<sup>th</sup> October 2021

Noted.

**114/21-22 CHANGES IN MEMBERSHIP OF COMMITTEES**

- 1) *To note Cllr. Thompson's resignation from the Events and Markets Committee.*
- 2) *To note Cllr. Harrison's resignation from the Finance and Governance Committee.*
- 3) *To note Cllr. Delip's resignation from the Planning Committee.*

Noted.

- 4) *To approve Cllr. Panvekar's appointment to the Finance and Governance Committee.*

It was proposed by Cllr Benedicic, seconded by Cllr Castelino and **RESOLVED unanimously to have Councillor Panvekar join the Finance and Governance Committee.**

- 5) *For Councillors to consider joining the Personnel Committee, to reduce non-quorate risks.*

The Chair invited Councillors to come forward for this Committee. Councillor Harrison came forward.

It was proposed by Cllr Males, seconded by Cllr Susarla and **RESOLVED unanimously to have Councillor Harrison join the Personnel Committee.**

The Chair highlighted that three of the five Committees still have some spaces left for more Members to join, to ensure each Committee has the maximum number of seats filled (as per the Terms of Reference for Committees, adopted by NTC in May 2021), and to reduce the risk of being non-quorate.

The Chair tasked the Clerk to add this to the agenda for the next Full Council meeting.

**115/21-22 KINGFISHER POND – WORKING GROUPS**

- 1) *To receive an update from the Kingfisher Pond Hydrology Working Group.*
  - Cllr Littlemore explained that no official meeting of the Working Group had taken place, but that he and other Councillors had been collating relevant information. He, furthermore, is planning to invite all members of the Working Group for a Teams meeting in a few weeks' time.
  - Cllr Owen added that a meeting with MP Anthony Brown, together with representatives from both Longstanton Parish Council, Northstowe Town Council and resident organisations had taken place recently at the Kingfisher Pond, with a pledge obtained

from the MP to get the Environment Agency to engage with the process and the issues identified.

2) *To receive an update from the Kingfisher Pond Ecology Working Group.*

- It was noted that currently a few Councillors are involved, with Cllr Harrison and Cllr Oluwasanya so far most active, and that others are invited to join.
- It was observed that one of the residents who is an ecologist has provided lots of very useful information.

#### **116/21-22 DECLARATION OF CLIMATE EMERGENCY**

- 1) *To receive a Motion from Cllr Harrison for Northstowe Town Council to declare a Climate Emergency.*
- 2) *To propose that Northstowe Town Council declares a Climate Emergency and creates an on-going action plan to help reduce emissions and our impact on our planet.*
- 3) *To propose that, if NTC declares a Climate Emergency, that the task of creating an action plan be given to the Joint Sustainability Working Group, once re-established.*

Cllr Harrison explained the motion and a wish for the Council to declare its own climate emergency. In response to questions from Councillors, she added that this could help make a clear statement to the community, showing the residents that the council is serious about tackling this big issue, and wishes to do its own things to tackle this problem. Declaring an emergency could help galvanise ideas and help capture ideas from residents, with specific actions to be devised accordingly.

In the discussion the following points were voiced:

- Cllr Littlemore expressed his to see more detail of what the action plan is going to contain and what it would mean for what the Town Council wishes to achieve.
- In addition, he mentioned that, at this stage of the Town Council's work, the Council needs to be seen to benefit everyone. A potential perception of the Council wishing to impose restrictions such as no single-use plastic on market traders could mean a higher cost for some residents who may already be struggling financially.
- Cllr Owen also wondered how the Town Council's emergency declaration and action plan could interlink with existing plans now in existence at both the District and County Council levels, therefore welcomes the idea of developing an action plan to work out such details.
- Cllr Castelino also declared that he would like to see an action plan first before taking this further. Cllr Males agreed, and added that an action plan could help give a structure around which others can join the Council in its actions. Cllr Gamon also expressed her hesitation as to the need to declare an emergency, and wished the Council to just 'do the right thing.'
- Cllr Owen added to this that he believes declaring a climate emergency without an action plan carries risks with it, as without saying what this means in practice and what exactly the Council is going to do, this could backfire in the media. Cllr Benedicic agreed and added that we also need to consider the risk that declaring a climate emergency could potentially be divisive in the community and prefers the Council to start doing things in line with a climate emergency and building similar language into our own policies and actions as a Council.

It was proposed by Cllr Littlemore, seconded by Cllr Castelino and **RESOLVED unanimously to amend the original Motion and change the wording to: 'To propose that Northstowe Town Council creates a climate action plan to help reduce**

**emissions and our impact on our planet, and that the task of creating an action plan be given to the Joint Sustainability Working Group, once re-established.'**

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED unanimously to adopt the Motion as amended.**

#### **117/21-22 COMMUNITY NETWORKERS**

- 1) *To receive a Motion from Cllr Bros Sabria for formal representation at the Northstowe Community Networkers meetings by Northstowe Town Council.*  
Cllr Bros Sabria set out that it would be in the Town Council's interest to have a formal representation at the established Northstowe Community Networkers meetings, as this is closely linked to the activities of the Events and Markets Committee and those of the Full Council in general.
  - A question was asked about the publication of the Northstowe Community Networkers minutes, which are supposed to be online at the relevant SCDC-owned website but this does not seem to be the case.

The Clerk was tasked to find out what the situation is, and whether Northstowe Town Council can publish the minutes as part of its own agenda papers.

- 2) *To consider adding Northstowe Community Networkers amongst the external bodies with Northstowe Town Council representation.*

It was proposed by Cllr Owen, seconded by Cllr Delip and **RESOLVED unanimously to have Northstowe Community Networkers added to the list of outside bodies to which there is official Northstowe Town Council representation.**

- 3) *To appoint up to 3 members to attend the meetings of the Northstowe Community Networkers, and report back to the Council at their Full Council meetings.*  
The Chair asked whether any Councillors are willing to come forward, highlighting that these should be Councillors who are not already on that partnership with a different, community 'hat' on. Cllr Owen and Cllr Littlemore came forward.

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED unanimously to have Cllr Owen and Cllr Littlemore representing Northstowe Town Council at the Northstowe Community Networkers meetings.**

#### **118/21-22 GRITTING SCHEME**

- 1) *To consider joining the community gritting scheme for this winter season 2021-2022 (see separate email and x2 files – Note: deadline for application is 30<sup>th</sup> October).*
- 2) *For Councillors to come forward who wish to lead on organising a volunteer gritting scheme in Northstowe, if it wishes to join the scheme.*
- 3) *For the Council to consider purchasing a gritting bin for the Town, if it wishes to join the scheme.*

In a discussion, several Councillors raised concerns around the following issues;

- Issues of public liability on unadopted roads will need to be carefully looked into and understood, before the Town Council can take this on; for instance, the Council will need to know whether it will be liable if a road or path has been gritted through a scheme but a resident then has an accident slipping over. It was mentioned that a couple of years ago this came up with L&Q developer and that they had then explained that whoever takes on a gritting scheme for a road they then become legally liable.
- Not enough time given to organise ourselves, as the deadline for the parish to put itself forward for this scheme is very soon.

It was proposed by Cllr Gamon, seconded by Cllr Bros Sabria and **RESOLVED unanimously to get back to Cambridgeshire County Council and to explain that this proposal has come to the Town Council too late for the Council to make a meaningful contribution to the County Council's gritting scheme at this stage, as we do not have the relevant permissions in place nor the legal understanding of potential liabilities. The Council is willing to look at this again, but will need to be notified already in the summer of 2022 to start preparing for the next winter season.**

#### **119/21-22 MATTERS FOR INFORMATION ONLY**

- 1) *Appointment external auditor (see separate email).*  
Noted.

#### **120/21-22 MEETINGS FROM OUTSIDE BODIES**

*To receive and note minutes, or updates, from the meetings of the following outside bodies:*

- i) *Northstowe Phase 1 Open Space Management and Maintenance meeting 30<sup>th</sup> September 2021 – Minutes by Greater Cambridge Shared Planning (Attended by Cllr Littlemore; Clerk).*

The minutes were noted.

- ii) *Northstowe Youth Partnership: to receive a verbal update from Cllr Benedicic on partnership developments.*

Cllr Benedicic explained that the 'Northstowe Youth Partnership' is not an official body, but is currently made up of a series of people representing groups and organisations with youth interests. Recently the group has started to become more formalised, with a Chair, secretary and a Treasurer now appointed. He continued explaining that he is happy to continue representing the Town council at this group and believes the make up of this group will prove beneficial for youth provision in the town.

#### **121/21-22 DELEGATED POWERS UNDER COVID RESTRICTIONS**

- 1) *To consider giving full delegated powers to the Clerk in the event that the Council could not meet due to Covid restrictions. Delegated powers to last until the next meeting of the Full Council.*

It was proposed by Cllr Littlemore, seconded by Cllr Castelino and **RESOLVED unanimously that: 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.**

#### **122/21-22 ITEMS FOR FUTURE AGENDAS**

- a) *Items proposed to date*
- a) *Neighbourhood Policing Team Histon*
- b) *Park-Play. CEO Rick Jenner Re: Events for sports*
- c) *SCDC Enterprise Zone and Local Centre*
- d) *Northstowe Speed Watch*

- e) *Northstowe Neighbourhood Watch*
  - f) *Photocopier for Northstowe Town Council*
  - g) *Provision of Town Council Noticeboard(s)*
- Noted.

h) *To consider other items to be brought to Full Council.*  
No other items brought to attention.

**123/21-22 DATES FOR THE DIARY – OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION**

- a) *02nd November 2021 - Northstowe Support Partnership.*
  - b) *04th November: Northstowe Phase 1 Open Space Management & Maintenance Steering Group.*
  - c) *November (date TBC): Northstowe Heritage Stakeholder Group.*
- Noted.

**124/21-22 DATE OF NEXT MEETING**

*Full Council: Wed 24<sup>th</sup> November 7-9PM; The Wing, Pathfinder School.*  
*For all Full Council and Committee meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*  
Noted.

The meeting was closed at 9.03 pm

Signed.....  
Town Mayor

Date.....

