

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the Full Council meeting of Northstowe Town Council held on **Wednesday 27th July 2022** at Pathfinder Primary School, Northstowe.

Members: 15
Quorum: 5 Members.
Present: 13: Cllr Owen (Mayor); Cllr Littlemore (Deputy-Mayor); Cllr Benedicic; Cllr Bros Sabria; Cllr Delip; Cllr Kinnera; Cllr Males; Cllr Mgaidia; Cllr Nikoro; Cllr Oluwasanya; Cllr Sovago; Cllr Susarla; Cllr Ummadi.
Apologies: Cllr Castelino.
Absent: Cllr Panvekar.
Public: 11 members of the public present.

Meeting was started at 19:00 pm. Cllr Owen took the Chair.

85/22-23 APOLOGIES FOR ABSENCE

Apologies were received and approved from: Cllr Castelino.

86/22-23 WELCOME

The Chair gave a special welcome to the four Councillors who were co-opted at the last meeting, Cllrs Kinnera, Mgaidia, Sovago and Ummadi.

87/22-23 DECLARATIONS OF INTEREST

The Chair started by declaring that the Town Council as a whole could potentially be seen to have an interest under item 99/22-23(i), as the live planning application from South Cambridgeshire District Council has the Town Council written in its application as a potential user of the buildings proposed to be converted to office and community user space. He continued, making it clear that this should not affect the discussions and decisions under that item, as the application is to be viewed as any other planning application that the Town Council, as a statutory consultee, receives from the Local Planning Authority.

- Cllr Bros Sabria declared the following interests: Chair of Sustainable Northstowe. She declared that the organisation is a potential user of the building under discussion under item 99/22-23(i).
- Cllr Sovago declared the following interests: active in both Northstowe Sports and Wellbeing and Sustainable Northstowe.. She declared that the latter organisation is a potential user of the building under discussion under item 99/22-23(i).
- Cllr Males declared the following interests: Co-Secretary of Northstowe Social and Treasurer of Northstowe Sports and Wellbeing. Cllr Males also declared an interest that she is friends with a member of the public present who wishes to speak on an item on the agenda regarding item 99/22-23(i).

With respect to the potential interests declared by regarding item 99/22-23(i), it was declared that the Councillors can provide input as a Councillor; dispensation was granted to all afore-mentioned Councillors to participate in discussions and vote on all items.

Cllr Oluwasanya joined the meeting at 19:03.

No further interests were declared.

88/22-23 PUBLIC PARTICIPATION

The Chair adjourned the meeting to allow members of the public to address the meeting in relation to the business to be transacted at the meeting.

Three members of the public spoke, all in relation to item 99/22-23(i):

- The first member of the public expressed their concerns that, as a direct neighbour of the properties, their family's privacy would be affected, emphasising that the conversion is likely to result in a considerable increase in footfall past their home, resulting in a loss of privacy. They requested that the planning consultation is to be paused, and that the District Council is to talk to the neighbours in detail first, which had not happened before SCDC announced in a press release their intention to purchase and convert the show homes.
- The second member of the public expressed their concern about the secretive approach taken in the site selection process, decision-making and engagement with the community. With this, they also expressed concern that it has become apparent that a number of organisations, community groups and individuals had been made aware of the plans since about March 2022, and asked why all residents had not been given an equal level of information, considering this unfair. They considered themselves as an active member of the community but not necessarily active in community groups. They continued, explaining that this approach has led to loss of trust in the Council.
- The third member of the public expressed several concerns, the first around privacy and peace. As a family with small children living close to the property – and declaring to talk also on behalf of other neighbours with young kids -, they expressed their concern that the planned opening times, 8AM – 10PM, could result in regular disturbance at all times of the day, every day of the week. In addition, they expressed concerns about safety, wondering how everyone making use of the buildings is going to be DBS checked, to ensure their children are safe. On a final point, they expressed their concerns around limited parking facilities and increased traffic potentially causing problems for the residents living nearby.

The Chair thanked the members of the public for their contributions. The meeting was reconvened.

89/22-23 MINUTES OF THE MEETING OF 22ND JUNE 2022

- 1) *To approve the minutes of the Council meeting of 22nd June 2022 as a true record of that meeting.*
It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED with 10 votes for and 4 abstaining, to approve the minutes of the meeting of 22nd June 2022 as a true record of that meeting, with the following amendment: Change from 'explain' to explained' in line 7 of item 68/22-23.**

90/22-23 RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS - UPDATES

- 1) *For information - To receive an update from the Clerk or Chair on the following item;*
 - *(FC meeting 25th May 2022): 59/22-23 ParkPlay – Update on latest developments.*The Chair informed the Council that information was received recently, via Living Sport, that ParkPlay is facing a capacity issue and that they, as a result, unfortunately do not have the capacity to start in any new regions in the near future. It is hoped that this can still be resolved, with a potential spring 2023 start being explored. The Chair added that Longstanton Parish Council, also wishing to join forces with the Northstowe scheme, have also been informed of this news.

91/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL COUNCILLORS

- 1) *To receive a report from Cllr Sarah Cheung Johnson & Cllr Alex Malyon, SCDC (attached).*
Cllr Cheung Johnson, present, informed the Council that Cllr Malyon sent her apologies. She had no updates, further to those in the report presented and the items already discussed at the Northstowe community forum the night before. There were no questions.
- 2) *To receive a report from Cllr Firouz Thompson, Cambridgeshire County Council (attached).*
The Clerk informed the Council that Cllr Thompson's report has accidentally been omitted from their online file system, although it had been included in the supporting papers on the Town Council website; the report will be sent afterwards and that any questions for Cllr Thompson could still be submitted afterwards.

Cllr Thompson, present, had no further updates. She continued and recommended, in line also with discussions held at the Northstowe Community Forum the night before, for the Town Council to include information on its website how residents can report issues to the police and around planning enforcement matters. Other useful links and map information would also be welcomed.

92/22-23 REPORT FROM SOUTH CAMBS DC'S COMMUNITY DEVELOPMENT OFFICERS

1) *To receive a report from the SCDC Phase 1 & 2 Community Development Officers (attached).*

Kathryn Beck, present, informed the Council about the following updates, further to their report for the meeting;

- The Northstowe Community Forum the night before was the first one in person in a long time and was generally considered successful. In response to a question, it was added that around 50 people attended the drop-in session and subsequent forum talks, with notes of the presentations and questions/answers to be added to the SCDC Community Forum website shortly.
- Ongoing work with the Northstowe Youth Hive and their plans are developing well
- Ongoing discussions and partnership development with living sport
- Kathryn announced that she is changing jobs and that her last day as Community Development Officer will be on the 16th August, with a replacement for her post to be advertised shortly.

93/22-23 REPORT FROM TOWN CLERK

1) *To receive a report from the Town Clerk to Northstowe Town Council (for June 2022) (attached).*

The Clerk added that the AGAR had been submitted with the external auditor before the 1st July deadline and that he had since received confirmation of receipt. He continued, explaining that he expects the external auditor to come back either with some questions or confirmation that all paperwork is in order, with a final report expected to be sent to the Town Council before the end of September. Noted. No questions were raised.

94/22-23 NEW COUNCILLOR TRAINING

1) *To agree for any new Councillor to be automatically entitled to go on 'New Councillor' training.*

NB: dates for upcoming Councillor training sessions are at [CAPALC training website](#).

Cllr Littlemore proposed that the motion was to be amended, adding 'subject to sufficient funds available in the training budget'; it was agreed to amend the motion accordingly. It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED unanimously to approve the motion as amended, to agree for any new Councillor to be automatically entitled to go on 'New Councillor' training, subject to sufficient funds available in the training budget.**

95/22-23 NTC COMMITTEES – CLLR MEMBERSHIP

1) *For any Cllrs to come forward to join any of the under-mentioned, currently active Committees;*

- *Events and Markets Committee: Membership 8; Seats filled: 6. Frequency of meetings: every other month.*
- *Finance and Governance Committee: Membership = 8; Seats filled: 5. Frequency of meetings: monthly*
- *Personnel Committee: Membership = 6; Seats filled: 5. Frequency of meetings: quarterly.*
- *Planning Committee: Membership = 8; Seats filled: 7. Frequency of meetings: monthly.*

2) *To appoint Members onto the above-mentioned Committees.*

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to appoint Cllr Ummadi to the Events and Markets Committee.**

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED unanimously, to appoint Cllr Sovago to the Finance and Governance Committee.**

It was proposed by Cllr Owen, seconded by Cllr Susarla and **RESOLVED unanimously, to appoint Cllr Kinnera to the Personnel Committee.**

It was proposed by Cllr Bros Sabria, seconded by Cllr Owen and **RESOLVED unanimously, to appoint Cllr Sovago to the Planning Committee.**

96/22-23 NTC WORKING GROUPS – CLLR MEMBERSHIP

- 1) For any Cllrs to come forward to join any of the under-mentioned, currently active Working Groups:
 - Hydrology Working Group. Current Membership: 3 Cllrs.
 - Joint Sustainability Working Group (jointly with Longstanton Parish Council). Current Membership: 1 Cllr.
- 2) To appoint Members onto the above-mentioned Working Groups.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to appoint Cllr Benedicic and Cllr Mgaidia to the Hydrology Working Group.**

It was proposed by Cllr Owen, seconded by Cllr Ummadi and **RESOLVED unanimously, to appoint Cllr Bros Sabria to the Joint Sustainability Working Group.**

97/22-23 EXTERNAL BODIES – NTC REPRESENTATION

- 1) For any Cllrs to come forward to join any of the under-mentioned external partnerships:
 - (a) Northstowe Phase 1 Open Spaces Maintenance & Management Steering Group. Led by SCDC. Meets monthly, 1st Thu each month, 10-12AM. Current membership: 5 NTC Cllrs.
 - (b) Northstowe & Longstanton Heritage Stakeholder Group. Led by CCC. Meets monthly, 4th Tue each month, 9:15 – 10:30 AM. Current membership: 2 NTC Cllrs.
 - (c) Northstowe Support Partnership. Led by CCC. Meets 6x per year, 3rd Tue every other month, 13:30 – 15:30PM. Current membership: 1 NTC Cllr.
 - (d) Homes England Parish and Town Council Liaison meetings. Led by Homes England. Meets quarterly, 3rd Fri 13:30 – 15:00. Current membership: 6 NTC Cllrs.
 - (e) Northstowe Community Networkers. Led by SCDC, with CCC. Meets 8x per year, in months when there is no Community Forum, 2nd Wed, 7-8PM. Current membership: 3 NTC Cllrs.
 - (f) Stagecoach - Northstowe and Longstanton Cllr meeting. Led by Stagecoach. Meets quarterly, 2nd Thu 17:30 – 18:30 PM. Current membership: 4 NTC Cllrs.
 - (g) Northstowe Youth Partnership / Youth Hive. Led by CCC with Northstowe Youth Hive. Meets as and when relevant (TBC). Current membership: 2 NTC Cllrs.
 - (h) Northstowe Faith Strategy Group. Led by SCDC. Meets as and when relevant. Current membership: 3 NTC Cllrs.
- 2) To appoint Members onto the above-mentioned external partnerships.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to appoint Cllr Sovago to represent Northstowe Town Council at the Northstowe Phase 1 Open Spaces Steering Group.**

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to appoint Cllr Kinnera and Cllr Ummadi to represent Northstowe Town Council at the Northstowe Faith Strategy Group.**

98/22-23 MATTERS FOR INFORMATION

To receive a verbal update from the Clerk or Chair on the following item;

- 1) Information received from South Cambs DC, regarding the interim facility/proposed change of use-application, setting out contextual information and the process by which SCDC arrived at the preferred option for an interim community facility (attached).

The Clerk informed the Council that, as a result of a request hereto made to the relevant SCDC Officers by himself, and by the Mayor and Deputy-Mayor, information has since been provided, as presented in the email attached in the supporting documents. This sets out all options considered by the District Council for the loss of the Wing facilities and the reasons why the Taylor Wimpey show home purchase with proposed conversion was considered the best option.

In a subsequent discussion the following points were raised by Councillors;

- Whether and to what extent the Phase 1 Sports Pavilion, due to be in use by the middle of 2023, could potentially also provide for community space, to compensate for the community space loss when comparing the proposed Taylor Wimpey home conversion with the Wing situation.

- Whether the residents have been asked for their ideas for alternative options? The Chair asked the SCDC Community Development Officer present whether any information on this could be provided; she declared that she is not aware that this had happened.
- An opinion was expressed that there has been a lack of transparency on the processes. Another Councillor questioned why the Town Council had not been told previously which options were considered, and also asked whether neighbours to the proposed property had been adequately informed of the options considered.

99/22-23 PLANNING APPLICATIONS – NEW APPLICATIONS

NB: sub-item (i) deferred from Planning Committee (item 25/22-23 (2)(vi), 12th July 2022) to Full Council.

- i) *For comments.* 22/03034/FUL. South Cambridgeshire District Council. Showhome 60 Pathfinder Way Northstowe Cambridgeshire. Change of use from C3(a) Dwellinghouses to F2(b) Halls of meeting places for the principal use of the community, for a three year period, in order to provide a temporary community facility to serve Phase 1 Northstowe, utilising the properties which currently form the Taylor Wimpey show homes and sales information centre at this site. This will require minor works to ensure accessibility and fire safety only. Public Access Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/03034/FUL>
Consultation deadline: 27th July 2022; extension granted until 29th July 2022.

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED unanimously that the Town Council, with regards to planning application 22/03034/OUT, wishes to OBJECT to the proposals as currently proposed, and wishes to provide the following COMMENTS with this objection:**

The Town Council is understanding of the need for community facilities for Northstowe, however is concerned about the level of detail provided in the application and the lack of pre-application consultation with the public, in particular with those living close to the site.

The Town Council is of the opinion that the proposals for the interim facility are not satisfactory, are not fit for purpose, and are not what the community needs, for the following key reasons;

- **FIRE SAFETY:** Except for additional safety doors proposed, no other fire measures are proposed, for instance no escape ladders are proposed. This is considered inadequate, and the Council wishes the planning authority to consider carefully whether, at times when all, or most, rooms are being used close to capacity at the same time, the proposed lay-out of the building would actually be safe. The corridors are narrow and the Council is concerned that these could potentially be death-traps in case of a fire emergency. Moreover, whilst maximum capacity figures are provided for on a room-by-room basis, the Town Council wishes to see details of the occupancy figures based on a fire escape plan, to understand the maximum occupancy for each of the buildings as a whole and the implications for each room as a result.
- **ACCESSIBILITY:** The Town Council deems the proposals to be inadequate, as access for less-abled people, e.g. those in wheelchairs, is only provided for on the ground floor, with no additional measures being proposed to provide access to any of the other floors.
- **SOUND PROOFING:** The application does not seem to include any proposals for changes to be made to any of the rooms to ensure that confidential meetings such as those to be held by health professionals can take place in rooms proposed for those purposes. The walls in the buildings, built for residential use, are considered to have insufficient sound proofing to ensure privacy is maintained at all times. This is considered to be also relevant for sounds going outside, with external walls possibly also needing additional soundproofing to ensure minimal noise reaching outside the buildings, for both privacy reasons and reduction in noise transmitting to neighbouring properties.

- **PRIVACY:** the application provides insufficient information how neighbours' privacy is ensured and any possible disturbance to neighbours' privacy and peace is prevented, or mitigated against.
- **CLIMATE CONTROL:** no climate control measures are proposed for any of the buildings. Considering the changing climate with potentially hotter summers, and also during cold spells, the rooms proposed to be converted to use for offices and for touch-down spaces and those to be used as meeting rooms will be used for lengthy periods and would likely be uncomfortable and unsuitable without additional climate control measures put in place.
- **LIGHTING:** The application does not seem to include any proposals to change the lighting in any of the rooms. The current lighting, meant for domestic use, is considered inadequate for lengthy office use. The application needs to ensure that health and safety requirements are met with for e.g. desk/computer working for offices and drop-in spaces proposed.
- **SAFEGUARDING:** The application lacks a safeguarding plan, of particular importance with the range of health professionals intending to work from the property, and their particular focus on services for families and children. In this, the Town Council also questions whether safeguarding rules may be compatible with the sizes and layout of rooms and access routes proposed, details of which are lacking in the application.
- **CAR PARKING & ENFORCEMENT:** The application does not make it clear how traffic issues are to be enforced. The Town Council wishes to be assured that parking issues for nearby properties and for passing traffic are avoided at all costs – for instance, there is a potential that, due to the limited number of parking spaces proposed, people will start parking all around the site including on the roundabout next to the property. The Town Council wishes to see a clear contingency plan if parking does result in issues, in particular when it transpires that the parking demand does impact on residential amenity, reflecting some of the key comments made by the Local Highways Authority; clarity on management, monitoring and enforcement measures regarding all traffic and parking-related issues would be welcomed.
- **CYCLE PROVISION:** In line with comments made by the Local Highways Authority, the Town Council believes that the cycle provision proposed is not adequate or safe, with a need for more secure cycle provision to be provided.
- **OPERATIONAL MANAGEMENT:** It is considered that there is a distinct lack of detail in the operational management plan. Besides the above points lacking details in the plan, in particular those around climate control, privacy issues, safeguarding and traffic enforcement, the Town Council also wishes to highlight the following points:
 - It is unclear how the capacity limit of each room is going to be enforced.
 - Although it is understood that the operational hours, from 8AM – 10PM, will be the minimum and maximum times the buildings may be in use on any particular day, further clarity is needed on the planned times of usage, and their type of usage at different times of the day and week, details of which are lacking.
 - The plan lacks information on how the gardens and public realms are to be maintained. This being a prominent location, very visible soon after entering Northstowe at one of its main entrance points, it is deemed important that further details are supplied in the management plan.
- **COMMUNITY GROUP REQUIREMENTS:** Due to the relatively small size of the rooms proposed, the Council is concerned that key community groups such as the ever-growing baby and toddler groups, and the popular community café could not be comfortably accommodated in the buildings.

ii) *For information.* S/1355/19/COND8B. BDW Cambridgeshire. Land South East Of The B1050 At Station Road Parcel H8. Submission of details required by condition 8 (Drainage) of reserved

matters application S/1355/19/RM. Public Access link:
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/1355/19/COND8B>. Consultation deadline: 1st August 2022.

Noted; no comments to be submitted.

iii) *For information.* S/0388/12/COND15A. BDW Cambridgeshire. Northstowe Phase 1, Parcel H7, H8 And H9 Station Road Longstanton Cambridgeshire. Submission of details required by condition 15 (Housing - Lifetime Homes) of outline planning permission S/0388/12/OL. Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/0388/12/COND15A>. Consultation deadline: 12th August 2022.

Noted; no comments to be submitted.

100/22-23 PRESENTATION – CLLR BILL HANDLEY AND ANNE AINSWORTH (SCDC)

- 1) *To receive a presentation from SCDC Councillor Bill Handley, Lead Cabinet Member for Communities, about his vision for communities and how this links to the planned delivery of the Northstowe Social Infrastructure. Cllr Handley is to be joined by Anne Ainsworth, SCDC's Chief Operating Officer, and Senior Responsible Officer for Northstowe.*
- 2) *Opportunity for Councillors to raise questions. NB: some questions raised by Cllrs already sent to the speakers in advance of the meeting.*

South Cambridgeshire District Council's Councillor Bill Handley, Lead Cabinet Member for Communities, and Anne Ainsworth, Chief Operating Officer & Senior Responsible Officer for Northstowe, introduced themselves. They highlighted recent key developments, notably the 11th July SCDC Cabinet recommendations and the 21st July SCDC Council decisions (as reported on in [this SCDC press release](#)) and which includes the decisions to fast-track both the phase 1 Sports Pavilion and Community Centre.

In advance of the meeting, the Clerk had compiled NTC Councillors' questions, which were answered in lieu of a more formal presentation, interspersed with further discussions. The following key points were raised and discussed;

- How will the Northstowe Delivery Board function and report back into the community?
 - Cllr Handley explained that with the recent SCDC Council decisions, a new Northstowe Delivery Board (NDB) is also to be formed, which will be key to delivery of the planned social infrastructure in Northstowe: it will closely monitor the works and help ensure that it is delivered in a timely manner. The Board will set milestones and deadlines for delivery and monitor against these. The Board is to be chaired by Cllr Handley, is to meet regularly, initially monthly, and will invite specialists from external bodies where needed. The meetings will be minuted, administrated by the District Council, with the minutes to be made public. The Board will obtain powers to instruct and direct Anne Ainsworth's work; as Senior Responsible Officer for Northstowe she can then oversee and direct the work of officers at all relevant departments at the District Council.
 - Cllr Handley made it clear that Northstowe TC is to play a critical role on the Board, with one Town Councillor to represent the Town Council and the Clerk also to join meetings, to assist the NTC Councillor in this.
- Why had there not been faster progress on the permanent community buildings to replace the Wing facilities?
 - Anne Ainsworth explained that an original design from L&Q, seen by SCDC, was considered very poorly; SCDC considered that this would not be good enough for Northstowe, and this was part of the reason for the purchase by SCDC from L&Q, at the start of 2021, of the land for the Community Centre, Local Centre and Enterprise Zone to be built. Since then there have been several delays and which has included Covid and more recently concerns due to rising building materials costs. At last week's SCDC Council meeting a decision was made to ensure the funding shortfall was met and to pause the Enterprise Zone initially for 12 months, to be able to focus on the delivery of the Community Centre. A desire was expressed to discuss with Northstowe TC whether or not this should focus on just the Community Centre or also include

the planned Local Centre, as this would also result in some additional retail space; NTC's input on this through the Northstowe Delivery Board is welcomed.

- A request was made to have sight of the original L&Q plans for the Community Centre/Local centre, as outside of SCDC these plans have never been shared, nor has anyone – including NTC - been made aware until very recently that the L&Q plans existed and had been submitted originally.
- It was remarked that the recent SCDC developments and decisions, the decision to appoint Anne Ainsworth as Senior Responsible Officer for Northstowe as well as the start of the Northstowe Delivery Board with direct NTC involvement feels like a 'breath of fresh air', and a much welcomed improvement to the interactions with the Town Council to date.
- Northstowe's own GP surgery is still many years away; what improvements can be made to the current GP offer, in Longstanton and Willingham, for instance for those less able?
 - Cllr Handley explained that a delay in such services is normal for new developments, but that a GP surgery will form part of the Civic Hub in phase 2. It was also noted that, as presented at the Northstowe Community Forum by Willingham Surgery, it was made clear that the growth in Northstowe residents on their books had gone hand-in-hand with a growth in GP FTEs.
- How can the Northstowe Delivery Board ensure that the new community facilities are also to be interlinked properly by transport facilities?
 - Anne Ainsworth confirmed that the Northstowe Delivery Board's remit will also include a focus on the management of the buildings and how they are going to function and used. She explained that partnership working is key in this; it is part of her role to understand where partner relationships can be improved, and expressed that she is keen to talk with relevant organisations to ensure that all services are in place by the time the buildings are ready to be used.
 - Cllr Thompson (CCC) added to this that, as also flagged up at the Northstowe Community Forum the night before, that there are plans for the Stagecoach Bus 5 to be brought forward, and potentially to be in use through Northstowe by the end of 2022, using S106 funds allocated for transport delivery to accomplish this.

101/22-23 NTC REPRESENTATION AT NORTHSTOWE DELIVERY GROUP

- 1) *To receive a verbal update from the Chair or the Clerk on the following items;*
 - a) *Following a decision made at [11th July 2021 SCDC Cabinet meeting](#), a paper has been discussed at the [SCDC Council meeting on 21st July](#), which includes proposals for the 'Northstowe Governance Board' and investment in Social Infrastructure in Northstowe.*
 - b) *Meeting held with Cllrs Bridget Smith, Bill Handley and Anne Ainsworth on 19th July 2022, about Town Council representation at the Northstowe Delivery Board, were this to be approved.*

The Chair highlighted that subitem (a) had just been discussed in detail, and explained that the details of how Northstowe Town Council could best be included within the Board and engage with the processes had also been discussed in a meeting held with Cllrs Smith, Handley and Anne Ainsworth on the 19th of July, in anticipation of a potential Council approval of the proposals on the 21st July; that meeting was attended by the Mayor, deputy-Mayor and the Clerk. Further to the key points already made by Cllr Handley regarding the Town Council's involvement on the Board, he added that it had also been agreed that the minutes of the Board meetings can also be included in the Town Council's meeting pack. He explained to the Council that, where it would be necessary to make decisions at the Board, it had been agreed with SCDC that this would in some cases need to be brought back to NTC Council for discussion and decision first, with all decision-making also to be reported back to the Council at subsequent NTC meetings, to ensure transparency to the Council and to residents of NTC's involvement in the Board.

Cllr Bros Sabria left the meeting at 20:59 pm.

- 2) To nominate the Mayor, or in their absence the Deputy-Mayor, to sit on the new Northstowe Delivery Board to represent the Town Council, with a remit to report back to Full Council following each Board meeting.

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED unanimously to nominate the Mayor, or in their absence the Deputy-Mayor, to sit on the new Northstowe Delivery Board to represent the Town Council, with a remit to report back to Full Council following each Board meeting.**

102/22-23 FINANCES

NB: Items deferred from non-quorate Finance and Governance Committee meeting held on 19th July 2022, plus one additional invoice received since then (sub-item (2)(ix)).

1) TO APPROVE BANK STATEMENTS AND BANK BALANCES

To approve and sign the Bank reconciliation for 30th June 2022 (attached).

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously to approve the bank statements for 30th June 2022.** The Bank Reconciliation was signed by the Chair. Cllr Littlemore and Cllr Owen counter-signed the invoices and relevant invoices and paperwork for above payments; Cllr Benedicic and Cllr Owen carried out the online bank authorisations.

2) TO APPROVE EXPENDITURE

RETROSPECTIVE APPROVAL – DIRECT DEBITS:

- | | |
|---|---------|
| i) Unity Trust Bank – Service charge, period Apr -Jun '22 (cashd 30th June) | £18.00 |
| ii) TPT Pensions Trust - pension contributions, period June '22 (cashd 11 July) | £426.14 |

RETROSPECTIVE APPROVAL – NEW PAYMENTS:

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| iii) HMRC – period 6 June – 5 July 2022 | £1,239.85 |
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APPROVAL OF NEW PAYMENTS:

- | | |
|---|--------------|
| iv) CAPALC Internal Audit Service 2020-21 | £148.50 |
| v) Membership fee SLCC, period 1 st Aug 2022 – 31 st July 2023 | £327.00 |
| vi) Vision ICT – hosting 4 emails | £86.40 |
| vii) Staff expenses, Clerk - period 15 th June 2022 – 14 th July 2022
(spreadsheet attached for Cllrs' information). | £60.00 |
| viii) Salary Town Clerk – July 2022 (payment date 27/07/2022)
(spreadsheet attached for Cllrs' information) | Confidential |
| ix) CAPALC Councillor training, June 2022 | £75.00 |

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED unanimously to approve aforementioned retrospective and new payments.**

3) TO RECEIVE SUMMARY OF RECEIPTS AND PAYMENTS REPORT

To receive and note the Receipts and Payments Report (NB: includes above new payments).

Noted. No questions raised.

103/22-23 SUBSCRIPTION TO NATIONAL ASSOCIATION OF BRITISH MARKET ASSOCIATION (NABMA)

- 1) To receive a report from the Events and Markets Committee's Market Development Working Group on progress on the pilot market development, membership of NABMA and its associated benefits.

Cllr Oluwasanya summarised the report. In response to questions raised at the 25th May 2022 Full Council meeting (item 56/22-23) further details had since been obtained from NABMA, and she emphasised that it is the Market Development Working Group's opinion that membership of NABMA could help the Town Council tap into a wealth of expertise for starting up and managing a market. She continued, highlighting that NABMA has indicated that they would be willing to discuss alternative fee options and benefit packages once the Town Council has become a member.

- 2) To approve an annual membership of the National Association of British Market Associations (NABMA) at £384/year or at a discounted rate.

In a discussion that followed, it was highlighted that NABMA membership had already been included in the recent CPCA grant obtained via SCDC, as set out in the report for this motion. A suggestion was made that the Town Council nevertheless carefully monitors the usefulness of the NABMA membership and should regularly evaluate that it brings value for money. An amendment was proposed to have the membership monitored and reviewed before the first year's membership is up, to evaluate its usefulness for the Town Council.

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED unanimously to approve the motion, as amended, to approve an annual membership of the National Association of British Market Associations (NABMA) at £384/year - or at a discounted rate -, subject to the membership monitored and reviewed before the first year's membership is up, to evaluate its usefulness for the Town Council.**

3) *To task the Town Clerk to file a formal request for membership and to conduct subsequent discussions on fee reductions.*

This was discussed and approved; the Clerk was **tasked** to file a formal request for NABMA membership and to conduct subsequent discussions with the organisation on possible fee reductions.

104/22-23 TRAINING CLERK

1) *To approve for the Clerk to go on the following training and development opportunity;*
(a) *CAPALC annual conference, 9th September 2022 (see [CAPALC Annual Conference - CAPALC](#)), costs: £75.00.*

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to approve for the Clerk to go on the following training and development opportunity: CAPALC annual conference, 9th September 2022.**

105/22-23 HYDROLOGY WORKING GROUP

1) *To receive an update from the Hydrology Working Group on the latest activities.*

Cllr Littlemore provided the following updates;

- The survey of the drains in parcel H9, carried out through Cambridgeshire County Council, has been completed, but the summary report has not yet been released and has not yet been seen by GCSP, SCDC or NTC.
- The Working Group is currently investigating all the evidence to understand what charges the water in the gravel deposits in Northstowe, noting that there does not seem to be a straightforward answer to this. To this end a request has also been made with Homes England to explore this with their consultants.

106/22-23 COMMITTEE MEETINGS

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

- Planning Committee, 14th June 2022 (status: approved)*
- Personnel Committee, 21st June 2022 (status: draft)*
- Finance and Governance Committee, 21st June 2022 (status: draft)*
- Events and Markets Committee – 5th July 2022 (status: draft)*
- Planning Committee, 12th July 2022 (status: draft)*
- Personnel Committee (extraordinary meeting), 18th July 2022 (status: draft)*
- Finance and Governance Committee, 19th July 2022 (status: draft)*

Noted.

The Chair and Vice-Chair noted that a couple of recent committee meetings turned out to be inquorate. They reminded Councillors to carefully check their diaries and let the Clerk know as soon as they are aware they cannot make any future meetings. Since the closure of the wing, the Town Council has to pre-book rooms and these cannot normally be reimbursed; thus meetings need to be cancelled or rescheduled in time (before summons go out), in case they are likely to become inquorate.

107/22-23 UPDATES FROM OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

To receive and note minutes and/or updates from meetings of the following outside bodies with official Northstowe TC representation;

- a) 20th May 2022 - Homes England Quarterly meeting (attended by Cllrs Benedicic and Castelino) – Minutes attached; agreed Terms of references also attached.
- b) 9th June 2022 - Phase 1 Open Spaces Steering Group (attended by Cllrs Littlemore and Owen) – Minutes attached.
- c) 13th June - Police and Crime Commissioner. Virtual roundtable meeting (attended by Cllr Susarla) - Minutes attached.
- d) 27th June – Cabinet-Parish Liaison meeting – Email sent previously to Cllrs with link to recording of meeting.

Noted.

108/22-23 NEW DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

To note;

- a) Tue 26th July at 09:15: Northstowe and Longstanton Heritage Stakeholder Group
- b) Wed 27th July at 13:00: Northstowe Faith Strategy Group
- c) Thu 4th August at 10:00: Phase 1 Open Spaces Steering Group
- d) Wed 10th August at 19:00: Northstowe Community Networkers
- e) Tue 23rd August at 09:15: Northstowe and Longstanton Heritage Stakeholder Group
- f) Thu 1st September at 10:00: Phase 1 Open Spaces Steering Group
- g) Tue 13th September at 13:00: Northstowe Youth Partnership
- h) Wed 14th September at 19:00: Northstowe Community Networkers
- i) Tue 20th September at 13:30 PM: Northstowe Support Partnership

Noted.

109/22-23 DATES OF NEXT COUNCIL MEETINGS

To note;

- Full Council: Tue 27th September 2022, 7-9PM, Pathfinder Primary School [Finalised motions by 17/09].

For all Council meetings, see www.northstowetowncouncil.gov.uk

Noted.

The meeting was closed at 21:09 pm

Signed.....

Town Mayor

Date.....