

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the Full Council meeting of Northstowe Town Council
held on Tuesday **28th February 2023** at Pathfinder Primary School, Northstowe.

Members: 15
Quorum: 5 Members.
Present: 9 Members: Cllr Owen (Mayor); Cllr Littlemore (Deputy-Mayor); Cllr Benedicic; Cllr Bros Sabria; Cllr Castelino; Cllr Greef (from 19:05); Cllr Males; Cllr Sovago; Cllr Susarla.
Town Clerk.
3 members of the public.
Apologies: Cllr Kinnera; Cllr Mgaidia; Cllr Oluwasanya; Cllr Nikoro; Cllr Delip.
Absent: Cllr Panvekar.

The meeting was opened at 19:00 pm. Cllr Owen took the Chair.

225/22-23 APOLOGIES FOR ABSENCE (Standing Item)

To receive any apologies for absence received prior to the meeting.

Apologies were received, and accepted, from: Cllr Kinnera; Cllr Mgaidia; Cllr Oluwasanya; Cllr Nikoro; Cllr Delip.

The clerk noted that apologies had also been received from: Cllr. Bygott; Cllr. Handley and A. Ainsworth.

226/22-23 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.

Cllr Bros Sabria declared an interest, in relation to item 235/22-23, being the Chair of Sustainable Northstowe. Dispensation was granted to afore-mentioned Cllr. to participate in discussions and vote at the item.

227/22-23 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.

The Chair adjourned the meeting.

No member of the public wished to speak. The meeting was reconvened.

228/22-23 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve the minutes of the Full Council meeting of 24th January 2023 as a true record of the meeting (attached).

Cllr Bros Sabria raised that, under item 216/22-23 (1,2) on the agenda ('Plastic Free Northstowe'), although not having been present at the meeting it would have been erroneously minuted that there is a subgroup of Sustainable Northstowe for which Northstowe Town Council representation is sought, rather than Sustainable Northstowe itself. The Chair noted that this is being picked up and covered under the relevant motions on the agenda under item 235/22-23.

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED**, with 6 voting for and 2 abstaining, **to approve the minutes of the meeting of 24th January 2023 as a true record of that meeting.** The Chair signed the minutes.

229/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL WARD MEMBERS (Standing Item)

1) To receive a report from Cambridgeshire C.C. Division Member Cllr F. Thompson (attached).

Noted; no questions raised.

Cllr. Greef joined the meeting at 19:05 pm.

2) *To receive a report from S.C.D.C. Ward Member Cllr. N. Warren-Green (attached).*

Cllr Warren-Green, present, provided the following updates to her report:

- There has been an increase in residents approaching her related to issues around the cost of living. With that, she highlighted options for residents to apply for support, and noted also that BPHA has started regular session for their tenants and can also give relevant advice.
- Issues around crime and ASB need to be reported to the police; with this she encouraged everyone to pass on to the police any information available about the timings of criminal activities, so that the police can organise their activities on the ground.

3) *To receive a report from S.C.D.C. Ward Member Cllr. T. Bygott (attached).*

Noted; there were no questions.

The Chair encouraged Councillors who may have any questions for Cllr Bygott to send these to the clerk.

230/22-23 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

To receive a report from SCDC's Phase 1 and 2 Community Development Officers (attached).

M. Eidevik-Skinner, present, provided the following updates to her report:

- Meeting with Northstowe Secondary College Student Council: One of the Community Development Officers met with the Northstowe Secondary College Student Council on 22nd February. The students talked about their likes, dislikes and future hopes for Northstowe. They were introduced to the purpose of the Northstowe Community Forum and how it offers residents the opportunity to engage with planners, developers, and other guests. They were also taught to read architectural plans and elevations, and how to take scaled measurements. A careers programme may potentially be developed from this.

In response to questions about these items, she added the following:

- There has not been a recent occupation count; a slight delay in this will be caught up again soon, together with the delivery of Welcome Packs to residents who have moved in recently.
- Spend of the remaining funds from former Northstowe Social, funds held through CVVS, is to be discussed at a future Northstowe Community Networkers meeting (M. Stan leading on this).

In response to observations from Councillors around the subject of a growing demand, and low capacity and provision, for Early Years provision (preschool and under 2s childcare) in and around Northstowe, the Chair invited Cllr Thompson to speak. She mentioned that;

- A possible new site might come available at the start of the new school year next to the primary school in Oakington (TBC);
- Future retail facilities are now also to be part of the discussions taking place at the regular Northstowe Delivery Group meetings;
- A meeting has been organised, to take place soon, between herself, Cllr. Bros Sabria, Cllr Mgaidia, with relevant County Council Officers and the Headteacher of the Pathfinder Primary School.

The Chair encouraged Councillors to pass on any questions to be discussed at this meeting to Cllrs Bros Sabria and Cllr Mgaidia.

231/22-23 NORTHSTOWE DELIVERY GROUP (Standing Item)

1) *To receive minutes of the Northstowe Delivery Group meeting held on 7th December 2022 (attached; previously shared with Cllrs.).*

2) *To receive minutes of the Northstowe Delivery Group meeting held on 18th January 2023 (attached).*

In response to several questions raised, Cllr Littlemore and Cllr Owen provided the following information;

- Delays to the Phase 1 Pavilion seem to have been caused by some difficulties encountered during piling work and adverse weather conditions.
- Phase 2 Pavilion is likely to be delivered around 2,500 occupations.

- Governance/Management model for the proposed Interim Community Facility is well-developed.
- Governance/Management model for the Phase 1 Pavilion is yet to be decided on.

232/22-23 REPORT FROM TOWN CLERK (Standing Item)

To receive a report from the Town Clerk (period: January 2023) (attached).

Noted; no questions were raised.

233/22-23 UPDATES ON ITEMS FROM PREVIOUS MEETINGS

To receive an update, from the Clerk and/or relevant Councillor(s), on:

- i) 194/22-23, Park Play (FC, 20th Dec. '22) & 212/22-23(ii) (FC, 24th Jan. '23) - Update: meeting 10th Feb. '23; PlayLeader recruitment; promotion.*

The Chair highlighted that;

- A useful meeting was convened earlier in the month, and that Living Sports is working behind the scenes with Park Play to start up necessary paperwork, recruitment of a Play Leader and creation of promotional materials;
- It remains the intention to launch Park Play as soon as possible this spring, working in this closely with Longstanton PC, and that a 'pop up' session is also being considered to get people introduced to Park Play before its official launch.

234/22-23 KICKSTART FUND PANEL

[Further to Full Council meeting 24th January 2023, item 213/22-23]:

For information (Cllr. Castelino): Update on first meeting of Kickstart Fund panel held 20th February 2023; although no applications received yet.

Cllr Castelino provided an updated, noting that a first panel meeting had been held, although no applications had yet come in. In line with the original plans, a Kickstart Fund Panel meeting will be held on a monthly basis, just over a week before each monthly NTC Full Council meeting takes place, to ensure relevant paperwork can be brought to those meetings in time. He noted that promotion of the Kickstart Fund will also take place through, amongst others, Northstowe News and the noticeboard.

235/22-23 PLASTIC FREE NORTHSTOWE

[Further to Full Council meeting 24th January 2023, item 216/22-23 (1,2)]:

- 1) To receive an update on information received since the last FC meeting, regarding the group for which NTC representation is sought: NTC representation is sought for Sustainable Northstowe, not for the Plastic Free Longstanton and Northstowe Steering Group sub-group of Sustainable Northstowe as may have been understood at the last meeting.*

It was explained that a Town Council representative is sought for Sustainable Northstowe.

[Further to Full Council meeting 24th January 2023, item 216/22-23 (2)]:

- 2) To receive further information regarding the frequency, days of the week and times/duration of the group meetings. Information received since: 'Sustainable Northstowe meetings are held monthly - generally online, on the third Thursday of the month at 19:00 and last about an hour.'*

Noted.

[Item referred from Full Council 24th January 2023, item 216/22-23(2):

- 3) To agree to put a representative of the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).*

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to agree to put a representative of the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).**

The Chair asked for Councillors to come forward to represent the Town Council at Sustainable Northstowe. As no Councillor came forward the Clerk was **tasked** to write to all Councillors not present, and to **defer** to the next Full Council meeting the appointment of a Councillor to this external body.

236/22-23 NTC REPRESENTATION TO SCDC PLANNING COMMITTEE ON 8TH MARCH 2023

[Further to Full Council meeting 24th January 2023, item 218/22-23(1), i.e.: NTC's response to planning application 23/00113/FUL. South Cambridgeshire District Council. Land North Of Pathfinder Way Northstowe. Construction of a temporary Modular Community Building for a period of 3 years with associated parking, landscaping, boundary treatment and access. Public Access

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/00113/FUL>].

- 1) *To decide to send a Town Council representative to the [SCDC Planning Committee meeting scheduled for 8th March 2023](#), to represent the consultation comments made by Northstowe Town Council to application 23/00113/FUL and to respond to any questions there may be from Members.*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to decide to send a Town Council representative to the SCDC Planning Committee meeting scheduled for 8th March 2023, to represent the consultation comments made by Northstowe Town Council to application 23/00113/FUL and to respond to any questions there may be from Members**

- 2) *To delegate to the Clerk, in conjunction with the Town Mayor, to decide who will be representing the Town Council.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to delegate to the Clerk, in conjunction with the Town Mayor, to decide who will be representing the Town Council at the SCDC Planning Committee meeting scheduled for 8th March 2023.**

237/22-23 MOTION REPORT TEMPLATE

[Referred to Full Council by Finance and Governance Committee, 21st Feb. '22, item 72/22-23(2)]:

- 1) *To receive a template for submitting motions to the Council or its Committees (Attached; with associated motion report).*

It was observed that this looks like a helpful tool for Councillors to focus their ideas and plans when preparing motions and to have those ready in time for meeting packs. Another Councillor observed that the use of the template has the potential to help the Council in tracking progress on motions, and could potentially be linked to a database for this purpose, linking also to the Council's business planning.

In response to a question about this, the clerk mentioned that he believes that systematic use of the motion paper template should save staff time in many cases, in particular saving time in going back-and-forth with information requests to Cllrs when they are preparing substantial motions.

- 2) *To adopt the Motion Report Template, to be used by Councillors and staff for all Town Council decision motions (outside of standing items).*

It was proposed by Cllr Greef, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to adopt the Motion Report Template, to be used by Councillors and staff for all Town Council decision motions (outside of standing items).**

The Chair asked Cllr Greef whether he, in relation to item 226/22-23, had any declarations of interests to make. No declarations were made.

238/22-23 OVERVIEW OF NTC SUBSCRIPTIONS

For information: to receive an overview of annual or otherwise regularly occurring subscriptions, memberships or other core costs to Northstowe Town Council (attached).

Noted.

239/22-23 RENEWAL OF SUBSCRIPTION TO NATIONAL ASSOCIATION OF BRITISH MARKET ASSOCIATION (NABMA)

[Motion from Cllr Bros Sabria, on behalf of the Market Development Working Group (Events & Markets Committee)]

- 1) *To receive report on membership of NABMA and its associated benefits (report plus NABMA leaflet attached).*

Cllr Bros Sabria highlighted some of the key findings listed in the report, and summarised that membership of NABMA had proven very useful for developing the market plans, to understand what steps need to be taken and for important issues to be carefully considered, such as VAT.

Councillors commented on the useful detailed report, clearly bringing out the value NABMA membership has brought to date.

In response to a question about the value of the membership of NABMA vs that of the Rural Market Towns Group for developing market plans, Cllr Bros Sabria responded that the latter is more strategic-focused for towns that have a market/are market towns, and that NABMA is tailored specifically to market operations.

2) *To approve the renewal of the annual membership of the National Association of British Market Associations (NABMA) at 384£/year for the 2023-2024 financial year, and to continue monitoring and evaluating its usefulness for the Town Council.*

It was proposed by Cllr Susarla, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to approve the renewal of the annual membership of the National Association of British Market Associations (NABMA) at 384£/year for the 2023-2024 financial year, and to continue monitoring and evaluating its usefulness for the Town Council.**

240/22-23 COMMITTEE MEMBERSHIP

For information: Cllr Sovago stepped down from Finance and Governance Committee.

Noted.

241/22-23 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- i) Planning Committee, 10th January 2023 (minutes attached; status: draft).*
- ii) Finance and Governance Committee, 17th January 2023 (minutes attached: status: approved).*
- iii) Personnel Committee, 31st January 2023 (minutes attached; status: draft).*
- iv) Finance and Governance Committee, 21st February 2023 (minutes attached; status: draft).*

Noted.

242/22-23 WORKING GROUPS (Standing Item)

To receive updates on progress from NTC Working Groups reporting to Full Council;

a) Warm Hub Working Group – (lead: Cllr Delip).

Cllr Males highlighted that the Warm Hub had, so far, been well attended most sessions, with a particular busy Wednesday morning during half term, and that the number of volunteers giving their time to manage the Warm Hub sessions has also grown. Lots of additional initiatives have been kindly provided by organisations, community groups and residents, with this month seeing a Language Café launched, as well as regular table tennis sessions. Great activities for children were also put on by partners, with access given for free to participants.

She continued, mentioning that there is a possibility of acquiring further funds from the current funder, Cambridgeshire ACRE, to continue beyond March; the Working Group is also discussing other options to continue a similar programme beyond March.

b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) (lead: Cllr Benedicic).

Cllr Benedicic provide an update, mentioning that a useful meeting had taken place with the former Interim Clerk (who is clerking in Sutton-on-the-Isle), attended also by Cllr Littlemore and the clerk, to understand realistic options for site management, staffing needs and other implications of managing a pavilion and associated facilities; in this, it has also become clear that the Town Council should seek legal advice on a number of items. He continued, explaining that a meeting with the Longstanton Bowls Club is also due soon, and that updated calculations of running costs of managing the Phase 1 Pavilion are expected from SCDC. He concluded, mentioning that a business plan for the Town Council to consider taking on the Pavilion and Western Park sport facilities will be presented to a future Full Council meeting.

c) Road Safety Working Group (lead: Cllr Susarla).

Cllr Susarla highlighted that a Working Group meeting had taken place recently, and that a proposal for actions is to be brought to a Full Council meeting in the near future.

d) *Hydrology Working Group (lead: Cllr Littlemore).*

Cllr Littlemore highlighted that he had joined a meeting with LEGG, and that the Council is still waiting for the report on the CCTV in the drain as reported on before.

e) *Sustainability Working Group (Jointly with Longstanton PC) (no lead currently).*

It was noted that this group has not met since spring 2021; in a discussion that followed it was suggested that a motion is prepared by a Councillor to dismantle this group, in particular now that the Town Council has agreed to have representation at Sustainable Northstowe with its similar aspirations.

243/22-23 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

a) *18th Jan. '23: Northstowe Faith Strategy Group – attended by Cllr Delip (minutes shared with Cllrs.).*

b) *19th Jan. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Bros Sabria; Cllr Owen (minutes attached).*

c) *8th Feb. '23: Northstowe Community Networkers - attended by Cllr Delip; Cllr Littlemore; Clerk (minutes attached).*

d) *9th Feb. '23: Phase 1 Open Spaces Steering Group - attended by Clerk (minutes to follow).*

e) *16th Feb. '23: Northstowe Delivery Group – attended by Cllr Littlemore; Clerk (minutes to follow).*

Noted.

244/22-23 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note;

a) *CANCELLED - Thu 2nd March, 13:00-14:30: Homes England Quarterly Parish/Town meeting.*

b) *Wed 8th March, 19:00-21:00: Northstowe Community Networkers.*

c) *Thu 9th March, 10:00-12:00: Phase 1 Open Spaces Steering Group.*

d) *Wed 15th March, 17:00-18:30: Northstowe Faith Strategy Group.*

e) *Thu 16th March, 11:30-12:30: Northstowe Delivery Group.*

f) *Wed 29th March: Northstowe Community Forum.*

Noted.

It was observed that Homes England had unilaterally decided to stop the quarterly meetings it held with its surrounding parishes, and that there is currently no other route for the Town Council to hold regular, constructive dialogues with the organisation.

In response to a question hereto, it was noted that no date for a Northstowe Support Partnership had yet been received, possibly due to staff changes at the County Council, but that this partnership is set to continue.

To resolve to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed under item 245/22-23.

It was proposed by Cllr. Owen, seconded by Cllr Susarla, and **RESOLVED**, unanimously, **to move into a closed session and exclude the public and press, due to the commercial or sensitive nature of business to be discussed under item 245/22-23.**

245/22-23 RECRUITMENT OF DEPUTY CLERK

[Further to Full Council meeting on 24th Jan. '23, item 224/22-23]

1) *To receive recommendation of appointment of the chosen candidate as Deputy Clerk from the Clerk with input from the recruitment panel and Chair of the Personnel Committee (motion paper with report shared with Cllrs.)*

The clerk provided an update on the latest developments, highlighting the second interview that had taken place recently with the second candidate. He then summarised the outcomes of the interview and

recommendation of the candidate for the position, with further information provided by interview panel members Cllrs Bros Sabria and Cllr Susarla.

2) *To approve the wording including employment conditions in the draft contract (draft contract shared with Cllrs).*

It was proposed by Cllr. Littlemore, seconded by Cllr. Susarla, and **RESOLVED**, unanimously, **to approve the wording including employment conditions in the draft contract as shared.**

3) *To approve recommendation of appointment of Deputy Clerk.*

It was proposed by Cllr. Benedicic, seconded by Cllr. Owen, and **RESOLVED**, unanimously, **to approve the interview panel’s recommendation of appointment of Deputy Clerk.**

4) *To delegate to the Clerk to finalise any remaining arrangements on behalf of the Council, for the new member of staff to be able to start work on 1st May 2023 in the position as Deputy Clerk.*

It was proposed by Cllr. Greef, seconded by Cllr. Benedicic, and **RESOLVED**, unanimously, **to delegate to the Clerk to finalise any remaining arrangements on behalf of the Council, for the new member of staff to be able to start work on 1st May 2023 in the position as Deputy Clerk.**

To resolve to end the closed session.

It was proposed by Cllr. Owen, seconded by Cllr Bros Sabria, and **RESOLVED**, unanimously, **to reopen the meeting.**

246/22-23 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- *Full Council: Tue 28th March 2023, 7-9PM, Pathfinder Primary School (Main Hall).
[Finalised motions to be received by 18/03].*

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

Noted.

The meeting was closed at 20:31 pm.

Signed.....

Town Mayor

Date.....