

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the Full Council meeting of Northstowe Town Council held on **Wednesday 25th May 2022** at The Wing, Pathfinder Primary School, Northstowe.

Members: 11
Quorum: 5 Members
Present: 7 Members: Cllr Benedicic; Cllr Castelino; Cllr Littlemore; Cllr Males; Cllr Nikoro; Cllr Oluwasanya; Cllr Owen.
Apologies: Cllr Delip; Cllr Panvekar; Cllr Susarla.
Absent: Cllr Bros Sabria.
Public: 4 members of the public present.

Meeting started at 19:00 pm. Cllr Owen (Mayor) took the Chair.

45/22-23 APOLOGIES FOR ABSENCE

Apologies were received and approved from: Cllrs Delip, Panvekar and Susarla.

46/22-23 DECLARATIONS OF INTEREST

Cllr Males declared the following interests: Co-Secretary of Northstowe Social; Treasurer of Northstowe Sports and Wellbeing.

Dispensation was granted to above Councillor to participate in discussion and vote on all items.

47/22-23 PUBLIC PARTICIPATION

The Chairman adjourned the meeting to allow members of the public to address the meeting in relation to the business to be transacted at the meeting. No member of the public wished to speak. The meeting was reconvened.

48/22-23 MINUTES OF THE MEETING OF 11TH MAY 2022 (ANNUAL MEETING OF THE COUNCIL)

1) *To approve the minutes of the meeting of 11th May 2022 as a true record of that meeting.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED with 6 votes for and 1 abstaining, to approve the minutes of the meeting of 11th May 2022 as a true record of that meeting, with the following amendments:**

- **Adding 'for the Civic Year' at the end of the resolutions under items 18/21-22(2) and 19/21-22(2); and**
- **Changing the word 'wish' to 'desire' in the minutes (in sixth line) for item 27/22-23(1)(c).**

49/22-23 NORTHSTOWE TRAVEL SURVEY

1) *To receive a presentation from Prajina Baisyet, Travel Plan Plus Project Manager, Cambridgeshire County Council: findings of the Northstowe Annual Travel Survey 2022. [Minutes of the Northstowe Travel Partnership Steering Group meeting held on 26th April 2022 are attached which also includes a summary of the travel survey findings - for Cllrs' information].*

A presentation by Prajina Baisyet on the results of the Northstowe Annual Travel Survey 2022 was well received. A number of discussion points were raised, to be considered for future surveys, including;

- How to increase the response rate to the survey, to get closer to desired 30% response rate?
- Data on distance travelled for school runs could potentially be further split out with details of the different schools inside and outside of Northstowe included in future surveys?
- Consideration to be given to traffic flow counts on different days of the week?
- Recent installation of three new traffic monitoring cameras by Cambridgeshire County Council: can the data to come out of those be included in future surveys?

The Chairman thanked the speaker for the informative session.

NB: following the meeting, the presentation slides were shared with Town Councillors, and a longer presentation, as given to the Travel Plan Steering Group Meeting on 26th April 2022 was also provided to the clerk and added to the Town Council's website.

50/22-23 ITEMS/RESOLUTIONS FROM PREVIOUS MEETINGS - UPDATES

For information - To receive updates from the Clerk & RFO on the following items;

1) 20/22-23 (2): Declaration of Acceptance of Office - Update on remaining Declarations.

The Clerk informed the Council that one of the two Councillors who still had to sign the Declaration of Acceptance of Office had done so in advance of joining this meeting; and for the other Councillor, not present today, arrangements are being made for this to happen in the near future.

2) 31/22-23 (2): Internal Auditor – Update on obtaining quotes.

The Clerk informed the Council that he is waiting for a few more details from alternative providers in order to finalise a paper, normally to be brought to the next Full Council meeting.

51/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL COUNCILLORS

1) To receive a report from Cllr Sarah Cheung Johnson & Cllr Alex Malyon – South Cambs DC.

Note: no report yet received from Cllr Firouz Thompson – Cambridgeshire County Council.

The Chairman invited Councillor Sarah Cheung Johnson, present, to speak; no further updates were provided. The following observations and questions were made by Councillors;

- To ensure any potential anxieties are taken away by affected residents, it was observed that House by Urban Splash had gone in administration, not Urban Splash as reported in the SCDC report.
- The formation of the Northstowe Management Group was welcomed. Cllr Cheung Johnson added that she and her colleague, Cllr Malyon had been pushing for this for some time, and explained that Anne Ainsworth, SCDC's COO and who is to be the senior responsible officer on the newly formed Management Group brings with her a wealth of experience. She continued, explaining that the intention is to bring together a group of dedicated Northstowe-only officers and the Management group, furthermore, is also to include themselves as SCDC Members as well as Cllr Bill Handley, Lead Cabinet Member for Communities.
- A question was raised how the potential changes to Planning Policy as recently announced by the Government around its proposed Levelling Up and Regeneration Bill, with its intention to change the rules around the five-year housing supply could affect South Cambridgeshire and thus perhaps also Northstowe housing delivery plans. Cllr Cheung Johnson explained that this is something they will keep an eye on, as it is as yet unclear how this may pan out.

County Council Councillor Firouz Thompson was present, and the Chairman invited her to provide an update. She provided the following updates on recent developments;

- Broken pedestrian crossing – following an accident - at the B1050 at the entrance to Northstowe was fixed very quickly.
- The ramps that have appeared at various locations on and near the roundabout over the A14 to Bar Hill: the County Council is undertaking ground investigations, to understand the make-up of the soil and embankments. This information will then form part of the discussions to be held with National Highways, to come to a solution.
- The dead trees and shrubs alongside the A14 are starting to be replaced, whilst further checks on dead trees are taking place.
- Northstowe Secondary College is now part of Meridian Trust. Decisions have now been made to create an extension for a sixth form college as well as a new primary school, to have a full 3-18 year provision at the campus eventually.

52/22-23 REPORT FROM SOUTH CAMBS DC'S OFFICERS

1) To receive a report from Mihaela Stan and Kathryn Beck, SCDC Phase 1 & Phase 2 Community Development Officers.

The Chairman invited Kathryn Beck to speak. She informed the Council that, further to the updates in their report;

- The lake naming competition judging is to include not only the SCDC Cllrs and CCC Cllr, but also a young resident, with judging date now fixed for 9th June.
- Welcome Packs: delivered 14 welcome packs to households that have recently moved into House by Urban Splash.
- Occupancy numbers of houses: latest count is 1,163 homes occupied including the 99 Rampton Drift houses.
- Wellbeing walk sessions are also to be instigated, by Ellen Bridges and starting 3rd June.
- 'Talk & Walk': new initiative to be trialled by Mihaela and Kathryn, starting 6th July.
- Following on from previous communications between themselves, the NTC Clerk and others with the SCDC Safer Communities Team, that team has offered to come to a Town Council meeting, to: explain what the community safety partnership does; to signpost and encourage appropriate ASB reporting; to support and empower community-led solutions; to help set up a Speedwatch group and to support any volunteers who may wish to be involved in this; to work in partnership with and empower community members and organisations including the Council.

The Community Development Officers and SCDC's Community Team were thanked for putting on a very successful Northstowe Day event.

53/22-23 REPORT FROM TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

- 1) *To receive a report from Mark Nokkert, Town Clerk & RFO to Northstowe Town Council (reporting period: April 2022).*

The Clerk asked the Council to pay attention to the additional column added in the report, highlighting a key emerging issue, i.e. the lack of time available for CiLCA portfolio development to reach the desired CiLCA qualification, and asked the Council to consider how this issue can be resolved. Following a question around possible seasonality of particular pinch points, he explained that the period March to May is a particularly busy time in the annual calendar of Council work, but that regardless of that the workload is steadily increasing anyway, and thus seasonal variations in workload are only part of the issue at hand. Discussing this issue was deferred to the Personnel Committee.

54/22-23 FINANCIAL REGULATIONS

Item deferred from 28/22-23 (2) (FC meeting 11th May 2022):

- 1) *To review and adopt updated Financial Regulations for Northstowe Town Council (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Oluwasanya and **RESOLVED unanimously, to adopt the revised Financial Regulations, with the following amendments made:**

- **Section 2.2: change from 'Finance Committee' to; 'or Finance and Governance Committee'**
- **Section 3,2: change from '[committee and the] council' to: '[Finance and Governance Committee and the] council'**
- **Section 4.1: change from 'Mayor' to 'Chair' (x2)**
- **Section 4.4: change from '[...] Mayor of council or relevant committee' to: '[...] Mayor of council or Chair of relevant committee'**
- **Section 4.8: change from '[...] shall be in excess of £100 or 15% of the budget' to: '[...] shall be in excess of [£100] or [15%] of the budget'**
- **Section 5.2: change from 'finance committee' to: 'Finance and Governance Committee' (x2)**
- **Section 5.2: change from 'Mayor' to 'Chair'**
- **Inclusion of new section 5.3, '5.3. Following the end of each quarter, a Member not forming part of the Finance and Governance Committee shall examine and verify all approved payments made that quarter, with the RFO reporting back at the next Finance and Governance Committee meeting on the outcomes of the inspection.'**
- **Section 5.4: change from 'Finance Committee' to: 'Finance and Governance Committee'**

- Section 5.5: change from ‘finance committee’ to: ‘Finance and Governance Committee’ (x3)
- Section 5.6: change from ‘finance committee’ to: ‘Finance and Governance Committee’
- Section 6.6: change from ‘Finance Committee’ to: ‘Finance and Governance Committee’
- Section 6.18: change from ‘finance committee’ to: ‘Finance and Governance Committee’
- Section 6.19: change from ‘A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the council [relevant committee] and authority for topping-up shall be at the discretion of the [council] [committee] to: ‘A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the [Finance and Governance Committee]. Transactions and purchases made will be reported to the [Finance and Governance Committee] and authority for topping-up shall be at the discretion of the [council] or [Finance and Governance Committee]’
- Deletion of section 6.22, i.e.:
‘OR
6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]’
- Section 7.3: change from to: consent of the [council] [committee] to consent of the [council] [or duly delegated committee].
- Section 11.1: change from ‘Vice-Mayor’ to: ‘Deputy-Mayor’

55/22-23 CO-OPTION POLICY

Item deferred from 39/22-23 (2) (FC meeting 11th May 2022):

- 1) To receive a draft Co-Option Policy and associated Co-Option Application Form (attached).
- 2) Northstowe Town Council to adopt the Co-Option Policy and Co-Option Application Form.
It was proposed by Cllr Oluwasanya, seconded by Cllr Benedicic and **RESOLVED unanimously, to adopt the Co-Option Policy and associated Co-Option Application Form, with the following amendments made:**
 - **Co-Option Policy:** to change the sentence in section 3.1, ‘During this period, the Town Council can choose to co-opt if it so wishes, although it does not have to’ to ‘During this period, the Town Council can choose to co-opt, although it does not have to.’
 - **Application Form:** to change, in section 2(d) ‘Part lit’ to ‘Part III’; and to improve the sequence of numbering on the first page.
- 3) To agree to promote the four vacant Member seats, for nominees to come forward for co-option to take place at the next Full Council meeting.

It was proposed by Cllr Benedicic, seconded by Cllr Castelino and **RESOLVED unanimously, to promote the four vacant Member seats, for nominees to come forward for co-option to take place at the next Full Council meeting.**

56/22-23 ANNUAL SUBSCRIPTION NABMA

Item deferred from 33/21-22 (Events and Markets Committee meeting 17th November 2021):

- 1) To receive a short report on market development and membership of official bodies (report from: Market Development Working Group, Events & Markets Committee).

- 2) *To approve the annual membership of the National Association of British Market Associations (NABMA) for 2022-2023.*

Following a summary of the proposals as presented in the report, by Councillor Oluwasanya, in the ensuing discussions the following observations were made;

- It was seen as unclear whether the Council would be charged for the full annual membership fees, or whether a discount could be obtained when joining later in the year;
- It was raised that at the previous Council discussion around this subject, in November 2021, a request was made to understand if NABMA could help the Council with a toolkit and/or case studies how to set up a market, and that such information had not yet come forward. As such, a concern was raised whether NABMA can help a brand-new market or whether their support is primarily weighted towards established markets and their needs instead. Two other Councillors added to this that they felt that it is still insufficiently clear what the Council is going to get from them.

In response to some of these points, Cllr Oluwasanya suggested that the Market Development Working Group could go back to NABMA to obtain more detailed information to address the concerns raised. In addition, NABMA as well as the District Council's Business Development Officers and perhaps established markets nearby such as St Ives could be approached to obtain further information about case studies or experiences that may reflect the issues the Town Council is likely to face and how NABMA may have supported them through the processes of starting up a market.

It was also suggested that NABMA could be approached to see if they may consider a reduced, or perhaps even free membership fee initially in return for using Northstowe as a case study to help them develop their own information on how they support emerging markets.

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED unanimously, to defer the membership of NABMA back to the Events and Markets Committee, with the intent for the Committee's Working Group to first obtain further information about cost options and what they can offer for Northstowe's situation more specifically.**

57/22-23 PUBLICATION OF MARKET COMMUNITY SURVEY RESULTS

- 1) *To receive a short report on community market survey and its results (report from: Market Development Working Group, Events & Markets Committee).*
- 2) *To approve the publication of survey market results in both paper and online versions (data and summary attached, for Cllrs' information).*

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to approve the publication of survey market results in both paper and online versions.**

Consensus was also reached that the following opportunities for promotion of the survey results should be capitalised on;

- Presentation at the NTC stall during the 'drop in' session and potentially also a presentation at the Northstowe Community Forum, both to take place on 26th July.
 - Article about the market survey results in the next edition of the Northstowe News (deadline 1st July for Aug-Sep edition);
 - Online information, utilising the Town Council's website for content delivery.
- 3) *For the town clerk to be assisted by members of the working group in the preparation of materials for publication.*

The Clerk was **tasked** to work with the Market Development Working Group, to help disseminate information about the results of the market survey through the means as described above.

58/22-23 QUEEN'S JUBILEE EVENT

- 1) *To approve Civic Prayers for the Queen to be said by Northstowe's Vicar while the Mayor flies the flag (Words of Civic prayers attached, for Cllrs' information; from: Jubilee Working Group, Events & Markets Committee).*

Following a discussion in which consensus was reached that this element of the Jubilee event preparations would not need a formal approval, it was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED unanimously, to have the above motion amended to note that Civic Prayers for the Queen are to be said by Northstowe's Vicar at the Northstowe Jubilee Party on 5th June.**

59/22-23 PARKPLAY

- 1) *To receive a report on ParkPlay - a group looking to organise weekly free park games sessions in Northstowe (Motion from: Cllr Owen - report attached; additional background information on ParkPlay attached for Cllrs' information).*

Councillor Owen highlighted key points as set out in the report, focusing on the proposal that ParkPlay would take care of employment of a Park Leader, train them up and supply them with equipment, with the Town Council's role in this to assist the Play Leader in finding volunteers to help run weekly sessions. The offer on the table from external partners (Living Sports and SCDC, as set out in the report) is £4,000 to which the Town Council needs to commit £1,000 to cover the first year's costs. It is then the intention for the Town Council, together with any other organisation who may wish to match fund and/or through additional grants brought in, to pay for £5,000 each year thereafter, with the proposal being for a total of 3 years. Cllr Owen concluded, mentioning that Greenbelt has agreed for the use of Western Park for weekly sessions, and that Homes England has agreed that Phase 2 S106 'Community Endowment' Contributions could be utilised for funding the Town Council's share of the costs involved over the three year period.

- 2) *To decide whether to approve NTC working with ParkPlay and committing to up to £11,000 funding for this project over a period of 3 years.*

In a discussion the following questions were raised;

- Whether ParkPlay is something that had been requested by the community and how we know whether Northstowe residents want this? In response, Cllr Owen mentioned that ParkPlay has proven popular everywhere it has been introduced, and that it is one of the few very inclusive ways of getting a community together and doing something fun and healthy.
- Whether the planned use of the Western Park for football matches may mean that ParkPlay would need to move elsewhere at some stage? In response, Cllr Owen mentioned that there are many pitches at Western Park and that this would be an unlikely scenario, but that the ParkPlay concept can easily be moved elsewhere within Northstowe as and when this may become a necessity in the future.
- Whether the Town Council needs to commit itself to three years, or whether a shorter trial period could be agreed on? In relation to this, it was also asked whether Living Sports would be ok with a shorter timeframe commitment? In response to the latter, Cllr Owen said that they would indeed be. Cllr Littlemore added that it would be wise to commit to a longer period, to help embed the programme in the community and also to provide a clear statement to Northstowe residents in terms of the Town Council's longer-term commitment to providing this for the residents. This was further discussed with the suggestion made that the arrangements could be reviewed on an annual basis perhaps, and commitment of the next year's funding to be dependent on a satisfactory outcome of use analysis.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to change the motion to: 'to approve NTC working with ParkPlay and committing to up to £11,000 funding for this project over a period of 3 years, pending a satisfactory annual review.'**

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously to approve the amended motion.**

- 3) *To decide on using S106 Community Endowment Fund to fund this, contingent on Homes England agreement to this being a suitable use of these funds.*

Cllr Owen explained that Homes England has now also agreed that the S106 Community Endowment Fund monies can be used to finance the ParkPlay sessions, as long as the Phase 2 residents are informed and invited.

Cllr Owen continued, informing the Council that Longstanton Parish Council will bring part-financing of the ParkPlay sessions and to partner in this with Northstowe Town Council to their June Council meeting, which may potentially result in Northstowe Town Council not necessarily having to use all of the £11,000 for this purpose.

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED unanimously, to use S106 Community Endowment Fund to fund the ParkPlay programme over the next three years.**

60/22-23 FINANCES – TO APPROVE EXPENDITURE

1) INCOME RECEIVED

For Information:

- i) *South Cambridgeshire District Council – CPCA funding*
(see also items 198/21-22 and 212/21-22(b)). £ 8,000.00

Noted.

2) TO APPROVE EXPENDITURE - NEW PAYMENTS:

- i) *Salary Town Clerk – May 2022 (payment date 25th May 2022)*
(spreadsheet attached for Cllrs' information) .
Confidential

It was proposed by Cllr Owen, seconded by Cllr Males and **RESOLVED unanimously, to approve the above payment.** Cllr Littlemore and Cllr Owen countersigned the relevant paperwork, and both also carried out online bank authorisations.

61/22-23 MATTERS FOR INFORMATION

To receive information from the Clerk on the following items;

- 1) *New equipment received as donation from Cambridgeshire County Council (attached).*

The Clerk thanked Councillors who had provided input into the original list of potential items on offer, to help consider what may be useful for the Town Council, and explained that from the list compiled what was in the report was the final list of items actually received and now in the possession of the Town Council. He mentioned that the Asset Register will be updated accordingly.

62/22-23 MEETINGS FROM OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

To receive minutes, notes or updates from meetings of the following outside bodies with official Northstowe TC representation;

- a) *21st April 2022 - Phase 1 Open Spaces Management and Maintenance Steering Group (attended by the Clerk) – minutes attached.*
- b) *26th April 2022 at 9:15 am – Northstowe - Longstanton Heritage Steering Group (attended by Cllr Littlemore and the Clerk) – Minutes attached; with updated timeline for heritage centre delivery attached for Cllrs' information).*

Noted.

63/22-23 DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

To note;

- a) *31st May at 09:15 am - Northstowe/Longstanton Heritage Group.*
- b) *8th June at 19:00 – Northstowe Community Networkers.*
- c) *9th June at 10:00 – Phase 1 Open Spaces Steering Group meetings.*
- d) *9th June at 17:30 - Northstowe and Longstanton Councillor Meeting – Stagecoach*

Noted.

64/22-23 DATES OTHER MEETINGS EXTERNAL BODIES WITH NORTHSTOWE TC INVITED

1) To note;

(a) 13th June at 18:00 – Police and Crime Commissioner - Virtual roundtable meeting.

Noted.

(b) 13th July 19:00 – 21:00 – Northstowe Community Forum (with 18:00 – 19:00 stalls for partners/agencies).

It was observed that the date for the next Northstowe Community Forum has now been changed to 26th July.

2) Councillors to come forward who are able to represent the Council at the NTC stall, 18:00 – 19:00 on 13th July 2022, to precede the next Northstowe Community Forum.

The Clerk was **tasked** to write to all Councillors for Councillors to come forward to man the NTC stand on 26th July, with the information to be presented at the stall to be created through the Market Development Working Group, displaying the results of the recent market survey in particular.

65/22-23 DATES OF NEXT MEETINGS

Full Council: Wed 22nd June 2022 at 7PM – Pathfinder Primary School (TBC).

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

Noted.

The meeting was closed at 21:01 pm

Signed.....

Town Mayor

Date.....