

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the meeting held on Tuesday 25th JULY 2023 at Temporary Community Centre, Northstowe.

Members: 15
Quorum: 5 Members.
Present: 8 Members: Cllr Littlemore (Mayor); Cllr Benedicic; Cllr Delip; Cllr Owen; Cllr Males;
Cllr Nikoro; Cllr. Sovago; Cllr Susarla (from 19:12).
Town Clerk; Deputy Clerk.
Members of the public: 5.
Apologies: Cllr Bros Sabria (Deputy-Mayor); Cllr Castelino; Cllr Greef; Cllr Mgaidia; Cllr Panvekar.
Absent: Cllr Kinnera; Oluwasanya.

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

96/23-24 APOLOGIES FOR ABSENCE (Standing Item)

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

Apologies had been received, and accepted, from: Cllr Bros Sabria; Cllr Castelino; Cllr Greef; Cllr Mgaidia; Cllr Panvekar.

Cllr Warren-Green and Cllr Bygott had also sent their apologies.

97/23-24 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 Males declared the following interests: Northstowe Sports and Wellbeing Committee.
- Cllr Delip declared the following interests: Northstowe Sports and Wellbeing Committee; input into Kickstart fund application (under item 104/23-24).
- Cllr Sovago declared the following interests: lead author of two Kickstart fund applications submitted (under item 104/23-24).

It was decided that both Cllr Sovago and Cllr Delip would need to leave the room for item 104/23-24, as they may have a direct, financial interest in some of the applications considered.

98/23-24 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.*

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

99/23-24 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve the minutes of the Full Council meeting of 27th June 2023 as a true record of the meeting (attached).

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 6 voting for and 1 abstaining, **to approve the minutes of the meeting of 27th June 2023 as a true record of that meeting, with one amendment: 'Full Council' instead of 'Annual Meeting of the Town Council' in the heading for the minutes.** The Chair signed the minutes.

100/23-24 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).*

Further to the report and in response to questions raised by Councillors, Cllr Thompson provided the following updates;

- The ramps on the bridges on the B1050 near Bar Hill are part of a wider problem across many points along A14; investigations and discussions with relevant authorities are ongoing.
- Resurfacing on B1050 and other road works are taking place.
- A new email circulation group has been set up to enable quick exchange of sensitive information about ASB issues and suspicious activities, for key officers and Members working in Northstowe; Town Clerk to be added to email list, as also receiving information from residents on a regular basis.

Cllr Susarla joined the meeting at 19:12 pm. Under item 97/23-24, Cllr Susarla had no declarations to make.

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

No questions were raised.

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

No questions were raised.

101/23-24 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

Further to the report, and in response to questions raised by Councillors, Mihaela Stan provided the following updates;

- The distribution of the Welcome Packs for new residents is up-to-date.
- Feedback from AR Urbanism's community consultation on the plans for the Permanent Community Centre, held at the Northstowe Community Forum on 12th July, was that it was reasonably well attended and that comments were also sent in afterwards - all of which will be taken into account as part of the next steps towards the planning application to be submitted.
- Community Development Officers will be available for residents at least on Wednesdays and possibly more days in the week (TBC); options to meet them will be included on the [Community Calendar](#), accessible online to anyone.

102/23-24 NORTHSTOWE DELIVERY GROUP (Standing Item)

[NB: minutes of 15th June 2023 meeting to be presented to future meeting].

To discuss and consider any items for Cllrs assigned to the NDG to relay back to future meetings.

Cllr Littlemore introduced the item, highlighting that he had requested the attendance of Cllr Handley and Anne Ainsworth at this meeting, considering the recent media attention Northstowe has received and to provide a more detailed understanding of plans for delivery of facilities.

He also reminded Councillors that this is a standing item reappearing on every Full Council meeting agenda and this is a key agenda item where Councillors can always raise any questions they may have around the planning for and delivery of facilities, and that the relevant SCDC Officers and Members are, in addition, very approachable in between meetings.

Cllr Bill Handley and Anne Ainsworth, both present, thanked Cllr Littlemore for inviting them. They provided the following key updates:

- Consultations for the Permanent Community Centre have now been finalised and that information is being prepared for submission as a planning application later this year. The timeline being worked on is to have this brought to SCDC's Planning Committee in November '23; pending approval, this would then allow for a timely delivery before the three years for the Temporary Community Centre would run out. In response to a question about this, it was made clear that - were there to be any unexpected delays to either planning approval or delivery - other options will be looked into to ensure that the town will not be without a community centre three years down the line.
- Regarding the Enterprise Zone they highlighted that marketing is ongoing to attract the greatest level of interest and discussions are ongoing with a range of organisations, but that - as the whole market has changed - it is currently difficult to find companies who market sites, who work with Local Authorities, and who can design such sites. A key challenge will be to design quality development whilst also ensuring that the resulting Enterprise Zone will be viable to the market. In this, it was noted that the proximity to Cambridge is seen as a positive, but that the previous focus

on biotech- and related industries may need to be revisited to potentially focus on a more varied offer for the Enterprise Zone, whilst also making this area work for Northstowe's needs as a whole – balancing community needs versus market viability is going to be important.

- Regarding the Local Centre, it was mentioned that options are being looked into to create a varied offer, considering for instance whether flats could be included above the units.
- In response to questions around other 'retail' options coming along, it was noted that the Keepmoat site in Phase 2 is being developed and that the first units planned as part of this development may possibly become available in about 18 months' time.

In a discussion the following key points were also raised;

- There was a general feeling that the recent media coverage was unfair, and that the last year-and-a-half had seen concerted efforts from SCDC and other key delivery partners to get things moving, with the Community Centre having just opened a clear example, and the Sports Pavilion being finalised another. In light of this, it was observed that the formation of the Northstowe Delivery Group had been instrumental in discussing delivery plans and tackling emerging issues in a timely manner. It was mentioned that it is important to keep this momentum going.
- It was suggested that there may be an opportunity to organise specific session(s) to provide clarity on timelines and plans, also to dispel some of the ongoing myths continuing to be voiced on social media and elsewhere. It was mentioned that more could possibly be done to keep communications alive and provide regular updates on what is actually happening and is planned.
- It was also recommended that the Northstowe Delivery Group looks again at its Terms of Reference, to ensure all the right partners are around the table, that there is a more detailed focus on communications, and that other facility delivery - such as the Faith Land allocation site in Phase 1 - are also to be included in the focus for NDG's work.

103/23-24 REPORT FROM TOWN CLERK (Standing Item)

To receive a report from the Clerk on staff activities (period: June 2023) (attached).

The Clerk highlighted that due to an increase in time spent on supporting the development and delivery of the Council's market, events and activities, the section in the report on 'Engagement' has now been separated out into 'Event Management' and 'Partnership and Community Engagement.' In addition, to make it clearer where staff time is spent, the total FTE proportion of staff time used for the month has been added against each main heading.

Noted.

Cllr. Delip and Cllr Sovago left the meeting.

104/23-24 KICKSTART FUND PANEL (Standing Item)

1) To receive paperwork from the Kickstart Fund Panel meeting held on 17th July 2023 (x5 applications with in-principle decisions overview shared with Cllrs.).

The paperwork for the five applications was received and discussed. Key points raised:

- There was a wish to learn more about the checks carried out on applicants, in particular whether due diligence checks are carried out and organisations' accounts are checked, and what checks are in place on monitoring how the money is being spent?
- The Town Council was in agreement with the panel's in-principle decisions regarding the following applications: * Table tennis: not discussed in detail, as panel had already tasked for this group to resubmit. * Rugby: agreement that panel decision is right and proposal welcomed. * Chess club: in agreement with panel decision and satisfied with additional information provided by applicant. * Northstowe Arts: although in agreement with panel and generally satisfied with additional information provided, there was still a concern raised around the relatively high proposed costs for sessions and whether this could mean that it may not necessarily be accessible to all in the community.
- Application for coffee machine: Although there was consensus that the additional information provided by the applicant covered some concerns, the Town Council still had further questions on this application before it felt this could be approved. These were: 1. It would be important that a machine is to be

purchased that can cater for multiple options for people with dietary needs and wishes, for instance non-dairy alternatives. 2. Clarification needed whether the applicant is proposing a machine for use with a debit or credit card, or whether the proposal is to purchase one which works on pre-paid cards. 3. Clarification on how the machine could be used by other groups - in particular, the Council would like to see more details on the following additional information provided by the applicant: '[...] a touch screen card reader is being looked at for the hub which could be shared with other groups'; wishing to learn more details from the applicant what exactly is being proposed and how this might work in practice.

2) *To decide on NTC's responses to the applications.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to send responses as discussed, and provide delegated powers to the clerk to make a final decision based on further information presented.**

Cllr. Delip and Cllr. Sovago rejoined the meeting.

105/23-24 MANAGEMENT BOARD REPRESENTATION

[Further to [item 57/23-24; Full Council 23rd May 2023](#) and [item 90/23-24, Full Council 27th June 2023](#) - 'MoU management Board Temporary Community Centre']:

1) *To decide to allocate the Town Clerk as primary representative and Cllr. Littlemore as secondary representative for Northstowe Town Council, for attending the meetings of the Management Board for the Temporary Community Centre.*

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, **to allocate the Town Clerk as primary representative and Cllr. Littlemore as secondary representative for Northstowe Town Council, for attending the meetings of the Management Board for the Temporary Community Centre.**

[Further to [item 87/23-24, Full Council 27th June 2023](#) - 'MOU Management Board Phase 1 Sports Pavilion']:

2) *To decide to allocate the Town Clerk as primary representative and Cllr. Littlemore as secondary representative for Northstowe Town Council, for attending the meetings of the Management Board for the Phase 1 Sports Pavilion.*

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED**, unanimously, **to allocate the Town Clerk as primary representative and Cllr. Littlemore as secondary representative for Northstowe Town Council, for attending the meetings of the Management Board for the Phase 1 Sports Pavilion.**

106/23-24 LEADING COMMUNITY LOUNGE SEPTEMBER 2023 – MARCH 2024

[Further to [item 85/23-24\(4\), Full Council 27th June 2023](#)]:

[Motion paper, with supporting documents attached].

1) *To receive update from Community Lounge Working Group on developments since the Full Council meeting on 27 June 2023.*

Cllr Sovago provided an update, highlighting that the Community Lounge had started using the new Community Centre since the previous Thursday for its sessions, and that this one had already been well attended.

She continued, explaining that the Working Group, following the last Council meeting, had discussed its options and considered that it would be possible for the Town Council to lead on the Community Lounge from September onwards through a model where Councillors are to take it in turns on a monthly basis to organise sessions and deal with coordination and communications, as detailed in the motion paper. To ensure there are sufficient volunteers at each sessions, on Wednesdays these are to be covered with the SCDC Community Development Officers' support and several resident volunteers, whilst Thursday night sessions are to be largely covered with Councillor volunteers.

2) *To approve the recommendation for management of the Community Lounge for Months of September to March, as outlined in the motion paper.*

A query was raised about the proposed budget for the September 2023 – March 2024 period, with a discrepancy observed between the total expenditure and income listed. The Clerk explained that he

was of the understanding that all expenditure listed would normally be covered through the grant (although still awaiting grant approval and grant criteria for details), but that the discrepancy is indeed something that may need to be investigated further, to understand the potential implications of what had been submitted as part of the initial Expression of Interest.

It was **agreed** to amend the motion to include 'pending clarification what was submitted as budget.' It was proposed by Cllr Owen, seconded by Cllr Delip and **RESOLVED**, unanimously, **to approve the recommendation for management of the Community Lounge for Months of September to March, as outlined in the motion paper, pending clarification what was submitted as budget.**

The **Clerk** was **tasked** to investigate the details and implications of the budget as submitted.

107/23-24 UPDATES TO FINANCIAL REGULATIONS

[Following recommendation to Full Council for approval from [Finance and Governance Committee, 11th July 2023, item 25/23-24\(4\)](#)]:

1) *To approve proposed changes to sections 6.18, 5.6 b and 5.8 in the Council's Financial Regulations, for adoption by the Council – see Motion report, attached, for details.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to approve the proposed changes to sections 6.18, 5.6 b and 5.8 in the Council's Financial Regulations, for adoption by the Council; to read:**

- **Section 6.18: 'Any Debit or Credit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a monthly transaction maximum value as well as single transaction maximum value of £1,000 unless authorised by Council or Finance and Governance Committee in writing before any order is placed.'**
- **Section 5.6 b: 'An expenditure item authorised under 5.7 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and Governance Committee]; or'**
- **Section 5.8: 'A record of regular payments made under 5.7 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.'**

108/23-24 MARKET SUPERVISION – CONTRACTING OF MARKET SUPPORT STAFF

[Following recommendation for approval to Full Council from Events and Markets Committee, [18th July 2023, item 28/23-24](#)]:

[Motion originally from Market Development Working Group; Motion paper & quotes businesses - shared with Cllrs.]

1) *To agree to proceed with contracting out the tasks of market supervision to events management company for market support staff on market days from 7:30am to 3pm until, starting from July 30th until the end of the pilot market (22nd October, 13 weeks).*

The following key points were raised;

- It would make sense to bring in an external event management company, considering difficulties experienced in recent weeks getting sufficient volunteers to coordinate and supervise market days.
- People are needed at the market to assist traders, customers and to ensure safety at all times. In this, the Deputy Clerk highlighted that the recommended Events Management company has staff who are First-Aid trained.
- The Deputy Clerk, in response to questions, explained that she had approached nearby markets and had obtained further clarity on how they manage their markets, noting that St Ives works on a basis of having a paid market manager and market coordination staff and with no volunteers.
- Questions were raised why the recruitment of an in-house Market Manager had not yet been instigated and given more of a priority by the Market Development Working Group. It was noted that it will be important for the Working Group to monitor how things work and bring together all lessons learned when a proposal is brought back to Full Council for a potential post-pilot market scheme.
- In response to a question around the times proposed, 7:30 am-3 pm, and whether someone is needed for all this time, the Clerk highlighted that these are the times as stated in the approved Pilot

Market Business Plan, and that the early hours would be of particular importance to ensure a safe start to the market whilst traders are setting up and customers are arriving.

- In response to questions around additional volunteer needs, the Deputy Clerk highlighted that, as per the details in the Pilot Market Business Plan, there is an ongoing need for volunteers alongside a Market Manager, for at least one hour around the time when customers arrive and one hour to ensure the market is wrapped up, but that these needs could be revisited once the company has settled in its work at the weekly markets.

It was proposed by Cllr Littlemore, seconded by Cllr Susarla and **RESOLVED**, unanimously, **to amend the motion to include ‘subject to review at the September Full Council meeting of the needs and arrangements.’**

It was proposed by Cllr Littlemore, seconded by Cllr Susarla and **RESOLVED**, with 5 voting for, 2 against and 1 abstaining, **to agree to proceed with contracting out the tasks of market supervision to events management company for market support staff on market days from 7:30 am to 3 pm until, starting from July 30th until the end of the pilot market (22nd October, 13 weeks), subject to review at the September Full Council meeting of the needs and arrangements.**

- 2) *To agree to use Option 3 of the options to contract out the tasks of market supervision - and £1,872 to be spent from budget heading 50 – Market Manager salary.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to amend the motion to include ‘subject to review at the September Full Council meeting.’**

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, with 5 voting for and 3 abstaining, **to agree to use Option 3 of the options to contract out the tasks of market supervision - and £1,872 to be spent from budget heading 50 – Market Manager salary, subject to review at the September Full Council meeting.**

- 3) *To agree to review the arrangements before the end of the pilot market and task the working group to make recommendations for the post-pilot phase, and bring these to the Full Council meeting on 26th September 2023.*

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to agree to review the arrangements before the end of the pilot market and task the working group to make recommendations for the post-pilot phase, and bring these to the Full Council meeting on 26th September 2023.**

109/23-24 PILOT MARKET BUSINESS PLAN – Update on progress and amendments to market business plan

[Following recommendation for approval to Full Council from Events and Markets Committee, [18th July 2023, item 29/23-24](#)]:

[Motion originally from Market Development Working Group – Motion Paper attached]

- 1) *To approve the amendment to the [Pilot Market Business Plan](#), Section 5 – Operational Plan – Traders, pitch fees, and conditions – Traders (page 8), from:
“ Weekly market (1st, 2nd, 3rd and 5th week of the month):
- Maximum of 5 traders until a market manager has been recruited, selling daily food and basics, including:
• Fruit and Vegetables • Meat • Fish • Bread and cakes • Eggs • Dairy .“
To:
“Weekly market (every week except when an indoor market is held as well)
- Maximum of 5 traders until a market manager has been recruited or market supervision tasks have been contracted out, selling daily food and basics, including:
• Fruit and Vegetables • Meat • Fish • Bread and cakes • Eggs • Dairy • Cleaning and hygiene products • Hot food and refreshments .”*

In a discussion the following observations were made;

- It could possibly impose a risk, in particular to existing staff productivity, were no limit be put on the numbers of traders that could trade on any weekly market. The Clerk and Deputy Clerk, in response

to questions, informed the Council that more traders would normally mean some more work to be done on weekdays regarding scheduling, enquiries, communications and invoicing in particular.

- In order to develop the pilot market further and being able to start working towards something that could be replicated in a post-pilot phase, it would be useful to increase the number of stalls.
- It is important to get the right traders that the community needs, and that information from the Working Group about this is needed to understand how best to expand trader numbers.
- The clerk highlighted that the Business Plan proposed 9-12 traders on weekly markets, but that this had originally been proposed on the basis of a Market Manager working an additional 2 hours each week to cover additional administrative duties this would bring with that model.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to amend the motion, to: 1. remove the proposed addition 'or market supervision tasks have been contracted out'; and 2. to change 'maximum of 5 traders' to 'maximum of 7 traders'; to read:**

"Weekly market (every week except when an indoor market is held as well)

- Maximum of 7 traders until a market manager has been recruited, selling daily food and basics, including: • Fruit and Vegetables • Meat • Fish • Bread and cakes • Eggs • Dairy • Cleaning and hygiene products • Hot food and refreshments."

It was proposed by Cllr Littlemore, seconded by Cllr Sovago and **RESOLVED**, unanimously, **to approve the amendment to the Pilot Market Business Plan, Section 5 – operational Plan Traders, pitch fees, and conditions – Traders (page 8), as amended.**

2) *To endorse the amended business plan and to task working group to implement the business plan as amended in close cooperation with the Town Clerk and Deputy Clerk.*

It was agreed that this motion would be unnecessary, as this had already been captured in the original resolution (Full Council, [28th March 223, item 266/22-23](#)).

110/23-24 PHOTOCOPIER - LEASE FOR OFFICE - To be used by Town Clerk And Deputy Clerk for Office in Temporary Community Centre

[Motion deferred from [item 58/21-22, Full Council meeting 28th July 2021](#).

[Motion report attached; associated overview of quotes shared with Cllrs.]

1) *To approve the Lease of a Photocopier, as per recommendation of supplier.*

The Deputy Clerk, following questions hereto, added the following information: Although the annual printing amount is currently considerably less than the capacity of the photocopier proposed, the supplier had also been provided with this information and the model proposed is the one that the preferred supplier advised accordingly for lease.

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED**, unanimously, **to approve the Lease of a Photocopier, as per the officers' recommendation of supplier, i.e.: Model-Develop ineo +257, supplied through CBS.**

2) *To decide on the lease period.*

It was noted that a five year lease would provide considerable better value than a 3 year lease, in line with the officers' recommendation made.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve a lease period of five years.**

111/23-24 LIGHT UP NORTHSTOWE 2023

[Item deferred from [Events and Markets Committee 18th July 2023, item 31/23-24](#)]:

[NB: Further to Committee discussions and subsequent actions for the 2022 Christmas Working Group – [item 89/22-23\(b\)](#), Committee 21st March 2023; [item 05/23-24 \(b\)](#), Committee meeting 2nd May 2023; and [items 15/23-24\(2\) and 17/23-24 \(2\)\(a\)](#), Committee meeting 4th July 2023]:

[NB: for information also shared with Cllrs. (updated) paper previously presented by Northstowe Arts at the Events and Markets Committee meeting [items 15/23-24](#), Committee meeting 4th July 2023]:

1) *To receive an update from the 2022 Christmas Switch-on Working Group on latest developments.*

Cllr Delip introduced the subject, highlighting that a decision had been deferred by the Events and Markets Committee, primarily as no Councillor on the Committee had yet come forward to take the lead

in developing an event. The Clerk and Deputy Clerk added further details regarding developments to date.

2) *To discuss potential involvement for the Town Council in Light Up Northstowe 23 (LUN 23).*

Some disappointment was shared that decisions around this event had not already been made at the Events and Markets Committee with a lack of adequate action taken by the relevant Working Group. It was also observed that, were the Council not to make a decision on this, the next opportunity would not be until late September by which time it may possibly be too late to organise such an event.

3) *To decide for Northstowe Town Council to lead on LUN 2023.*

4) *For Councillors to come forward to lead on the development of LUN2023.*

No Councillor came forward. No decision could therefore be taken on subitems (3) and (4).

The **Clerk** was **tasked** to write to all Councillors to ask if any who had not been able to join the meeting may be able to take the lead in this.

5) *To appoint a Councillor as lead for developing the LUN 2023 proposals.*

6) *To have a fully worked-out plan to be presented by the lead Councillor to either Full Council in September or at the next Events and Markets Committee meeting.*

Sub-items (5) and (6) had become irrelevant.

The Chair recommended to extend the meeting to continue beyond two hours; all agreed.

112/23-24 CONSULTATION – CARE TOGETHER

[Motion deferred from Planning Committee, [11th July 2023, item 26/23-24\(2\)](#)]:

1) *Care Together - New Approach to Day Opportunities for Older Adults – consultation. Deadline for consultation responses: 31st August 2023. (email and consultation report attached).*

It was observed that nothing in the proposals would impact Northstowe directly. No comments to be submitted.

113/23-24 HOMES ENGLAND – COMMUNITY ENGAGEMENT STRATEGY

[Further to information discussed at the Homes England Quarterly Parish and Town Council meeting, held on 5th July 2023, and since updated]:

1) *To receive a draft Community Engagement Strategy from Homes England (shared with Cllrs.).*
Noted.

2) *To confirm support from Northstowe Town Council to work with and alongside Homes England, informing the process and the specifics, owning the outcomes.*

Support was confirmed.

3) *To provide feedback, ideas and suggestions for things Homes England may have missed in the draft strategy.*

No further comments made at this stage.

4) *To consider and confirm in-principle Northstowe Town Council attendance at relevant meetings to take the process forward.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to confirm in-principle Northstowe Town Council attendance at relevant meetings to take the process forward.**

114/23-24 NORTHSTOWE HUB – 30TH SEPTEMBER EVENT

[Further to Events and Markets Committee [18th July 2023, item 22/23-24](#)]:

1) *To receive the invitation from Northstowe Hub for their Interim Community Centre Opening event on 30th September and consider Town Council's involvement in this event. (Email shared with Cllrs),*

An update was provided that the upcoming Northstowe Community Networkers meeting, scheduled for 9th August, is to be dedicated for partners' input into the event planning; Councillors were encouraged to attend this meeting, which is to take place in person at the Community Centre.

115/23-24 ITEMS FOR INFORMATION

1) *MP Anthony Brown to visit and meet NTC's Town Mayor on Friday 4th August.*

Noted. Cllr Littlemore requested Councillors to raise with him any items they wish to have him discuss with our MP.

116/23-24 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Events and Markets Committee, 4th July 2023 (status: approved - attached).*
- b) Planning Committee, 11th July 2023 (minutes to follow)*
- c) Finance and Governance Committee, 11th July 2023 (minutes to follow).*
- d) (extraordinary) Events and Markets Committee, 18th July 2023 (minutes to follow).*

Noted.

117/23-24 WORKING GROUPS (Standing Item)

To receive updates from Working Groups reporting to Full Council (where not already covered under other items on this agenda), from;

a) Community Lounge Working Group (lead: Cllr Sovago).

No further updates.

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

The Working group is looking at alternative ways for how to investigate and create a Business Plan for potential Town Council management in future, with a motion to be brought to Full Council in due course.

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

The Working Group had met a day earlier and discussed: next steps for potentially moving the Speed Indicator Device to Stirling Road, to obtain accurate data to understand whether there are issues with speeding as has been reported; and partner relationships to be developed further.

118/23-24 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 19th Apr. '23: Northstowe Faith Strategy Group – no NTC representation (minutes attached).*
- b) 17th May '23: Northstowe Faith Strategy Group meeting – no NTC representation (minutes attached).*
- c) 1st Jun. '23: Phase 1 Open Spaces Steering Group – attended by Cllr. Sovago (minutes attached).*
- d) 14th Jun. '23: Northstowe Community Networkers - attended by Cllr Delip and Deputy Clerk (minutes and associated paper attached).*
- e) 29th Jun. '23, Phase 1 Open Spaces Steering Group – attended by Cllr Mgaidia.*
- f) 5th Jul. '23, Homes England – Northstowe Quarterly meeting – attended by Cllr Benedicic and clerk (minutes and associated paper attached).*
- g) 6th Jul. '23: Northstowe Delivery Group (extra meeting) – attended by Cllr Littlemore and clerk.*
- h) CANCELLED - 13th Jul. '23: Northstowe Delivery Group.*
- i) 17th Jul. '23: Northstowe Support Partnership – attended by clerk.*
- j) CANCELLED - 19th Jul. '23: Northstowe Faith Strategy Group.*

Noted.

119/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note;

- a) Thu 27th Jul. '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.*
- b) Wed 9th Aug. '23, 19:00 – 21:00 (in person): Northstowe Community Networkers.*
- k) Thu 10th Aug. '23, 11:30 – 12:30 (virtual): Northstowe Delivery Group.*
- c) Thu 24th Aug. '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.*
- d) Thu 7th Sep. '23, 11:30 – 12:30 (virtual): Northstowe Delivery Group.*
- e) Wed 13th Sep. '23, 19:00 – 21:00 (virtual): Northstowe Community Networkers.*
- f) Wed 20th Sep. '23, 1:30 – 19:00 (TBC): Northstowe Faith Strategy Group.*
- g) Thu 21st Sep. '23: 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.*

Noted.

120/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- Full Council meeting: Tue 26th September 2023 (7-9 pm); venue: Community Centre, Northstowe.

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

Noted.

The meeting was closed at 21:10 pm.

Signed.....

Town Mayor

Date.....

DRAFT