

# NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

## MINUTES of the meeting held on Tuesday 27<sup>th</sup> FEBRUARY 2024 at The Cabin, Northstowe

Members: 15  
Quorum: 5 Members.  
Present: 6 Members: Cllr Littlemore (Mayor); Cllr Bros Sabria (Deputy-Mayor); Cllr Benedicic;  
Cllr Kinnera (until 20:15); Cllr Nikoro; Cllr Oluwasanya.  
Town Clerk.  
4 Members of the public.  
Apologies: Cllr Castelino; Cllr Delip; Cllr Greef; Cllr Males; Cllr Owen; Cllr Panvekar; Cllr Sovago;  
Cllr Susarla.  
Absent: Cllr Mgaidia.

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

### 225/23-24 APOLOGIES FOR ABSENCE (Standing Item)

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

Apologies had been received, and accepted, from: Cllr Castelino; Cllr Delip; Cllr Greef; Cllr Males; Cllr Owen; Cllr Panvekar; Cllr Sovago; Cllr Susarla.

It was noted that apologies had also been received from Cllr Thompson (CCC) and Anne Ainsworth (SCDC).

### 226/23-24 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.*

None were declared.

### 227/23-24 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 Chair reconvened the meeting.

### 228/23-24 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

*To approve the minutes of the Full Council meeting of 30<sup>th</sup> January 2024 as a true record of the meeting (minutes to follow).*

The Chair noted that the draft minutes had been received before the meeting.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 3 voting for and 3 abstaining, **to approve the minutes of the Full Council meeting of 30th January 2024 as a true record of the meeting.**

### 229/23-24 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).*

No questions were raised.

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

Cllr Warren-Green, present, provide an update to her report, highlighting that SCDC's budget decision-making had taken place earlier that day and that a press release about this had been sent out.

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

The Chair noted that Cllr Bygott's report had been received before the meeting. No questions were raised.

**230/23-24 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

*To receive a report from South Cambs D.C.'s Community Development Officers (attached).*

M. Eidevik-Skinner, present, had no further updates. No questions were raised.

**231/23-24 NORTHSTOWE DELIVERY GROUP** (Standing Item)

*To receive minutes of the Northstowe Delivery Group meeting held on 18<sup>th</sup> January 2024 (attached).*

It was pointed out that the January meetings refer to an internal SCDC report that is being prepared about the Enterprise Zone and Local Land, and that there is also a reference to 'Parcel 5' to the south-west of the Park & Ride site. In response to questions about updates on those items that may have been discussed in the subsequent February meeting, the Chair highlighted:

- An internal (SCDC) report about the Enterprise Zone and Local Centre is indeed to be presented to SCDC Cabinet in the near future;
- Work that took place on Parcel 5 in recent months was the clearing of the site by L&Q, in advance of this to be passed onto SCDC.

**232/23-24 NTC STAFF REPORT** (Standing Item)

*To receive a report from the Town Clerk on staff activities (for period: Jan. '24) (attached).*

No questions were raised.

**233/23-24 NORTHSTOWE & LONGSTANTON PARKPLAY**

- 1) *To receive an update on spend to date and spending plan for the remainder of the first year of Northstowe & Longstanton ParkPlay (document from ParkPlay shared with Cllrs).*

Noted.

- 2) *To receive a presentation from ParkPlay Leader H. Marden on progress to date and plans for the relaunch of ParkPlay in March and for the period thereafter (marketing plan from ParkPlay Leaders shared with Cllrs.).*

Hektor Marden, who recently joined the existing ParkPlay Leader as ParkPlay Leader for Northstowe & Longstanton ParkPlay, provided an update and on plans going forward. He highlighted that ParkPlay had been paused in mid-December and is to be picked up again now the weather is getting better, with the location moved from the Western Park fields to the MUGA behind the Sports Pavilion which is being kindly offered by Elite Sports for use, with a small change in times to be every Saturday morning from 10:30 to 12:30 going forward. A re-launch event has been planned for 9<sup>th</sup> March. He also summarised some key plans that are included in the latest version of the Marketing Plan shared with Councillors, highlighting that initially a focus will be on promotion via social media, Northstowe News, local schools, and through printed leaflets, hoping to grow attendance numbers quickly over the coming weeks and months.

- 3) *Discussion and questions from Councillors.*

Following a question, Hektor added that the MUGA had been chosen as a safe, enclosed space which is better for security reasons, and which is also closer to the Pavilion with access to e.g. storage and toilets and prevents ParkPlay taking place on wet grass.

The Chair thanked the speaker for the provision of comprehensive hand-outs and information and for picking up ParkPlay going forward. He encouraged all Councillors to join the relaunch event and take part in sessions.

***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 234/23-24.***

It was proposed by Cllr Benedicic, seconded by Cllr Oluwasanya and **RESOLVED**, unanimously, **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 234/23-24.**

**234/23-24 RECRUITMENT OF MARKET MANAGER**

*[Further to item 196/23-24, Full Council meeting 19<sup>th</sup> December 2023]:*

1) *To receive a recommendation from the Recruitment Panel (Clerk and Councillors) to appoint the preferred candidate as Market Manager (motion paper attached; report shared with Cllrs.).*

The Chair asked if there were any questions on the paperwork shared. No questions were raised.

2) *To approve the draft employment contract (draft contract shared with Cllrs).*

It was proposed by Cllr Littlemore, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to approve the draft employment contract.**

3) *To approve recommendation of appointment of Market Manager.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to approve the appointment of R. Scott as the recommended Market Manager.**

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 1<sup>st</sup> March 2024.*

It was proposed by Cllr Littlemore, seconded by Cllr Nikoro 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 March 2024.**

**To resolve to end the closed session.**

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to end the closed session.**

### **235/23-24 EQUIPMENT FOR NEW MEMBER OF STAFF**

*Motion paper and overview costs/options shared with Cllrs.*

1) *To approve the purchase of a mobile phone, plus accessories, for use by the Market Manager.*

2) *To approve the purchase of a laptop, plus accessories, for use by the Market Manager.*

3) *To approve the purchase of a monitor for use by the Market Manager.*

4) *To approve the purchase of an additional licence within Microsoft 365 Business Premium.*

A suggestion was done whether some equipment could potentially be shared by staff. It was considered that key items such as laptops and mobile phones would normally need to be supplied to all staff individually, but that – when the staff team will grow further – it is to be considered whether other equipment such as screens could potentially be shared in the office.

The Chair proposed that all four sub-items are to be decided on together.

It was proposed by Cllr Benedicic, seconded by Cllr Kinnera and **RESOLVED**, unanimously, **to approve the purchase of a mobile phone plus accessories, a laptop plus accessories, a monitor and an additional licence within Microsoft 365 Business Premium, for the use by the Market Manager.**

### **236/23-24 TENDERING FOR MAINTENANCE OF VERGES ALONGSIDE B1050**

1) *To receive information about verges alongside B1050, taking on following end of three-year Longstanton PC - CCC contract (Motion paper shared with Cllrs.).*

A question was raised whether eight cuts per year may be needed and whether the grass cuttings should be left in situ or that this is to be taken away to encourage wildflower growth in the verges. The clerk, in response, answered that both items are important considerations and had been considered but that a tender and proposal had been created based primarily on the details in the contractual arrangements that run out in November 2023. However, the proposal was deliberately for a one-year period initially to ensure that the contractual delivery could be closely monitored also taking the considerations mentioned into account, and that this could potentially lead to a new version of the tender document to be produced for the next time this is to go out for tender for a longer, potentially three-year period.

In response to the number of cuts he added that the number of cuts (and thus cost to the Town Council) needs to be weighed up against the potential wish from residents to have those grass areas cut regularly. It was added by a Councillor that the number of cuts may always need to be high due to Highways' requirements to keep clear visibility splays to prevent accidents from happening.

2) *To agree to go out to tender, initially for a one-year period, using the draft tendering document (shared with Cllrs.).*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 5 voting for and 1 abstaining, **to agree to go out to tender, initially for a one-year period, using the draft tendering document.**

The **clerk was tasked** to work closely with the contractor to be chosen to consider improvements that could be made to the delivery of the verges maintenance works.

#### **237/23-24 RENEWAL SUBSCRIPTION TO NABMA** (Annually recurring item)

1) *To receive information about renewal of National Association of the British Market Authorities (NABMA) (leaflets and email attached).*

A question was raised about the benefits received during the first year of membership. Cllr Bros Sabria, as lead for the Market Development Working Group, responded that the benefits have been similar as the year before, with useful information obtained regularly from NABMA staff on legal and other items and that access to Basecamp, their online forum, has also proven invaluable to gather information for e.g. our policies and recruitment paperwork development.

Some Councillors suggested that it may be useful to obtain the newly appointed Market Manager's views on the usefulness of NABMA membership, as she is an experienced market manager already.

2) *To approve renewal of the annual membership of the National Association of British Market Associations (NABMA) at the rate of £384/year for the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025.*

It was proposed by Cllr Littlemore, seconded by Cllr Oluwasanya and **RESOLVED**, unanimously, **to DEFER the renewal of the annual membership of the National Association of British Market Associations until the next Full Council meeting, and have the Market Manager's opinion on the usefulness of NABMA membership brought to that meeting.**

The **Clerk was tasked** to work with the Market Manager, once in place, to obtain their input.

#### **238/23-24 OVERVIEW OF NTC'S ANNUAL SUBSCRIPTIONS** (Annually recurring item)

1) *To receive an updated overview of annual or otherwise regularly occurring subscriptions, memberships and other key core costs to Northstowe Town Council (attached).*

Noted; no comments were made.

#### **239/23-24 CONSULTATIONS**

*To consider the following consultations, and to decide whether and what response to submit.*

a) *Consultation on the Greater Cambridge Housing Strategy 2024-2029 - South Cambs District Council (scamb.gov.uk). Deadline to respond to the consultation: 3rd March 2024.*

In a discussion several points were highlighted: comments were made about the Affordable Rents Policy (in annex 4) not considered fair for people renting better insulated homes; related to wheelchair accessibility (in annex 1) not including more details but referring to planning policy instead; and that the Council wondered how well this consultation had been promoted in general.

It was proposed by Cllr Littlemore, seconded by Cllr Oluwasanya and **RESOLVED**, unanimously, **to submit a response including comments in line with those made in the discussion and for the clerk to submit a response on behalf of the Town Council.**

#### **240/23-24 CLLR REPRESENTATION AT EXTERNAL MEETINGS**

1) *For Councillor(s) to come forward to represent the Town Council at the quarterly Northstowe Support Partnership meetings.*

No Councillor came forward.

A wish was expressed to have clarity on the dates for all meetings for the rest of 2024.

2) *To appoint Members to represent the Town Council at the Northstowe Support Partnership meetings.*

It was proposed by Cllr Littlemore, seconded by Cllr Nikoro and **RESOLVED**, unanimously, **to DEFER the appointment of Members to represent the Town Council at the Northstowe Support Partnership meetings until clarity has been obtained about the meeting dates for the rest of 2024.**

The **clerk was tasked** to obtain the meeting dates for future Northstowe Support Partnership meetings from the partnership coordinator.

#### **241/23-24 ITEMS FOR INFORMATION**

a) *For information: Potential extension of Voi trial area being considered by the Combined Authority, to include the Northstowe parish (email previously shared with Cllrs.).*

Noted. A Councillor observed that safety on the roads would need to be considered as well as areas for storage would need to be managed carefully.

The Chair highlighted that this is a first stage of a process involving further rounds of consultation and that the Town Council will get opportunity to comment fully were this initial proposal to be taken further.

#### **242/23-24 COMMITTEE MEETINGS (Standing Item)**

*To receive minutes from the following committee meetings held:*

a) *Events and Markets Committee, 9<sup>th</sup> January 2024 (draft minutes attached)*

b) *Planning Committee, 13<sup>th</sup> February 2024 (minutes to follow); NB: meeting was not quorate).*

c) *Finance and Governance Committee, 13<sup>th</sup> February 2024 (minutes to follow).*

Noted.

#### **243/23-24 WORKING GROUPS (Standing Item)**

*To receive an update from Working Groups reporting to Full Council (where not covered under other items), from;*

a) *Community Lounge Working Group (leads: Cllr Delip; Cllr Males).*

The Clerk, in absence of Councillors on the Working Group, provided a short update, highlighting that the funder, Cambridgeshire ACRE, had recently visited two Community Lounge sessions where they met with Councillors and had provided positive feedback. Numbers of attendees continue to remain good and activities continue to be put on regularly by the Councillors and resident volunteers involved.

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

No updates.

c) *Road Safety Working Group (leads: Cllr Sovago; Cllr Susarla).*

No updates.

#### **244/23-24 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

*To receive minutes, or updates, from meetings of outside bodies with Northstowe TC representation;*

a) *14<sup>th</sup> Dec. '23: Northstowe Support Partnership - attended by Cllr Males (redacted minutes attached; full minutes shared with Cllrs.).*

a) *10<sup>th</sup> Jan. '24: Sports Pavilion Management Board– no NTC representation (minutes shared with Cllrs.).*

b) *10<sup>th</sup> Jan. '24: Community Centre Management Board – no NTC representation (minutes shared with Cllrs).*

c) *11<sup>th</sup> Jan. '24: Northstowe Open Space and Landscape Steering Group - no NTC representation (minutes attached).*

d) *17<sup>th</sup> Jan. '24: Northstowe Faith Strategy Group - no NTC representation; repeat session with designers on 25<sup>th</sup> Feb. '24 attended by Cllr Delip (minutes shared with Cllrs).*

e) *6<sup>th</sup> Feb. '24: Northstowe Youth Partnership – attended by Clerk (no minutes).*

f) *7<sup>th</sup> Feb. '24: Homes England Quarterly Town & Parish Councils – attended by Cllr Littlemore and Clerk (minutes attached).*

g) *7<sup>th</sup> Feb. '24: Community Centre Management Board – attended by Clerk (minutes to follow).*

h) *8<sup>th</sup> Feb. '24: Northstowe Open Space and Landscape Steering Group – no NTC representation (minutes to follow).*

i) *12<sup>th</sup> Feb. '24: Northstowe Support Partnership - attended by Clerk (minutes to follow).*

j) *15<sup>th</sup> Feb. '24: Northstowe Delivery Group - attended by Cllr Littlemore and Clerk (minutes to follow).*

k) *16<sup>th</sup> Feb. '24: Sports Pavilion management Board – attended by Clerk (minutes to follow).*

In response to questions raised about the latest on the heritage centre plans, the Chair highlighted the latest developments related to Cambridgeshire County Council, LDHS and Homes England, also highlighting that alternative options to a Heritage Centre have recently been discussed at the Quarterly Homes England meeting (see minutes shared with this meeting).

The Chair highlighted that there has not been any Town Council attendance at recent Phase 1 Open Spaces Steering Group meetings and that other Councillors are encouraged to also join this partnership to represent the Town Council.

Cllr Kinnera left the meeting at 20:15 pm.

**245/23-24 OTHER MEETINGS HELD WHERE NTC HAS BEEN INVITED**

To note;

a) 9<sup>th</sup> Feb. '24: Introduction of Starship Robots to Longstanton and Northstowe.

Noted.

b) 15<sup>th</sup> Feb. '24: Cost of Living support in South Cambs.

Cllr Bros Sabria who had attended this meeting gave an update, highlighting that there was a focus on food and consideration was given to the creation of a 'Local food Alliance'. She mentioned that Cllr Oluwasanya and herself had visited Hope Charity in Cambourne late last year. They are intending to bring further plans and relevant items to the Town Council's attention in the future.

**246/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

To note;

a) Wed 28<sup>th</sup> Feb. '24, 7 pm (in person): AGM - Plastic Free Longstanton and Northstowe Steering Group (Sustainable Northstowe).

b) Wed 6<sup>th</sup> Mar. '24, 13:00 - 14:30 (in person): Community Centre Board.

c) Thu 7<sup>th</sup> Mar. '24, 10:00 - 12:00 (virtual): Open Spaces Steering Group.

d) Wed 13<sup>th</sup> Mar. '24, 19:00 - 20:30 (in person): Community Networkers.

e) Thu 14<sup>th</sup> Mar. '24, 12:30 – 13:30 (virtual): Northstowe Delivery Group.

f) TBC - Fri 15<sup>th</sup> Mar. '24, 10:00 – 11:00 (in person): Sports Pavilion Management Board.

Noted.

**247/23-24 EVENTS WITH NTC INVOLVEMENT (Standing Item)**

To note;

a) Sat. 9<sup>th</sup> March: Relaunch ParkPlay event – at MUGA/Pavilion, 10:30 – 12:30 (times TBC)

b) Sun. 17<sup>th</sup> March: Spring Clean in Green, 11 am start at The Green

Noted.

**248/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

To note;

• Full Council meeting: Tue 26<sup>th</sup> March 2024 (7-9 pm); venue: The Cabin, Northstowe.

[Final versions of motions & papers to be received by 16/03 at the latest]

• For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)

Noted.

The meeting was closed at 20:18 pm.

Signed.....

Town Mayor

Date.....