

# NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

## MINUTES of the meeting held on Tuesday 23<sup>rd</sup> April 2024 at The Cabin, Northstowe

Members:	15
Quorum:	5 Members.
Present:	7 Members: Cllr Littlemore (Mayor); Cllr Benedicic; Cllr Castelino; Cllr Kinnera; Cllr Nikoro; Cllr Sovago; Cllr Bros Sabria (Deputy-Mayor) (from 19:26). Town Clerk. 3 Members of the public.
Apologies:	Cllr Delip; Cllr Greef; Cllr Males; Cllr Mgaidia; Cllr Oluwasanya; Cllr Owen; Cllr Panvekar; Cllr Susarla.
Absent:	N/A.

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

### 01/24-25 APOLOGIES FOR ABSENCE (Standing Item)

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

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

### 02/24-25 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.*

There were no interests declared.

### 03/24-25 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.

### 04/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

*To approve minutes of the Full Council meeting of 26<sup>th</sup> March '24 as a true record of the meeting (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Sovago and **RESOLVED**, with 3 voting for and 3 abstaining, **to approve the minutes of the Full Council meeting of 26<sup>th</sup> March 2024 as a true record of the meeting.**

### 05/24-25 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).*

Cllr Thompson, present, provided the following update to her report;

- A meeting was held with Oakington and Westwick Parish Council regarding reports of speeding and anti-social behaviour on the Southern Access Road West; she recommended that all incidents are to be reported to the police. In a response to a question whether the Road Safety Trust could be approached for funding, she responded that this could be looked into once the roads have been adopted.

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

Cllr Warren-Green, present, provided the following update to her report;

- Further to the conversation at the last Full Council meeting where the use of the phrase 'medium-sized village' was discussed, she highlighted that following discussions, this phrasing is not to be used anymore by SCDC, Homes England or the NHS, going forward referring to Northstowe as an 'emerging new town' instead.

3) To receive a report from South Cambs D.C. Ward Member Cllr. T. Bygott (report to follow).  
It was noted that no report had been received.

**06/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

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

E. Cox, present, mentioned that the Community Development Officers had since last month extended their monthly report including more details and further information about work streams. The CDOs would welcome feedback on this new report format.

Noted; no questions were raised.

**07/24-25 NORTHSTOWE DELIVERY GROUP** (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 14<sup>th</sup> March 2024 (Due to cancellation of the April meeting these minutes are to be shared at a later stage).

Noted.

**08/24-25 NTC STAFF REPORT** (Standing Item)

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

The Clerk highlighted that this is the first staff report that includes the work streams and activities of the newly appointed Market Manager, and that the capacity (FTE) target figures for each work stream had been adapted accordingly. He raised that there had still been a need for considerable additional time input from both other members of staff for market development - as reflected in the report's capacity input figures - to ensure that all administrative tasks as well as market growth can be accomplished. This impacted the staff capacity left for other work streams, most noticeably financial work that is due around this time of year but which has started being caught up with in April.

Noted; no questions were raised.

**09/24-25 TOWN COUNCILLOR REPRESENTATION AT EXTERNAL MEETINGS**

[Sub-items deferred from Full Council meeting 26<sup>th</sup> March 2024, item 264/23-24]:

1) More Councillor(s) to come forward to represent the Town Council at the monthly Northstowe Phase 1 Open Spaces and Landscape Steering Group. [NB; Updated information: Meetings moved to Tuesdays, monthly (which Tuesday in the month TBC), start at 12 noon; duration to be reduced to 1.5 hrs].

The following Councillors came forward: Cllr. Benedicic; Cllr Kinnera; Cllr Sovago.

2) To appoint Members to represent the Town Council at the Northstowe Phase 1 Open Spaces and Landscape Steering Group.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, to appoint **Cllrs. Benedicic, Kinnera and Sovago to join other Councillors to represent the Town Council at the Northstowe Open Spaces and Landscape Steering Group.**

**10/24-25 INSURANCE RENEWAL**

1) To receive a renewal quote for Northstowe Town Council, from Hiscox Insurance Company Limited for the period 7<sup>th</sup> May 2024 to 6<sup>th</sup> May 2025 (information shared with Cllrs.).

It was noted by a Councillor that the information in the 'Statement of Fact' supplied by the Insurance provider quotes a 'Declared Population' of 2,500 for Northstowe, and that this needs updating. The Clerk responded, acknowledging this oversight and that the current population estimate is over 4,200 and that this does indeed need rectifying.

Cllr Bros Sabria joined the meeting at 19:26 pm. She had nothing to declare, under item 02/24-25.

2) To approve payment of the insurance premium, as quoted (£658.26).

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with six voting for and 1 abstaining, to amend the motion wording to: **'to have the Statement of Fact for the declared population figure updated and - were this change to result in a change of quotation - to give the Clerk delegated authority to approve payment of a minor change in the current insurance premium**

quotation of £658.26, with the Councillors to be notified of a renewal quotation in advance of this being approved.'

It was proposed by Cllr Littlemore, seconded by seconded by Cllr Benedicic and **RESOLVED**, with six voting for and 1 abstaining, **to approve the motion as amended.**

#### **11/24-25 APPOINTMENT OF INTERNAL AUDITOR**

*[Further to Full Council meeting 25<sup>th</sup> April 2023, item 17/23-24(2)]:*

- 1) *To confirm the renewal of the appointment of CAPALC as Internal Auditor for 2024-2025, 'subject to a satisfactory outcome of an annual review with regard to the company's personal independence, financial independence and professional independence' (The following documents are shared with Cllrs: CAPALC Service Specification and Service Agreement; and March 2024 JPAG guide – see also para 4.7 (CAPALC association is affiliated with NALC).*

Renewal of the appointment of CAPALC as Internal Auditor for 2024-2025 was confirmed.

#### **12/24-25 MARKET MANAGEMENT – UPDATE ON TERMS AND CONDITIONS FOR TRADERS**

- 1) *To receive a proposal to update section 24.2 of the Terms and Conditions for Traders, which expands on the inclement weather policy and procedures, and would allow traders to trade from their vans in case of gusty wind scenarios. This would also ensure continuity and consistency in market presence (motion paper attached).*

Noted; no questions were raised.

- 2) *To approve the changes proposed to the Terms and Conditions.*

It was proposed by Cllr. Benedicic, seconded by Cllr Kinnera and **RESOLVED**, unanimously, **to approve the changes, as proposed, to section 14.2 of the Terms and Conditions for Traders.**

#### **13/24-25 PREMISES LICENSES APPLICATIONS**

*To consider submitting a response to the following consultations.*

*[NB: For details, see Licensing Public Notices - Licensing Act 2003 - South Cambs District Council (scambs.gov.uk) – this link also includes a guidance to Guidance on Making Representations under the Licensing Act 2003 which list the licensing objectives against which representations can be made].*

- 1) *Northstowe Tap & Social Ltd applied for a new Premises Licence on 11<sup>th</sup> Apr. '24. Deadline for representations: 9th of May 2024.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to submit the following consultation representation, against Licensing Objective 'The Prevention of Crime and Disorder': 'Northstowe Town Council wishes to raise its concerns around car parking. It has been observed that the opening event (with TEN licence) was well attended and that customers' parking was an issue then, with cars parked in various locations creating potentially dangerous situations and thereby creating a public safety issue. The Town Council wishes to express the need for an appropriate parking management plan to be in place.'**

- 2) *E.S.D.C UK Limited has applied for a new Premises Licence, for Western Park Pavilion, on 12<sup>th</sup> Apr. '24. Deadline for representations: 10th of May 2024.*

It was proposed by Cllr Littlemore, seconded by Cllr Sovago and **RESOLVED**, unanimously, **to submit the following consultation representation, against Licensing Objective 'The Prevention of Public Nuisance': 'Northstowe Town Council wishes to raise its concerns regarding the proposed closing time on Sundays, stated as 11 pm (for both 'hours open to the public' and 'recorded music'), and considers this a potential nuisance for people living nearby; this, considering the closeness of the venue to residents' properties. The Town Council would recommend an earlier, more appropriate closing time and time to stop recorded music on Sunday nights; and would welcome having a suitable noise management plan in place for this venue.'**

#### **14/24-25 ITEMS FOR INFORMATION**

- 1) *[Item deferred to Full Council from Planning Committee 9th April 2024, item 08/24-25]: To consider information from Cambridgeshire County Council's Active Travel Officer, regarding potential for a car bike rack to be installed in the parish (email shared with Cllrs.).*

In a discussion that followed varying opinions were voiced. Overall, there was little support for having this in Northstowe at this moment; key reasons raised were that the town currently has a shortage of car parking spaces, and that the design and looks of the car bike rack were not liked.

The **Clerk was tasked** to provide above feedback to the relevant officers.

2) *Portrait of King received.*

Noted.

3) *[Further to item 89/23-24, Full Council meeting 27<sup>th</sup> June 2023]: Access Road Name competition to be announced by Homes England.*

It was noted that the competition is made live – see [Road naming competition — Northstowe](#)

#### **15/24-25 COMMITTEE MEETINGS** (Standing Item)

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

a) *Events and Markets Committee, 2<sup>nd</sup> April 2024 (minutes to follow)*

b) *Finance and Governance Committee, 9<sup>th</sup> April 2024 (minutes to follow).*

c) *Planning Committee, 9<sup>th</sup> April 2024 (minutes to follow)*

Noted.

#### **16/24-25 WORKING GROUPS** (Standing Item)

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

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

No update was provided.

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

Cllr Benedicic highlighted that a report has been started and that this is to be developed further, bringing in also the Mayor, Deputy-Mayor and Clerk into this, with the intention to bring a report and motion to Full Council at the earliest opportunity.

In a short discussion that followed it was noted also that the title of the Working Group is also to be revisited, reflecting the wider focus on community asset opportunities and the current focus on opportunities for managing the Permanent Community Centre.

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

Cllr Sovago provided an update, with further details provided by Cllr Littlemore, highlighting that a meeting was held the week before with County Council Officer T. Parry. The following key items were discussed;

- Responsibility for installing signalised crossings at Stirling Road and at Eagle Way (where busway is crossing these roads): clarity obtained from CCC that L&Q will be installing signalised crossings.
- Considering safety issues in crossing this location have been raised before, CCC agreed to discuss internally whether the Stirling Road signalised crossing can be prioritised.
- CCC agreed to check whether underground ducts are in place in locations where zebra crossings with yellow lights are to be placed.
- CCC is to check if the future segregated cycle lanes can be considered as ‘mandatory’ and therefore enforceable regarding parking issues; once adopted, enforcement could then potentially happen through the recently acquired District Council parking enforcement powers.
- It was also discussed whether stretches of the main roads will or could acquire double-yellow lines, so that parking issues on adjacent cycle lanes can be enforced; it was raised that NTC could apply for double-yellow line painting options with CCC once the roads are adopted.
- Road Safety Trust or other funding options were also discussed – to be considered following road adoption, with NTC to work closely with CCC to consider options and to look for funding.

#### **17/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION** (Standing Item)

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

a) *6<sup>th</sup> Mar. '24: Community Centre Board – attended by Clerk (minutes shared with Cllrs).*

b) *7<sup>th</sup> Mar. '24: Open Spaces Steering Group – attended by Cllr Mgaidia (minutes attached; associated documents shared with Cllrs.).*

c) *13<sup>th</sup> Mar. '24: Northstowe Community Networkers – attended by Deputy Clerk (draft minutes shared with Cllrs.).*

- d) 15<sup>th</sup> Mar. '24: Sports Pavilion Management Board – attended by Clerk (minutes shared with Cllrs.).
- e) 19<sup>th</sup> Mar. '24: Northstowe Youth Partnership - no NTC representation (minutes to follow).
- f) 27<sup>th</sup> Mar. '24: Sustainable Northstowe (AGM) (minutes attached).
- g) 3<sup>rd</sup> Apr. '24: Community Centre Board – attended by Clerk (minutes to follow).
- h) 16<sup>th</sup> Apr. '24: Phase 1 Open Spaces and Landscape Steering Group (minutes to follow).
- i) 11<sup>th</sup> Apr. '24: Northstowe Delivery Group – This meeting was cancelled.
- j) 17<sup>th</sup> Apr. '24: Northstowe Community Networkers – attended by Cllr Delip (minutes to follow).
- k) 18<sup>th</sup> Apr. '24: Sports Pavilion Management Board - no NTC representation (minutes to follow).

Noted.

**18/24-25      UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

- a) Wed. 24<sup>th</sup> Apr. '24, 17:45 – 19:00 (in person): Northstowe Faith Strategy Group.
- b) Thu. 25<sup>th</sup> Apr. '24, 14:00 – 14:45 (virtual): Northstowe Youth Partnership.
- c) Mon. 29<sup>th</sup> Apr. '24, 12:30 – 13:30 (virtual): Northstowe Heritage Stakeholders.
- d) Wed. 1<sup>st</sup> May '24, 13:00 – 14:30 (in person): Community Centre Board.
- e) Thu. 9<sup>th</sup> May '24: 13:00 – 14:30 (in person): Northstowe Support Partnership.
- f) Thu. 16<sup>th</sup> May '24, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- g) Thu. 16<sup>th</sup> May '24, 16:00 – 17:00 (in person): Pavilion Board.
- h) Tue. 21<sup>st</sup> May '24, 12:00 – 13:30 (virtual): Phase 1 Open Spaces and Landscape Steering Group.
- i) Wed. 29<sup>th</sup> May '24, 13:00 – 14:30 (in person): Community Centre Board.

Noted.

**19/24-25      EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)**

- a) Wed. 8<sup>th</sup> May '24: Northstowe Community Forum; drop in session 6:30; presentations and Q&A 7-9.
- b) Sat. 18<sup>th</sup> May '24: Sports Pavilion Activation Event; organiser: Elite Sports.
- c) Sat. 15<sup>th</sup> June '24, 10AM: The Great Big Community Litter Pick Event; organisers: Pathfinder Church with several partners (part of The Great Big Green Week, 8<sup>th</sup> – 16<sup>th</sup> June).
- d) Sat. 22<sup>nd</sup> June '24: Midsummer Festival; organisers: Northstowe Hub & Northstowe Arts.

Noted.

**20/24-25      DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

- Annual Town Meeting: Tue 30<sup>th</sup> April '24 (7-9 pm); The Cabin, Northstowe; open 6:45 – 9:15.
- Annual Meeting of the Town Council: Tue 28<sup>th</sup> May '24 (7-9 pm); The Cabin, Northstowe.  
[Final versions of motions & papers to be received by 17/05 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 20:26 pm.

Signed.....

Town Mayor

Date.....