

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the meeting held on Tuesday 25th JUNE 2024 at The Cabin, Northstowe

Members: 15
Quorum: 5 Members.
Present: 8 Members: Cllr Littlemore (Mayor); Cllr Delip (Deputy-Mayor); Cllr Bros Sabria (from 19:21 pm); Cllr Benedicic; Cllr Kinnera; Cllr Males; Cllr Oluwasanya (from 19:05 pm); Cllr Owen.
Town Clerk.
5 Members of the public.
Apologies: Cllr Castelino; Cllr Greef; Cllr Mgaidia; Cllr Nikoro; Cllr Panvekar; Cllr Sovago; Cllr Susarla.
Absent: N/A.

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

51/24-25 APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

Apologies had been received and accepted from: Cllr Castelino; Cllr Greef; Cllr Mgaidia; Cllr Nikoro; Cllr Panvekar; Cllr Sovago; Cllr Susarla.

Apologies had also been received from CCC Member Cllr Thompson and SCDC Member Cllr Warren-Green.

52/24-25 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.*

Cllr Delip and Cllr Males declared an interest for their roles in Northstowe Sports and Wellbeing but mentioned that there was no agenda item at this meeting that would be relevant. Noted.

53/24-25 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.

54/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve the minutes of 28th May 2024 Full Council meeting (Annual Meeting of the Town Council) as a true record of the meeting (minutes to follow).

As the draft minutes had come in only earlier that day, it was considered to defer this item.

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED**, unanimously, to **DEFER the approval of the minutes of 28th May 2024 Full Council meeting.**

55/24-25 REPORTS FROM COUNTY AND DISTRICT COUNCIL (Standing Item)

1) *To receive a report from Cambridgeshire C.C. Division Member Cllr F. Thompson (No report received in advance of the meeting as a result of pre-election period).*

No report was received; noted.

2) *To receive a report from South Cambs D.C. Ward Member Cllr. N. Warren-Green (No report received in advance of the meeting as a result of pre-election period).*

No report was received; noted.

3) *To receive a report from South Cambs D.C. Ward Member Cllr. T. Bygott (No report received in advance of the meeting as a result of pre-election period).*

No report was received; noted.

Cllr Oluwasanya joined the meeting at 19:03 pm; no declarations of interest were made.

4) *Introduction to Cllr. Batchelor; following recent changes at SCDC Cabinet, he has taken over the role from Cllr Handley as Lead Cabinet Member for Communities.*

Cllr Henry Batchelor, present, introduced himself as the new Lead Cabinet Member for Communities, and that key to this role is liaising between SCDC and new communities across South Cambridgeshire.

In a response to a question around the frequency of the Northstowe Community Forum meetings, he responded that these would remain on a quarterly basis.

The Chair thanked Cllr Batchelor for attending and welcomed him in his new role, expressing the Council's eagerness to cooperate with him.

56/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

Noted. The Community Development Officer M. Stan, present, added that a new project from the National Institute of Health is to be delivered.

In response to a question raised, they responded that the successful skip day can normally only be done once a year, considering, amongst others, the size of the site on The Green and booking capacity options.

57/24-25 NORTHSTOWE DELIVERY GROUP (Standing Item)

Due to cancellation of the 20th June 2024 N.D.G. meeting, the minutes of the N.D.G. meeting held on 16th May 2024 have not yet been approved and will be shared in due course.

Noted.

58/24-25 KICKSTART FUND PANEL (Standing Item)

1) *To receive an update, received from the Kickstart Fund Coordinator on changes made to Kickstart funding procedures: '[...] we remove the 3 monthly deadline elements. [...] Once an application has been submitted to the team to work on with the applicant [...] a panel meeting [is set] a month later [...]. and 'Enquiries for the kickstart fund can be received by the SCDC Northstowe community Team (or direct to the CCC Communities service team). A timescale of approx. 3 months will be made clear to the applicant to allow time from first enquiry, idea development and application submission, panel assessment, report to the Town Council to hear at the subsequent meeting and final sign off at CCC. [...] This change is to make the application process more flexible.'*

Noted. There were no questions.

2) *Two Councillors to come forward to represent Northstowe Town Council on the Kickstart Fund Panel (currently: Cllrs Castelino and Littlemore).*

Both Cllr Castelino and Cllr Littlemore had indicated they would be willing to continue as Town Council representatives on the Kickstart Fund Panel.

3) *To approve the appointment of Members to represent Northstowe Town Council on the Kickstart Fund Panel.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to re-appoint Cllr Castelino and Cllr Littlemore as Town Council representatives on the Kickstart Fund Panel.**

NB: No Kickstart Fund meeting held recently.

59/24-25 NTC STAFF REPORT (Standing Item)

To receive a report from the Town Clerk on NTC staff activities (period: May 2024) (attached).

Noted; no questions were raised.

The Chair declared that, considering the absence of Cllr Bros Sabria and their key input in both items, he was to move items 60/24-25 and 61/24-25 until such time as the Councillor would have joined the meeting.

62/24-25 SLCC ANNUAL MEMBERSHIP RENEWAL

1) *To renew the annual SLCC Membership for the Town Clerk and for the Deputy Clerk (starting 1st Aug. 2024); costs: £357.00 + £229.00. (Leaflet attached; see also SLCC Membership for explanation of membership benefits).*

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to renew the annual SLCC Membership (starting 1st Aug. 2024) for the Town Clerk and the Deputy Clerk, at a cost of £357.00 and £229.00, respectively.**

63/24-25 COMMITTEE MEETING MINUTES APPROVAL

1) *To approve the minutes of the Events and Markets Committee meeting held on 2nd April 2024 as a true record of the meeting (attached).*

It was proposed by Cllr Delip, seconded by Cllr Males and **RESOLVED**, with 2 voting for and 5 abstaining, **to approve the minutes of the Events and Markets Committee meeting held on 2nd April 2024 as a true record of the meeting.**

64/24-25 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Finance and Governance Committee, 14th May 2024 (Status: approved; minutes attached).
- b) Personnel Committee, 4th June 2024 (minutes to follow).
- c) Finance and Governance Committee, 18th June 2024 (minutes to follow).
- d) Planning Committee, 18th June 2024 (minutes to follow).

Noted; there were no questions.

65/24-25 WORKING GROUPS (Standing Item)

To receive an update from Working Groups reporting to Full Council; from:

a) Community Lounge Working Group.

Cllr Delip provided an update, highlighting that recent activities were successful and well-attended, and that more activities are being planned for Community Lounge sessions, working closely with the Community Development Officers.

b) Asset Transfer Opportunities Working Group.

Cllr Benedicic provide an update, highlighting that a meeting had been held recently with relevant SCDC officers where they offered their support towards preparing a job description and associated paperwork for the recruitment of a Community Asset Manager. Another meeting is lined up as well, to discuss potential stewardship options for the Permanent Community Centre. The Working Group intends to bring all paperwork related to both items to the next Full Council meeting for its consideration.

c) Road Safety Working Group.

No update provided.

66/24-25 ITEMS FOR INFORMATION (Standing Item)

1) To receive a market promotion leaflet design, created pro bono by local designer (shared with Cllrs.)

The Clerk explained how this came about and that the resident had kindly offered their services to develop an alternative leaflet that the Council could also start using. There was general approval of the design.

Cllr Bros Sabria joined the meeting at 19:21 pm; no declarations of interest were made.

60/24-25 MOBILE FOOD HUB

1) To receive a motion paper and accompanying documents on Mobile Food Hub service across South Cambridgeshire District. [Motion paper, received from Cllr Bros Sabria attached).

NB: A representative from Hope CIC is planning to attend (TBC), to provide a short presentation and/or be available to answer any questions.

Cllr Bros Sabria provided an update to the motion paper, mentioning that Longstanton Parish Council has also been contacted and have been asked whether they would be interested to take part in this project; they are to discuss this at their next Council meeting. **Clerk to Action** follow-ups with Longstanton PC.

In a discussion the following points were raised;

- Were the Town Council to make use of the Community Endowment S106 Funds to finance this project, this would need to be approved first by Homes England. It was mentioned that they had not yet been notified of this. **Clerk to Action** follow-ups with Homes England.
 - There was some discussion around the possibility that the service may be used also by residents from neighbouring villages, although this was not seen as an issue. It was also highlighted that the needs data referred to in the report relate to a wider area than just Northstowe, across the Longstanton Ward.
 - Questions were raised around the number and types of people expected to use the service: What would Hope CIC see as a good attendance number? Would they be able to share data from other sites that the Town Council could benchmark against? What could be monitored along the way to observe any developing trends in user numbers and user profiles? Would they also be able to monitor where people live, to understand if and how it serves the community in Northstowe? Questions were also raised around capacity of the service: Is there a limitation on how many people can use the van each week, and how many people could potentially be served in one session? Questions were also raised around timing: When could the van start in Northstowe? What options are there, days/times in the week for the van to appear on The Green? In the absence of a representative from Hope CIC to answer these questions, the **Clerk was tasked** to go back to the organisation to obtain further information.
- 2) To approve to fund for the provision of Mobile Food Hub on a weekly basis for a trial period of 24 weeks (6 months) at a cost of £2,400.

The Chair summarised the discussion, mentioning that there was general approval for bringing this service into Northstowe on the basis of the Town Council matching £100 per week to cover the Hope CIC gap in funding to allow for a weekly Mobile Food Van visit, but that the Council would need to know some more information.

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, **to fund the provision of a Mobile Food Hub on a weekly basis for a trial period of 24 weeks (6 months) at a cost of £2,400, pending answers to be received from Hope CIC to the outstanding questions.**

Following a discussion about the situation that the costs for this project had not been budgeted for, the **RFO was tasked** to bring a paper to the next Finance and Governance Committee with options for budget heading usage, for the committee to be able to make a decision from which budget heading this is to be financed.

3) *To decide to consider the continuation of the scheme after a 16 week period based on feedback from residents, local partners organisations and evidence of impact measured by community engagement (attendance, exhaustion of produce supplied).*

It was proposed by Cllr Bros Sabria, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to consider the continuation of the scheme after a 16 week period based on feedback from residents, local partners organisations and evidence of impact measured by community engagement (attendance, exhaustion of produce supplied).**

61/24-25 MARKET MANAGEMENT

[Further to item 43/24-25, Full Council meeting 28th May 2024; and item 07/24-25, Personnel Committee meeting 4th June 2024]:

1) *To receive and consider the updated timeline for Market Manager recruitment (attached).*

Noted.

2) *To receive and consider alternative (interim) management options (motion paper shared with Cllrs.).*

It was considered that insufficient information was available as yet for the Council to be able to make an informed decision on this. The Clerk mentioned that he is hoping to receive further information for options that are listed in the report.

3) *To decide on the next steps concerning Market Manager re-recruitment and interim market management options.*

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED**, unanimously, **to amend the motion to read: 'To decide to carry on with the recruitment timetable as set out, but for the Town Clerk - where this is considered necessary - to be permitted to extend the closing date for applications for up to a maximum of two weeks after consultation with the interview panel directly following the current closing date.'**

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

67/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

a) *17th Apr. '24: Northstowe Community Networkers – attended by Cllr Delip (minutes attached).*

b) *16th May '24: Northstowe Delivery Group – attended by Cllrs. Littlemore and Owen (minutes to follow).*

c) *16th May '24: Pavilion Board – attended by Clerk (minutes shared with Cllrs).*

d) *21st May '24: Northstowe Open Spaces & Landscape Steering Group – no NTC representation (minutes to follow).*

e) *21st May '24: Plastic Free Steering Group (Sustainable Northstowe) – (minutes to follow).*

f) *29th May '24: Community Centre Board – attended by the Clerk (minutes shared with Cllrs.).*

g) *4th Jun. '24: Homes England Quarterly Town and Parish Councils – CANCELLED.*

h) *12th Jun. '24: Northstowe Community Networkers – attended by Cllr Delip (minutes to follow).*

i) *13th Jun. '23: Pavilion Board – attended by the Clerk (minutes to follow).*

j) *17th Jun. '24: Cabinet / Parish Liaison meeting - CANCELLED.*

k) *19th Jun. '24: Faith Strategy Group – CANCELLED.*

l) *20th Jun. '24: Northstowe Delivery Group – CANCELLED.*

m) *20th Jun. '24: Plastic Free Steering Group (Sustainable Northstowe) (minutes to follow).*

Noted. Cllr Oluwasanya, in lieu of having received formal minutes, read out key points from the recent Plastic Free Steering Group (Sustainable Northstowe) they had attended.

68/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

a) *Tue 25th Jun. '24, 12:00 – 13:30 (virtual): Northstowe Open Spaces & Landscape Steering Group.*

b) *Wed 26th Jun. '24, 13:00 – 14:30 (in person): Community Centre Board.*

c) *Thu 11th Jul. '24, 13:00 – 14:30 (in person): Northstowe Support Partnership.*

d) *Thu 11th Jul. '24, 15:30 – 16:30 (in person): Pavilion Board.*

e) *Wed 17th Jul. '24, 17:45 – 18:45 (in person): Faith Strategy Group.*

f) *Thu 18th Jul. '24, 11:30 – 12:30 (virtual): Northstowe Delivery Group.*

g) *Thu 18th Jul. '24, 19:30 – 20:30 (virtual): Plastic Free Steering Group (Sustainable Northstowe).*

h) *Mon 22nd Jul. '24, 12:00 – 13:30 (virtual): Northstowe Heritage Stakeholders.*

i) TBC - Wed 24th Jul. '24, 13:00 – 14:30 (in person): Community Centre Board.

Noted. Cllr Bros Sabria mentioned that, in addition, a Northstowe Youth Partnership meeting is also scheduled in.

69/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED

- a) Sat 29th June 2024 – site visit to Letchworth – Cllrs. invited to join. Visit organised by resident I. Hunter in cooperation with U3A. Further Councillors welcome to join.
- b) Mon 15th Jul. 2024, 6:45 – 8:30 - Northstowe Neighbours film premiere event (Northstowe Arts; Homes England and their appointed filmmakers). Personal invitations received by Councillors.
- c) Tue 25th Jun. '24, 13:00 – 13:45 (virtual): Update on Social Value and Engagement Strategy – Henbe on behalf of Homes England.
- d) Meeting to be organised (TBC): Phase 3A, Key Phase 1 Design Code, Tibbalds Planning and Urban Design Ltd on behalf of Homes England

Noted.

70/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)

- a) Sat. 22nd June 2024, 3-8 pm: Midsummer Festival; organisers: Northstowe Hub & Northstowe Arts. Town Councillors to be present at 'Meet Your Councillor' stall
- b) Sat. 31st August 2024: Northstowe Running Festival. Town Councillors' involvement; NTC grant awarded towards costs of event.

Noted.

71/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- Full Council: Tue 23rd July '24 (7-9 pm); The Cabin, Northstowe.
[Final versions of motions & papers to be received by 13/07 at the latest].
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk

Noted.

The meeting was closed at 20:05 pm.

Signed.....

Town Mayor

Date.....