

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the meeting held on Tuesday **24th SEPTEMBER 2024** at The Cabin, Northstowe

Members: 15
Quorum: 5 Members.
Present: 7 Members: Cllr Littlemore (Mayor); Cllr Delip (Deputy-Mayor); Cllr Bros Sabria; Cllr Males; Cllr Oluwasanya; Cllr Owen; Cllr Susarla.
Town Clerk; Market Manager.
6 Members of the public.
Apologies: Cllr Benedicic; Cllr Castelino; Cllr Greef; Cllr Kinnera; Cllr Nikoro; Cllr Panvekar; Cllr Sovago.
Absent: Cllr Mgaidia.

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

96/24-25 APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

Apologies had been received and accepted from: Cllr Benedicic; Cllr Castelino; Cllr Greef; Cllr Kinnera; Cllr Nikoro; Cllr Panvekar; Cllr Sovago. It was noted that apologies had also been received from CCC Member Cllr Thompson and SDCD Ward Members Cllr Warren-Green and Cllr Bygott.

97/24-25 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.*

No interests were declared.

98/24-25 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.*

A resident spoke about issues they believed are wide-spread across the Northstowe development and not necessarily being resolved in time or addressed at all, including: dead trees; overflowing bins; blocked drains; potholes; litter; plastic tubes by the lake side. They mentioned that they felt that reporting by individual residents does not necessarily seem to have the desired effects, and that it would be good to have a single organisation to which residents can report to and which would then deal with all issues; they added that they believed this should be the Town Council. The Chair thanked the resident for their contribution and explained that, considering the complicated ownership and management across Northstowe especially in Phase 1, the Town Council as well as various other organisations are actively involved in a range of partnerships to address recurring and new issues across Northstowe, including on the Phase 1 Open Spaces Management and Maintenance Steering Group, and that many of the issues highlighted are indeed being discussed at such platforms to try and resolve them. The Northstowe Community Forum was also mentioned as a key platform where updates are being provided and where issues can be voiced by residents directly.

- b) *To reconvene the meeting.*

The Chair reconvened the meeting.

99/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

- 1) *To approve the minutes of the 23rd July 2024 Full Council meeting as a true record of the meeting (minutes attached)*

It was proposed by Cllr. Littlemore and seconded by Cllr. Owen and **RESOLVED**, with 4 voting for and 3 abstaining, **to approve the minutes of the 23rd July 2024 Full Council Meeting as a true record of the meeting.**

100/24-25 REPORTS FROM COUNTY AND DISTRICT COUNCIL (Standing Item)

- 1) *To receive a report from Cambridgeshire C.C. Division Member Cllr F. Thompson (reports attached).*
- 2) *To receive a report from South Cambs D.C. Ward Member Cllr. N. Warren-Green (report attached).*
- 3) *To receive a report from South Cambs D.C. Ward Member Cllr. T. Bygott (awaiting report).*

Noted.

It was observed that there had been little engagement from Cllr Bygott with Northstowe Town Council lately and that this was another month without a report received. The **Clerk was tasked** to write to the Member, expressing the Council's concerns with a wish for closer contact with the Town Council going forward.

101/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

A Councillor raised a question, asking about the numbers and 'pace' of applications coming in for the Kickstart Fund and the Community Activation Fund, and whether these have been in line with expectations. M. Stan, present, responded that they would take the question away and respond by email.

102/24-25 NORTHSTOWE DELIVERY GROUP (Standing Item)

No minutes to be shared at this stage; the minutes of the Northstowe Delivery Group meeting held on 18th July 2024 (attended by Cllrs. Littlemore and Owen) are to follow, once approved. NB: N.D.G. meetings scheduled for 15th August and 19th September 2024 were cancelled.

Noted.

103/24-25 KICKSTART FUND PANEL (Standing Item)

1) *To receive paperwork from the Kickstart Fund Panel meeting held on 9th September 2024 (x2 applications, email and panel recommendations shared with Cllrs.).*

2) *To decide on NTC's response to the application & recommendations, and for the clerk to provide feedback to the Kickstart Fund Panel Coordinator.*

The Council discussed both applications and **agreed** that it is supportive of both applications. The **Clerk was tasked** to pass this on to the coordinator for the Kickstart Fund.

104/24-25 NTC STAFF REPORT (Standing Item)

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

The Town Clerk introduced the Market Manager, who started with the Council on 15th August.

There were no questions on the report.

105/24-25 PARKPLAY

Further to Full Council 27th June 2023, item 86/23-24 and Full Council 27th February 2024, item 233/23-24:

1) *To decide to pay ParkPlay a further £5,000 to finance the costs of a ParkPlay Leader for another further year of weekly ParkPlay sessions (data on attendees and demographics location data, and email obtained from ParkPlay Leader; information from ParkPlay - shared with Cllrs.).*

NB: The ParkPlay Leader for the Northstowe-Longstanton ParkPlay is intending to be present at the meeting to answer any further questions.

The Council discussed the proposals, and the ParkPlay Leader, present, answered questions and filled in on further details. Some concerns were raised about the general low numbers for many of the sessions held, and Councillors wished to learn more what has been working and what not so well. It was queried whether experience from more established ParkPlays could be useful, and what ParkPlay might be able to do further to support. The Council learned from the Park Play Leader that a lot of input is needed at an ongoing basis to keep the momentum of ParkPlay going, and that it has proven difficult to attract more people to volunteer alongside the Park Play Leader. In response to a question whether feedback has been sought from residents why they do or do not attend ParkPlay, the ParkPlay Leader responded that this has not yet been done but that a lot of other avenues for engagement have been tried including through local schools. In this, it was also suggested that more promotional support could be sought through the work of the SCDC Community Development Officers.

There was **consensus** that, partly due to a hiatus around the time of handover from the first ParkPlay Leader to the current one, the sessions have not been able to take off as hoped for and that more time may be needed to try and make it work. It was agreed that evidence needs to be collected from the community around engagement and that more significant engagement/attendance needs to be seen with ParkPlay by the time this gets back to the Council for further decision-making on future continuation; in this,

it is to be important that there is not a focus on just attendance numbers – with consistently good numbers of attendees to be noticeable after a while - but that other benefits are also to be measured along the way and reported on, so that the Town Council will be in a position to make a more balanced decision next year whether or not it would continue its financial support. The **Clerk was tasked** to provide the ParkPlay Leader and ParkPlay with this information.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, 6 for and 1 abstention, **to pay ParkPlay a further £5,000 to finance the costs of a ParkPlay Leader for another further year of weekly ParkPlay sessions.**

106/24-25 FUNDING APPROVAL FOR COMMUNITY LOUNGE

Further to Full Council 31st October 2023, item 154/23-24:

1) *To receive an update from the Community Lounge Working Group on development since the Full Council meeting in Oct. 2023.*

Cllr Delip provided an update. She highlighted that a grant offer from Cambridgeshire ACRE for the next year had not yet been received but is expected soon. She proposed that the Town Council approves the funding needed to secure continuation of the Community Lounge sessions beyond October.

2) *To approve funding of £2,370 for Community Lounge venue booking, refreshments and activities for the period 1-Nov-2024 to 31-Oct-2025 (Motion paper and budget attached).*

Several Councillors highlighted the success of the Community Lounge and that it can be seen as good value for money considering the relatively low costs per session and the consistent, good numbers of attendees of around 15-20 most weeks.

It was pointed out that the spreadsheet shared with the Council contained an error in it and should be £2,010 in total instead of £2,370; the **RFO was tasked** to check this.

It was proposed by Cllr Littlemore, seconded by Cllr Bros Sabría and **RESOLVED**, unanimously, **to approve funding of up to £2,370 for Community Lounge venue booking, refreshments and activities for the period 1-Nov-2024 to 31-Oct-2025.**

107/24-25 HR CONSULTANCY SUPPORT SERVICES

Further to Personnel Committee, 10th September 2024, item 23/24-25:

1) *To receive information about HR consultancies, with quotes for: HR advice, including legal; development and maintenance of HR handbook and policies and recruitment documentation; training and online system management options (motion paper and comparison report; quotes and associated documents shared with Cllrs.).*

2) *To consider the recommendation from the Personnel Committee and to decide to get into contract with the recommended company for HR Consultancy Support Services.*

The information and options presented were discussed, with both the Clerk and members of the Personnel Committee filling in details and answering questions. There was consensus that it would be useful for the Council to move into a contract with a company for HR consultancy support services. There was discussion around the need to, at some stage in the near future, move to external payroll services as well; it was queried whether the payroll service provider recommended by the Personnel Committee would also be compatible and can be integrated with a payroll solution in the future.

It was proposed by Cllr Littlemore, seconded by Cllr Bros Sabría and **RESOLVED**, unanimously, **to amend the motion to read: ‘to decide to get into contract with the company WorkNest for HR Consultancy Support Services, subject to an understanding that there is a feasible option to integrate or make this compatible with a payroll solution.** The **Clerk was tasked** to contact the company and discuss this matter with them.

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

108/24-25 NORTHSTOWE MARKET - DELIVERY MODEL CHANGES

Further to Full Council meeting 28th May 2024, item 43/24-25 (2):

1) *To receive an overview of changes proposed to the delivery model for the monthly market (spreadsheet with motion paper and leaflet attached).*

2) *To approve the changes as proposed.*

NB: the Town Council's Market Manager is intending to be present at the meeting to answer any further questions.

The Market Manager summarised the proposals for market management changes and answered various questions from Councillors. Some questions were raised and answered around: wind speed restrictions changes in the Terms and Conditions; footfall figures; additional activities. There was also a discussion around the new leaflet proposals; the **Market Manager was tasked** to take on the comments and pass a new version by Councillors, before the leaflet is finalised. Several Councillors expressed their support for the changes proposed.

It was proposed by Cllr Littlemore, seconded by Cllr Oluwasanya and **RESOLVED**, unanimously, to **approve all changes proposed to the delivery model for the monthly market.**

109/24-25 NAMING OF PERMANENT COMMUNITY CENTRE

1) *To consider names for the Permanent Community Centre (papers shared with Cllrs.)*

2) *To provide feedback on the names already suggested.*

There was considerable discussion with each Councillor proposing their preferred name.

3) *To decide on a further name to be passed onto the SCDC Communities Team, for their consideration to add to the names which residents can select from as part of the current naming consultation.*

Following a repeated voting system in which several names were proposed, eventually there were two names left ('The Unity Centre' and 'The Fairway Centre') on which a final vote was taken. A **decision** was made, with the final vote being: 4 for 'The Unity Centre' and 3 for 'The Fairway Centre'; the **Clerk was tasked** to let the District Council know of the Town Council's preferred name of 'The Unity Centre' for the Permanent Community Centre.

110/24-25 RECRUITMENT OF ASSETS & ESTATES MANAGER – REVIEW POINT

Further to Full Council meeting 23rd July 2024, item 83/24-25 and Personnel Committee 10th September 2024, item 83/24-25:

1) *To receive an update from the Clerk on recruitment processes to date (updated timeline for recruitment shared with Cllrs.).*

The Clerk provided an update on the recruitment processes to date for the new Assets and Estates Manager position.

111/24-25 COMMITTEE MEMBERSHIP

1) *For a Councillor to come forward to join the Personnel Committee, and to allocate the Councillor to that committee.*

No Councillor came forward. The **Clerk was tasked** to send an email to all Councillors and put this item back on the agenda of next month's Full Council meeting if a Councillor comes forward.

Cllr Oluwasanya left the meeting at 19:40 pm.

112/24-25 SOCIAL VALUE AND ENGAGEMENT STEERING GROUP / HOMES ENGLAND

Further to Full Council meeting 23rd July 2024, item 86/24-25:

1) *To allocate (a) Councillor(s) to the Social Value and Engagement Strategy Steering Group, managed by Homes England. NB: next meeting: TBC - Tue. 17th Dec. '24, 14:00-16:00 (virtual & in person TBC).*

NB: information from first Steering Group meeting held on 17th September 2024 shared with Cllrs.).

Cllr Bros Sabria mentioned that she had attended the first Social Value and Engagement Steering Group meeting held on 17th September and indicated that she would be happy to continue on this Steering Group as Town Council representative.

Following a discussion, the **Clerk was tasked** to get back to the consultant from Henbe, working for Homes England, to suggest that a rota is to be established for chairing the meetings going forward; with this, the Clerk was to also raise a question what is expected in terms of chairing, whether this is chairing of the meetings only or whether there may also be an assumption that the Chair also manages agendas and minutes or whether those tasks are already covered.

It was proposed by Cllr Littlemore, seconded by Cllr Bros Sabría and **RESOLVED**, unanimously, to **allocate Councillor Bros Sabría to the Social Value and Engagement Strategy Steering Group.**

Cllr Oluwasanya returned to the meeting at 19:44 pm.

113/24-25 NORTHSTOWE SPORTS AND WELLBEING

Motion from Cllr Delip

- 1) *For the Town Council to consider having a formal representation at the Northstowe Sports and Wellbeing Committee.*
- 2) *To appoint a Councillor to represent the Town Council at the Northstowe Sports and Wellbeing Committee.*

Following a discussion around several related items, it became clear that there is as yet clarity to be received from the Northstowe Sports and Wellbeing Committee whether and how the group wishes to have Northstowe Town Council formally represented at their Committee.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, to **defer this agenda item to a future Council meeting.**

114/24-25 STEWARDSHIP SOLUTIONS / HOMES ENGLAND

Further to Full Council meeting 23rd July 2024, item 87/24-25:

- 1) *To receive information from Community Stewardship Solutions (on behalf of Homes England): presentation and summary document on the stewardship proposals for Northstowe (confidential information shared with Cllrs.).*

There were general observations made that the direction of the proposals to date for future stewardship options is generally favoured by Town Councillors.

- 2) *To allocate (a) Councillor(s) to represent the Town Council in further discussions with the consultancy to support their work in finalising their report for Homes England (dates for meeting proposed – see email shared with Cllrs.).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, to **appoint Cllr Benedicic and Cllr Owen to represent the Town Council in further discussions with the consultancy Community Stewardship Solutions, to support their work in finalising their report for Homes England.**

115/24-25 ITEMS FOR INFORMATION

- 1) *Report: 'Northstowe Groundwater Level Baseline Summary Report Update', Baseline Summary report. Dated July 2024. Shared by Homes England with NTC (report shared with Cllrs.).*

Noted.

- 2) *Letter received from the Local Bridleway Association, received on 8th September 2024 (email and letter shared with Cllrs.).*

In a discussion it was mentioned that the issues raised in this letter had also been discussed at the recent Phase 1 Open Spaces Steering Group meeting. Taking on board the various comments raised by Councillors in response to the various items in the letter, the **Clerk was tasked** to look into the items further, liaise with third parties where needed, and respond back to the Local Bridleway Association.

116/24-25 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) *Personnel Committee, 10th September 2024 (minutes to follow).*
- b) *Finance and Governance Committee, 17th September 2024 (minutes to follow). NB: This meeting was not quorate.*
- c) *Planning Committee, 17th September 2024 (minutes to follow). NB: This meeting was not quorate.*

Noted.

117/24-25 WORKING GROUPS (Standing Item)

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

- a) Community Lounge Working Group.
- b) Asset Transfer Opportunities Working Group.
- c) Road Safety Working Group.

No updates provided; noted.

118/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 12th Jun. '24: Northstowe Community Networkers – no NTC representation (minutes attached).
- b) 25th Jun. '24: Northstowe Open Spaces & Landscape Steering Group – attended by Cllr Sovago (minutes attached).
- c) 26th Jun. '24: Community Centre Board – attended by the Clerk (minutes shared with Cllrs).
- d) 11th Jul. '24: Pavilion Board – attended by the Clerk (minutes shared with Cllrs).
- e) 17th Jul. '24: Faith Strategy Group – attended by Cllrs. Kinnera and Susarla (minutes attached).
- f) 18th Jul. '24: Northstowe Delivery Group – attended by Cllrs Littlemore and Owen.
- g) 23rd Jul. '24: Northstowe Open Spaces & Landscape Steering Group – attended by Cllr Littlemore (minutes attached).
- h) 29th Jul. '24: Quarterly Parish/Town Council meeting, Homes England – attended by Cllr Littlemore and Clerk (minutes attached)
- i) 15th Aug. '24: Plastic Free Steering Group (Sustainable Northstowe).
- j) 27th Aug. '24: Northstowe Open Spaces & Landscape Steering Group – no NTC representation.
- k) 28th Aug. '24: Northstowe & Longstanton Heritage Stakeholder Group meeting – no NTC representation (notes attached; other documents from meeting shared with Cllrs.).
- l) 3rd Sep. '24: Faith Strategy Group – attended by Cllrs. Delip and Susarla.
- m) 4th Sep. '24: Community Centre Board – attended by Clerk.
- n) 4th Sep. '24: Northstowe Community Networkers – attended by Deputy Clerk.
- o) 5th Sep. '24: Pavilion Management Board – attended by Clerk.
- p) 10th Sep. '24: Cabinet / Parish Council Liaison Meeting.
- q) 17th Sep. 2024: Social Value Steering Group (Homes England) – attended by Cllr Bros Sabria.
- r) 19th Sep. '24: Northstowe Delivery Group. CANCELLED
- s) 19th Sep. '24: Northstowe Support Partnership – no NTC representation.
- t) 19th Sep. '24: Plastic Free Steering Group (Sustainable Northstowe).
- u) 19th Sep. '24: Joint Parish Forum; Greater Cambridge Planning.

Noted. Cllr Oluwasanya added that she had been able to join the Plastic Free Steering Group meeting held on 19th September. Cllr Bros Sabria added that there has also been a meeting of the Northstowe Youth Partnership held, not listed in above, and filled in on discussions held at that meeting.

119/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- a) Tue. 24th Sep. 2024, 12:00 – 13:15 (virtual): Northstowe Open Space and Landscape Steering Group.
- b) Thu. 3rd Oct. '24, 11:30 – 13:30 (in person & virtual): Northstowe Quarterly Meetings/ Homes England.
- c) Thu. 17th Oct. '24, 11:30-12:30 (virtual): Northstowe Delivery Group.
- v) Thu 17th Oct. '24, 19:30-20:30 (virtual): Plastic Free Steering Group (Sustainable Northstowe).
- d) Tue. 22nd Oct. 2024, 12:00 – 13:15 (virtual): Northstowe Open Space and Landscape Steering Group.
- e) Mon. 28th Oct. '24, 12:00 – 13:30 (virtual): Northstowe & Longstanton Heritage Stakeholder Group Quarterly Meeting.
- f) TBC - Tue. 17th Dec. '24, 14:00-16:00 (virtual & in person TBC), Social Value Steering Group.

Noted.

120/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED – PAST ONES AND UPCOMING

- a) Fri. 26th July 2024, 12:00 – 13:30 (virtual): Phase 3A meeting Key phase 1 Design Code, WITH Tibbalds (on behalf of Homes England).
- b) Sat. 28th Sep. 2024: Site visit to Letchworth Garden City, organised by resident I. Hunter in cooperation with the Curator of the International Garden Cities Museum.

- c) *Fri. 4th Oct. 2024, 12 noon: online meeting with Community Stewardship Solutions (CSS), re: NTC input into finalising Stewardship and Placemaking Strategy for Homes England.*
- d) *Sat. 5th October 9:30AM – 3:30PM: Engaging New and Emerging Communities conference (SCDC/CCC/Cambridge City); at Storey’s Field Centre in Eddington, Cambridge.*
- e) *Wed. 4th Dec. '24: Northstowe Community Forum, Pavilion.*
- f) *Date TBC – meeting with Town re: Co-Housing plans.*

Noted. In addition, it was noted that there is to be a public consultation opportunity from Capital & Centric, to be held on 19th October at Tap and Social. The **Clerk was tasked** to pass on information about this event to the Councillors.

121/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)

- a) *Sun. 10th November: Remembrance Sunday – Bug Hunter Waters.*
- b) *Sat 23rd Nov. 2024: Light Up Northstowe: Led by Northstowe Arts. Town Council involvement; NTC grant awarded to Northstowe Arts CIC towards costs of event.*

Noted.

122/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- *Full Council: Tue 22nd October 2024 (7-9 pm); The Cabin, Northstowe.
[Final versions of motions & papers to be received by 12/10 at the latest].*
- *For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk*

Noted.

The meeting was closed at 21.03 pm.

Signed.....

Town Mayor

Date.....