

To all Members of Northstowe Town Council: You are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below:

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

Tuesday 28th JANUARY 2025, 7 - 9 PM

The Cabin, Northstowe (1, The Green; Pathfinder Way; Northstowe CB24 1FD. Assembly Room 2)

Signed: *Mark Nokkert* *23rd January 2025*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council
townclerk@northstowetowncouncil.gov.uk 077245 88949

We always welcome members of the public or press to any of our Council meetings.

If you wish to make use of our 'Public Participation' item, please request a speaking slot with the Clerk before the meeting [you may speak for up to 3 minutes in total, in relation to any item(s) on this agenda].

MEMBERS: 12 (Seats: 15)

QUORUM: 5 Members

AGENDA

195/24-25 APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

196/24-25 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.

197/24-25 PUBLIC PARTICIPATION (Standing Item)

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 (for up to 15 minutes in total; maximum 3 minutes per person).

198/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETING(S) (Standing item)

- 1) To approve the 26th November 2024 Full Council meeting minutes as a true record of the meeting ([attached](#)).
- 2) To approve the 17th December 2024 Full Council meeting minutes as a true record of the meeting ([attached](#)).

199/24-25 REPORTS FROM COUNTY AND DISTRICT COUNCIL MEMBERS (Standing Item)

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

200/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

- 1) To receive a report from South Cambs D.C.'s Northstowe Community Development Officers ([attached](#)).

201/24-25 NORTHSTOWE DELIVERY GROUP (Standing Item)

Item deferred from Full Council meeting 17th December 2024, item 181/24-25:

- 1) To receive minutes of the Northstowe Delivery Group meeting held on 14th November 2024 ([shared with Cllrs.](#)).

202/24-25 KICKSTART FUND PANEL (Standing Item)

No Kickstart Fund Panel meeting has been held recently.

203/24-25 NTC STAFF REPORT (Standing Item)

- 1) To receive a report from the Clerk on NTC staff activities (period: Dec. 2024) ([attached](#) – *NB: to follow shortly*).

204/24-25 CO-OPTION OF TOWN COUNCILLORS

Further to Full Council meeting 17th December 2024, item 186/24-25(3):

- 1) To receive a report with information obtained from written applications received from prospective candidates for the office of Town Councillor (motion paper and report [attached](#)).
- 2) To receive presentations (max. 2 mins. each) from prospective candidates who are present at the meeting, setting out why they wish to join the Town Council and how they see themselves adding value to the Town Council's work with and for the community. *NB: All eligible candidates have been invited to join this meeting.*

- 3) To vote on co-option for Councillors, to fill the existing three vacancies, in accordance with the Town Council's Co-Option Policy. *It is recommended that voting is carried out using ballot papers (at Chair's discretion).*
- 4) For candidates voted in and, if present and having accepted the Council's position offer, to be invited by the Chair to join the remainder of the meeting as Town Councillor.

205/24-25 BUDGET FINANCIAL YEAR 2025-2026

Item includes decision-items deferred from Finance and Governance Committee meeting 21st January 2025; NB: The budget proposals have been updated following latest recommendations by the Finance and Governance Committee on 21st January 2025:

- 1) To receive the notification of Parish precept consultation (shared with Cllrs).
- 2) To receive from the RFO an updated draft budget for the Town Council, for the financial year 2025-2026 (shared with Cllrs).

NB: Relevant, background information has also been shared with Cllrs for the Council's consideration: Paperwork from the 14th January 2025 Personnel Committee meeting (updated 5-year staffing plan proposals; staffing changes proposed for 25-26). A draft version of related financial projections for management of the Unity Centre was previously shared with Cllrs for the 21st January 2025 Finance & Governance Committee – final versions of this information is shared with Cllrs as part of item 206/24-25.

- 3) To consider the draft budget, including Earmarked Reserves and General Reserve.
- 4) To discuss, and consider setting, a draft Precept.
- 5) To decide on a budget.
- 6) To decide on a Precept.
- 7) To approve a budget, precept, Earmarked Reserves and General Reserve for the financial year 2025-2026.

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 sensitive and/or commercial nature of business to be discussed under item 206/24-25.

206/24-25 BUSINESS PLAN FOR UNITY CENTRE

Further to Full Council meeting 26th November 2024, item 164/24-25:

- 1) To receive a business plan for a potential Town Council management of the Unity Centre (business plan with two associated spreadsheets detailing financial projections and other considerations shared with Cllrs).
- 2) To discuss the findings and recommendations in the business plan.
- 3) To decide to submit the business plan, together with any further information South Cambridgeshire District Council may need (awaiting further details) to South Cambridgeshire District Council, for their consideration.

To resolve to end the closed session.

207/24-25 IT SUPPORT SERVICES

Further to Full Council meeting 17th December 2024, item 184/24-25:

- 1) To decide on additional IT support services delivery, of a total of £576.00 (inclusive of VAT) for Windows Pro upgrades for all current staff laptops (shared with Cllrs).

208/24-25 INDEMNITY AGREEMENT FOR S106 TOWN BOARD CONTRIBUTION (4TH TRANCHE).

- 1) To receive an Indemnity Agreement from South Cambridgeshire District Council, regarding the fourth (and final) instalment of the Phase 2 S106 Town Board Contributions: a total of £11,652.84, to come to the Town Council (shared with Cllrs).
- 2) To decide to accept the contribution, and to allocate two Councillors to sign the document.

209/24-25 LETTERS TO PHASE 1 MASTER DEVELOPER AND RESIDENTS ON CYCLE LANES

- 1) To receive a report on the issues around unfinished cycle lanes and parking in cycle lanes (attached).
- 2) To agree to undersign a letter to the master developer of Phase 1 Urban & Civic requesting the finalisation of cycle lanes giving priority to route to Northstowe Learning Community (attached).
- 3) To agree to undersign a letter asking residents in Stirling Road, Eagle Way and Wellington Road to refrain from parking in future cycle lanes.

210/24-25 ASSET TRANSFER WORKING GROUP

- 1) To decide to close down the Asset Transfer Working Group, considering the recent employment of the Council's Assets & Estates Manager.

211/24-25 OFFER OF MEETING IN ADVANCE OF RESERVED MATTER APPLICATION

- 1) To receive an email from developer re: plans for reserved matter application re: 20/05398/OUT, with offer for a consultation with the Town Council (attached).
- 2) To consider the offer, and for Councillors to come forward for a meeting to be arranged to this end with the developers.

212/24-25 EXTERNAL PARTNERSHIPS – STAFF ALLOCATION

- 1) To agree for the Assets & Estates Manager to join the Social Value Steering Group and its sub-group the Meanwhile Use Delivery Group [*Further to Full Council meeting 24th September 2024, item 112/24-25*].
- 2) To agree for the Assets & Estates Manager to join the Northstowe Delivery Group instead of the Town Clerk, with the Town Clerk remaining in reserves [*Further to Full Council meeting 28th May 2024, item 31/24-25*].

213/24-25 ITEMS FOR INFORMATION / UPDATES ON ONGOING WORK & ACTIONS

Further to recommendations from the Personnel Committee at meeting on 14th January 2025, item 37/24-25(1)(2):

- 1) To receive an updated Job Description for the Deputy Clerk, and to approve these changes (shared with Cllrs.).
NB: proposed changes as a result of Market Manager now in place.
- 2) To receive an updated Job Description for the Town Clerk, and to approve these changes (shared with Cllrs.). *NB: proposed changes as a result of Assets & Estates Manager now in place.*

214/24-25 ITEMS FOR INFORMATION / UPDATES ON ONGOING WORK & ACTIONS

- a) To receive an updated Risk Assessment for the Northstowe market [*following a series of changes made to the market delivery since March 2024*].

215/24-25 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Finance and Governance Committee, 10th December 2024 (draft minutes attached).
- b) Planning Committee, 10th December 2024 (finalised minutes attached).

NB: Minutes of the 10th January 2025 Personnel Committee meeting, the 21st January 2025 Finance & Governance Committee meeting and the 21st January 2025 Planning Committee meeting are to follow.

216/24-25 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.

217/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 26th Nov. 2024: Northstowe Open Space and Landscape Steering Group (attended by Cllr Mgaidia; Assets & Estates Manager) (minutes attached).
- b) 4th Dec. 2024: Cabin Management Board (attended by Clerk; Assets & Estates Manager) (minutes shared with Cllrs).
- c) 5th Dec. 2024: Western Park Pavilion Management Board (attended by Clerk) (minutes shared with Cllrs).
- d) 12th Dec. 2024: Northstowe Delivery Group (attended by Cllr Littlemore) (minutes to follow).
- e) 17th Dec. 2024: Social Value Steering Group (attended by Cllr Bros Sabria) (notes shared with Cllrs).
- f) 17th Dec. 2024: Phase 1 Northstowe Open Space and Landscape Steering Group (attended by Assets & Estates Manager) (minutes to follow).
- g) 8th Jan. 2025: Northstowe Community Networkers (attended by Deputy Clerk) (minutes to follow).
- h) 9th Jan. 2025: Northstowe Town Hub Steering Group (attended by Town Clerk) (minutes to follow).
- i) 14th Jan. 2025: Northstowe Youth Partnership (attended by Cllr Bros Sabria).
- j) 15th Jan. 2025: Meanwhile Use Delivery Group (attended by Assets & Estates Manager).
- k) 16th Jan. 2025: Northstowe Quarterly Meetings/ Homes England (minutes to follow).
- l) 23rd Jan. 2025: Northstowe Delivery Group (minutes to follow).
- m) 23rd Jan. 2025: Northstowe Support Partnership (no NTC representation).
- n) 27th Jan. 2025: Northstowe & Longstanton Heritage Stakeholder Group.
- o) 28th Jan. 2025: Phase 1 Northstowe Open Space and Landscape Steering Group.

218/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- a) Wed. 12th Feb. 2025, 19:00 – 20:30 (in person): Northstowe Community Networkers.

- b) Tue 25th Feb. 2025, 12:00 – 13:00 (virtual): Phase 1 Northstowe Open Space and Landscape Steering Group.
- c) Thu 27th Feb. 2025, 12:00 – 13:00 (virtual): Northstowe Delivery Group.
- d) Tue 4th Mar. 2025, 10:00 – 11:00 (virtual): Northstowe Youth Partnership.
- e) Wed 5th Mar. 2025, 13:00 – 14:00 (in person): Cabin Management Board.
- f) Thu 6th Mar. 2025, 16:00 – 17:00 (in person): Pavilion Management Board

219/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED (Standing Item)

- a) 27th Jan. 2025, 3-4 pm (virtual): E-Scooter Expansion - Online Briefing and Q&A - Northstowe and Oakington (email shared previously with Cllrs.).
- b) 29th Jan. 2025, Voi warehouse tour, 12 -13 (in person) (email shared previously with Cllrs.).
- c) 5th Mar. 2025, 19:00 – 21:00 (in person/virtual): Northstowe Community Forum.
- d) 3rd Apr. 2025, 14:30 – 16:30 (in person/virtual): Northstowe Quarterly Meetings/ Homes England.

220/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)

N/A

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 sensitive and/or commercial nature of business to be discussed under item 22124-25.

221/24-25 PERFORMANCE-RELATED STAFF WAGE INCREASE

Further to recommendation from Personnel Committee at meeting on 14th January 2025, item 36/24-25(2):

- 1) To receive a report on the Annual Performance Review meeting (for period Oct 2023 – Sep 2024), held on 8th October 2024 between the Chair of the Personnel Committee and the Town Clerk, and to approve the report (and committee's) recommendation regarding a one spinal point salary increase (shared with Cllrs.).

To resolve to end the closed session.

222/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- Full Council: Tue 25th February 2025 (7-9 pm); The Cabin, Northstowe.
[Final versions of motions & papers to be received by 15/02 at the latest].
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk