

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 25th FEBRUARY 2025, 7 - 9 PM

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

Signed: *Mark Nokkert* *20th February 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: 14 (Seats: 15)

QUORUM: 5 Members

AGENDA

223/24-25 APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

224/24-25 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.

225/24-25 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).

226/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETING(S) (Standing item)

- 1) To approve the 28th January 2025 Full Council meeting minutes as a true record of the meeting (draft [attached](#)).

227/24-25 REPORTS FROM COUNTY AND DISTRICT COUNCIL DIVISION/WARD 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](#)).

228/24-25 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](#)).

229/24-25 NORTHSTOWE DELIVERY GROUP (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meeting held on 12th December 2024 (attended by Cllr Littlemore) ([attached](#); updated ToR [shared with Cllrs](#)).

230/24-25 KICKSTART FUND PANEL (Standing Item)

No Kickstart Fund Panel meeting has been held recently.

231/24-25 NTC STAFF REPORT (Standing Item)

- 1) To receive a report from the Clerk on NTC staff activities (period: Jan 2025) ([to follow shortly](#)).

232/24-25 TOWN COUNCILLOR VACANCY/ CO-OPTION

- 1) *For Information:* One Town Councillor vacancy has arisen on 24th January 2024, as a result of legal disqualification under the 'six-month rule'. [Co-option procedures](#) were instigated for all new vacancies.
- 2) [As there has been no call for an election from the electorate within the statutory timelines] To decide to intend to fill the vacant Member seat by co-option at the next Full Council meeting.

233/24-25 INDEMNITY AGREEMENT FOR S106 TOWN BOARD CONTRIBUTION (4TH TRANCHE).

Item deferred from Full Council meeting 28th January 2025, item 208/24-25:

- 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.

234/24-25 IT SUPPORT SERVICES

Item deferred from Full Council meeting 28th January 2025, item 207/24-25:

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.).

235/24-25 LETTERS TO PHASE 1 MASTER DEVELOPER AND RESIDENTS ON CYCLE LANES

Item deferred from Full Council meeting 28th January 2025, item 209/24-25:

- 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.

236/24-25 OFFER OF MEETING IN ADVANCE OF RESERVED MATTER APPLICATION

Item deferred from Full Council meeting 28th January 2025, item 211/24-25:

- 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.

237/24-25 POLICIES & PROTOCOLS

Items recommended by Finance & Governance Committee 18th Feb. 2025, item 94/24-25, for adoption by the Council:

- 1) To adopt a Data Breach Response Policy (draft attached).
- 2) To adopt a Data Breach Register Template (draft attached).
- 3) To adopt a Data Subject Consent Form (draft attached).
- 4) To adopt an End-of-Grant Project Report Form (draft attached).

238/24-25 CONSULTATIONS

Item deferred from Planning Committee 18th Feb. 2025, item 78/24-25(a):

- a) To decide to submit a consultation submission proposal as prepared by the Planning Committee regarding the following consultation: UK Government - Public Consultation on Strengthening Standards and conduct framework - Strengthening the standards and conduct framework for local authorities in England - GOV.UK.
Deadline for consultation responses: 26 February 2025. (shared with Cllrs.)

239/24-25 TENDERING FOR MAINTENANCE OF B1050 VERGES

Further to Full Council 27th Feb. 2024, item 236/23-24 and Full Council 26th March 2024, item 262/23-24:

- 1) To receive an updated tendering document for the maintenance of the verges within the parish of Northstowe alongside the B1050 in 2025, 2026 and 2027 (shared with Cllrs.).
- 2) To agree to go out to tender, using the invitation to tender document, with the intention to award a contract at the next Full Council meeting.

240/24-25 PARKPLAY BANNERS

Further to Full Council 22nd October 2024, item 140/24-25 and Full Council 17th December 2024, item 187/24-25:

- 1) To receive an updated proposal for banners and associated marketing materials for ParkPlay, and to (retrospectively) approve this proposal and payment for the costs (email as previously sent shared with Cllrs.).

241/24-25 MOBILE FOOD HUB

Further to Full Council 25th June 2024, item 60/24-25 and Full Council 23rd July 2024, item 81/24-25:

- 1) To receive data from Hope CIC following the end of the six month trial for the Northstowe Mobile Food Hub (data and other information shared with Cllrs.).
- 2) To decide to extend beyond the initial six-month trial and to decide on the duration of the extension.

242/24-25 CONSOLIDATION OF THE FINANCE AND GOVERNANCE AND PLANNING COMMITTEES

- 1) To consider a proposal to consolidate the Finance and Governance Committee and Planning Committee into a single monthly meeting at the start of the next civic year (attached).
- 2) To task the Clerk to update the Council's Standing Orders and Scheme of Delegation as per the recommendations in Annex A, replace the Terms of Reference with the Draft recommendation in Appendix B and prepare new Financial Regulations based off the latest model for presentation at the Annual Meeting of the Town Council.

243/24-25 ASSET TRANSFER WORKING GROUP

Item deferred from Full Council meeting 28th January 2025, item 210/24-25:

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

244/24-25 ALLOCATION OF CLLRS. TO COMMITTEES, WORKING GROUPS & EXTERNAL PARTNERSHIPS

- 1) To appoint Cllr Hodgson to the Personnel Committee;
- 2) To appoint Cllr Birr-Pixton to the Planning Committee;
- 3) To appoint Cllr Hodgson as Councillor Lead on the Community Lounge Working Group;
- 4) To appoint Cllr Hodgson to represent Northstowe Town Council at the Northstowe Support Partnership;
- 5) To appoint Cllr Hodgson to represent Northstowe Town Council on Northstowe Community Networkers.
- 6) To appoint any other Councillor to fill any of the remaining vacancies on Council Committees, Working Groups and External Partnerships.

245/24-25 EXTERNAL PARTNERSHIPS – STAFF ALLOCATION

Item deferred from Full Council meeting 28th January 2025, item 212/24-25:

- 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*].

246/24-25 UPDATES ON ONGOING WORK & ACTIONS/ ITEMS FOR INFORMATION

Includes items deferred from Full Council meeting 28th January 2025, items 213 & 214/24-25:

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.

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

- 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.*
- 3) To receive an updated Risk Assessment for the Northstowe market [following a series of changes made to the market delivery since March 2024].
- 4) Update from the Clerk on progress on implementation of the WorkNest HR Consultancy work.
- 5) Update from the Clerk on progress on implementation of the Cloudy IT system changes.
- 6) Email from the Combined Authority, received 19th Feb. 2025, regarding locations for parking hubs for the Voi e-scooter scheme extension, with request for feedback on parking hub locations proposed (email attached.)
- 7) Email from Northstowe Arts, received 12th Feb. 2025, regarding plans for Midsummer Festival on 21st June 2025, with request to feed into plans.

247/24-25 COMMITTEE MEETINGS (Standing Item)

Includes items deferred from Full Council meeting 28th January 2025, item 215/24-25:

To receive minutes from the following committee meetings held:

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

NB: Minutes of the 10th Jan. 2025 Personnel Committee; 21st Jan. 2025 Finance & Governance Committee; 21st Jan. 2025 Planning Committee; 18th Feb. Finance & Governance; and 18th Feb. Planning Committee are to follow.

248/24-25 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.

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.

249/24-25 BUSINESS PLAN FOR UNITY CENTRE

Deferred from Full Council 28th January 2025, item 206/24-25:

1) To receive an updated Initial Business Plan for Town Council management of the Unity Centre.

The following documents are shared with Cllrs.:

- Updated Initial Business Plan;
 - X2 spreadsheets detailing financial projections and other considerations;
 - Document setting out how Town Council comments have been addressed to date;
 - Letter from SCDC, 19th Feb. 2025, setting out SCDC's expectations for 'the Initial Business Plan' and how this would trigger the asset transfer process.
- 2) To discuss the updated Business Plan and associated documents.
- 3) To decide to submit the draft Initial Business Plan to South Cambs D.C., in order to begin the process of asset transfer negotiations, with the intention to then prepare a final submission, to be discussed and decided on by Full Council, for formal submission to SCDC thereafter.

250/24-25 VAT LEGAL ADVICE

- 1) To decide to seek legal advice from a solicitor firm, to understand the implications of VAT for taking on the Unity Centre;
- 2) To task the Assets & Estates Manager / Town Clerk to seek a best value quote from a suitable solicitor firm and commission this work as soon as possible.

251/24-25 MARKET MANAGEMENT

- 1) For information: Notification of resignation of Market Manager (last working day normally being 10th March 2025).
- 2) To consider possibilities for continuation, or otherwise, of market delivery model.

252/24-25 PERFORMANCE-RELATED WAGE INCREASE

Item deferred from Full Council meeting 28th January 2025, item 221/24-25:

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.

253/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

Includes Items deferred from Full Council meeting 28th January 2025, item 217/24-25:

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

- a) 4th Nov. 2024: Northstowe & Longstanton Heritage Stakeholder Group Quarterly (attended by Clerk) (minutes attached; updated Heritage Strategy shared with Cllrs.).
- b) 26th Nov. 2024: Northstowe Open Space and Landscape Steering Group (attended by Cllr Mgaidia; Assets & Estates Manager) (minutes attached).
- c) 4th Dec. 2024: Cabin Management Board (attended by Clerk; Assets & Estates Manager) (minutes shared with Cllrs).
- d) 5th Dec. 2024: Western Park Pavilion Management Board (attended by Clerk) (minutes shared with Cllrs.).
- 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 and associated reports attached).
- g) 8th Jan. 2025: Northstowe Community Networkers (attended by Deputy Clerk) (minutes attached).
- 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. '25: Northstowe Quarterly Meetings Homes England (no NTC representation) (minutes shared with Cllrs).
- l) 23rd Jan. 2025: Northstowe Delivery Group (minutes to follow).
- m) 23rd Jan. 2025: Northstowe Support Partnership (no NTC representation) (minutes to follow).
- n) 27th Jan. 2025: Northstowe & Longstanton Heritage Stakeholder Group (attended by Clerk) (minutes to follow).

- o) 28th Jan. 2025: Phase 1 Northstowe Open Space and Landscape Steering Group (attended by Assets & Estates Manager) (minutes to follow).
- p) 12th Feb. 2025: Northstowe Community Networkers (attended by Deputy Clerk) (minutes to follow).

254/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

Includes Items deferred from Full Council meeting 28th January 2025, item 217/24-25:

- a) Tue 25th Feb. 2025, 12:00 – 13:00 (virtual): Phase 1 Northstowe Open Space and Landscape Steering Group.
- b) Thu 27th Feb. 2025, 12:00 – 13:00 (virtual): Northstowe Delivery Group.
- c) Tue 4th Mar. 2025, 10:00 – 11:00 (virtual): Northstowe Youth Partnership.
- d) Wed 5th Mar. 2025, 13:00 – 14:00 (in person): Cabin Management Board.
- e) Thu 6th Mar. 2025, 16:00 – 17:00 (in person): Pavilion Management Board
- f) Thu 13th Mar. 2025, 13:00 – 14:00 (virtual): Northstowe Town Hub Steering Group
- g) Thu 20th Mar. 2025, 13:00 – 14:30 (in person): Northstowe Support Partnership
- h) Tue 25th Mar. 2025, 12:00 – 13:00 (virtual): Phase 1 Northstowe Open Space and Landscape Steering Group.
- i) Thu 27th Mar. 2025, 12:00 – 13:00 (virtual): Northstowe Delivery Group
- j) Thu 3rd Apr. 2025, 14:30 – 16:30 (in person/virtual): Northstowe Quarterly Meetings/ Homes England.
- k) Mon 28th Apr. 2025, 12:00 – 13:30 (virtual): Northstowe & Longstanton Heritage Stakeholder Group Quarterly.

255/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED (Standing Item)

Includes Items deferred from Full Council meeting 28th January 2025, item 217/24-25:

- 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.

256/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)

N/A

257/24-25 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