

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 MARCH 2025, 7 - 9 PM

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

Signed: *Mark Nokkert* *20th March 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

258/24-25 APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

259/24-25 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.

260/24-25 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).

261/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETING(S) (Standing item)

- 1) To approve minutes of 25 February 2025 Full Council meeting as a true record of the meeting (*to follow shortly*).

262/24-25 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 ([report to follow](#)).

263/24-25 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](#)).

264/24-25 NORTHSTOWE DELIVERY GROUP (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meetings held on 23rd January 2025 ([attached](#)).

265/24-25 KICKSTART FUND PANEL (Standing Item)

No Kickstart Fund Panel meeting has been held recently.

266/24-25 NTC STAFF REPORT (Standing Item)

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

267/24-25 CO-OPTION FOR TOWN COUNCILLOR VACANCY

- 1) *Further to Full Council 25th February 2025, item 232/24-25(2):*
- 2) 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](#)).
- 3) 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.*
- 4) To vote on co-option for Councillors, to fill the existing one vacancy, 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).*

- 5) For the candidate 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.

268/24-25 UNITY CENTRE PROPOSALS - SUBMISSION TO SCDC

Further to Full Council 28th January 2025, item 206/24-25 and Full Council 25th February 2025, item 249/24-25:

- 1) To receive a short introduction from the Assets & Estates Manager on changes made and proposals shared with Cllrs.
- 2) To receive and discuss a Final Submission Business Plan for Town Council management of the Unity Centre. The following draft documents are shared with Cllrs.:
 - Recommended answers to all questions in online SCDC application 'for the opportunity to manage and maintain the Unity Centre.' (this is the key application document requested by SCDC);
 - Feedback from SCDC on Initial Business Plan submission, received 7th March 2025;
 - Final submission NTC's Business Plan;
 - Spreadsheets linked to Business Plan, detailing financial projections and other considerations;
 - VAT details;
 - A Memorandum of Understanding (for key partner relations);
 - Terms and Conditions (for hirers);
 - Travel & Event Management Plan;
 - Northstowe Town Council Child & Vulnerable Adult Protection Policy;
 - Northstowe Town Council Protection of the Environment Policy;
 - Northstowe Town Council Volunteer Policy.
- 3) To decide to submit the above documents as the final submission to SCDC by its deadline of COP 28th March.

269/24-25 AWARDING CONTRACT FOR MAINTENANCE OF VERGES ALONGSIDE B1050

Further to Full Council 25th February 2025, item 239/24-25:

- 1) To receive tenders for maintenance of the verges within the parish of Northstowe alongside the B1050 in 2025, 2026 and 2027 (original tendering document; tenders received; and summary documentation included in motion paper shared with Cllrs.).
- 2) To decide which company to award the tender to, and to get relevant NTC staff to finalise paperwork to ensure the company can start their work as soon as possible.

270/24-25 ALLOCATION OF CLLRS. TO COMMITTEES, WORKING GROUPS & EXTERNAL PARTNERSHIPS

- 1) To appoint Cllr hunter to the Planning Committee;
- 2) To appoint any other Councillor to fill any of the remaining vacancies on Council Committees, Working Groups and/or External Partnerships.

271/24-25 MARKET MANAGEMENT

Further to Full Council 25th Feb. 2025, item 251/24-25; and deferral to Full Council by Personnel Committee 11th Mar. 2025, item 46/24-25:

- 1) To consider options for market management & delivery going forward, following the resignation of the Market Manager (paper with options to be considered shared with Cllrs.).
- 2) To decide on an option for market management and delivery.
- 3) [Pending outcomes under sub-item 2:] To decide to increase the number of Phoenix staff from one to two of their staff members, temporarily, for the upcoming Northstowe monthly markets (on 6th April; 4th May) [unless another suitable option could be arranged to ensure sufficient capacity to deliver the market on market days properly and safely].

272/24-25 NORTHSTOWE NEWS – REGULAR PAYMENT FOR NTC COLUMNS

Further to Finance and Governance Committee 18th March 2025, item 102/24-25:

- 1) [Recommendation from the Finance and Governance Committee]: For the Town Council to consider Northstowe News' request and provide them with a regular payment of £100 per Northstowe News issue, to support them with their costs which have risen considerably. NB: This amount is in line with the amount the magazine charges private companies for a half-page advert and is also being requested of other regular contributors (emails shared with Cllrs.).

273/24-25 CAPALC/NALC AFFILIATION FEE

- 1) To receive CAPALC/NALC affiliation renewal invite for '24- 25 (for period 1st April 2025 to 31st March 2026 (renewal invite email shared with Cllrs.).

- 2) *[In line with item 20/23-24(3), Full Council 25th April 2023]:* To confirm approval of continuation of CAPALC/NALC affiliation and approval of payment of the affiliation fee, including DPO Membership for '25-26 of £815.41.

274/24-25 NORTHSTOWE COMMUNITY LOUNGE – CAMBRIDGESHIRE ACRE ADDITIONAL GRANT

- 1) To - retrospectively - decide to accept a funding offer from Cambridgeshire ACRE for an additional amount of £500, to support the running of the Northstowe Community Lounge with additional financial support (email and award offer, and Community lounge spending plan shared with Cllrs.).

275/24-25 NABMA MEMBERSHIP RENEWAL

Further to Full Council, 26th March 2024, item 258/23-24:

- 1) To consider discontinuing the annual membership with NABMA. NB: this was recommendation from outgoing Market Manager, as not deemed useful enough.

276/24-25 EXTERNAL PARTNERSHIPS – STAFF ALLOCATION

Item deferred from Full Council 28th Jan. 2025, item 212/24-25 and Full Council 25th Feb. 2025, item 245/24-25:

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

277/24-25 UPDATES ON ONGOING WORK & ACTIONS/ ITEMS FOR INFORMATION

Items deferred from Full Council 28th Jan. 2025, items 213&214/24-25 and Full Council 25th Feb. 2025, item 246/24-25:

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.

278/24-25 COMMITTEE MEETINGS (Standing Item)

Items deferred from Full Council 28th Jan. 2025, item 215/24-25 and Full Council 25th Feb. 2025, item 247/24-25:

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).

- c) Personnel Committee, 10th January 2025 (draft minutes attached).

NB: Minutes of the Finance and Governance Committee and Planning Committee meetings held in Jan, Feb and Mar 2025, as well as extraordinary Personnel committee meeting held in March 2025 are still to follow.

279/24-25 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.

280/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

Items deferred from Full Council 28th Jan. 2025, item 217/24-25 and Full Council 25th Feb. 2025, item 253/24-25:

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 attached).
- p) 12th Feb. 2025: Northstowe Community Networkers (attended by Deputy Clerk) (minutes to follow).
- q) 25th Feb. 2025: Phase 1 Northstowe Open Space and Landscape Steering Group (minutes to follow)
- r) 26th Feb. 2025: Faith Strategy Group meeting (no NTC representation (minutes attached).
- s) 27th Feb. 2025: Northstowe Delivery Group (attended by Cllr Owen and Assets & Estates Manager)
- t) 4th Mar. 2025: Northstowe Youth Partnership ((attended by Cllr Bros Sabria)
- u) 5th Mar. 2025: Cabin Management Board (attended by Assets & Estates Manager) (minutes attached)
- v) 6th Mar. 2025: Pavilion Management Board (attended by Assets & Estates Manager).
- w) 13th Mar. 2025: Northstowe Town Hub Steering Group
- x) 20th Mar. 2025: Northstowe Support Partnership

281/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

Items deferred from Full Council 28th Jan. 2025, item 217/24-25 and Full Council 25th Feb. 2025, item 254/24-25:

- a) Tue 25th Mar. 2025, 12:00 – 13:00 (virtual): Phase 1 Northstowe Open Space and Landscape Steering Group.
- b) Thu 27th Mar. 2025, 12:00 – 13:00 (virtual): Northstowe Delivery Group
- c) Thu 3rd Apr. 2025, 14:30 – 16:30 (in person/virtual): Northstowe Quarterly Meetings/ Homes England.
- d) Mon 28th Apr. 2025, 12:00 – 13:30 (virtual): Northstowe & Longstanton Heritage Stakeholder Group Quarterly.
- e) Wed 28th May 2025, 16:30 - 18:00 (virtual): Parish Forum.

282/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED (Standing Item)

- a) 30th April 2025, 13:00 – 13:45 (online): Town, Co-housing information session.

283/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)

N/A

- a) 6th March 2025: Groundbreaking event for The Unity Centre. Attended by Cllr Littlemore as Town Mayor.
- b) 28th March 2025: RAF Oakington airfield memorial unveiling. Cllr Littlemore, as Town Mayor, invited to join.

284/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- Annual Town Meeting: Tue 29th April 2025, 7-9 pm; The Cabin, Northstowe.
- Annual Meeting of the Town Council: Tue 27th May 2025, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 16/05 at the latest].
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk