

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 (Extraordinary meeting)
Tuesday 22nd APRIL 2025, 7 - 9 PM**

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

Signed: *Mark Nokkert* 15th April 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

01/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

02/25-26/FC 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.

03/25-26/FC 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 (maximum 3 minutes per person; up to 15 minutes in total).

04/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

Deferred from Full Council 25th March 2025, item 261/24-25:

- 1) To approve minutes of 25 Feb. 2025 Full Council meeting as a true record of the meeting (draft minutes attached).
- NB: draft minutes of the 25th March 2025 Full Council meeting are to follow.*

05/25-26/FC 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).

06/25-26/FC NORTHSTOWE DELIVERY GROUP (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meetings held on 27th February 2025 (attached).

07/25-26/FC KICKSTART FUND PANEL (Standing Item)

- 1) To receive paperwork from the Kickstart Fund Panel meeting held on 2nd April 2025 (application 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.

08/25-26/FC TOWN COUNCILLOR VACANCY / CO-OPTION

- 1) *For Information:* D. Greef stepped down as Town Councillor; Co-option procedures have been instigated (on 7th April 2025).
- 2) If the electorate do not call for an election, to agree to fill the vacant Member seat by co-option and to promote the vacancy for nominees to come forward for co-option which is to take place at the next suitable Full Council meeting.

09/25-26/FC ASSET REGISTER

- 1) To receive and adopt an updated Asset Register (attached).

10/25-26/FC INSURANCE RENEWAL

- 1) To receive a renewal quote for Northstowe Town Council, from Hiscox Insurance Company Limited for the period 7th May 2025 to 6th May 2026 (information shared with Cllrs.).

- 2) To approve payment of the insurance premium, as quoted (£855.92).

11/25-26/FC POLICIES

Further to Full Council 25th March 2025, item 268/24-25(2):

- 1) To adopt a Child & Vulnerable Adult Protection Policy (draft attached).
- 2) To adopt a Protection of the Environment Policy (draft attached).
- 3) To adopt a Volunteer Policy (draft attached).

12/25-26/FC UNITY CENTRE BUSINESS PLAN – UPDATE ON SUBMISSION TO SCDC

Further to Full Council 25th March 2025, item 268/24-25:

- 1) Update on SCDC Review: Following the formal submission of the Town Council's Business Plan on 28th March 2025; to receive an update on the SCDC assessment, feedback and decision-making processes, as verbally provided to the Clerk.
- 2) Discussion on Input Option: To discuss how best to provide input into SCDC's queries resulting from their initial panel assessment; update NTC's proposals prior to submission to SCDC's Cabinet decision making (summary report shared with Cllrs).

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 items 13/25-26 – 15/25-26.

13/25-26/FC MARKET MANAGEMENT – MARKET MANAGEMENT SUPPORT

Item includes those deferred at Full Council 25th March 2025, item 271/24-25:

- 1) To receive a brief for market management quotations, as shared with Councillors since the 25th March Full Council meeting (attached).
- 2) To receive quotations from prospective companies as received, and to decide on suitable company to implement the market management support (Quotations and motion paper shared with Cllrs.)
- 3) To decide on an option for market management and delivery.

14/25-26/FC STAFFING MATTERS

Assets and Estates Manager Resignation

- 1) To discuss the recent resignation of the Assets and Estates Manager.
- 2) To decide to arrange an exit interview with the outgoing Assets and Estates Manager and to appoint a Councillor to conduct the interview.
- 3) To decide to re-recruit for an Assets and Estates Manager as soon as possible, using the existing Job Description as a template; and for the Clerk to work with the Personnel Committee to implement this.

Exit Strategy Policy and Exit interview Template

Items deferred at extraordinary Personnel Committee 11th March 2025, item 44/24-25:

- 4) To receive and discuss draft Exit Strategy Policy and draft template for Exit Interviews.
- 5) To adopt the Exit Strategy Policy and Exit Interview template.

Annual Leave request for Town Clerk

Summary report shared with Cllrs.

- 6) Retrospective approval of Town Clerk's annual leave requests.
- 7) To review the current clause regarding holiday requests in the Town Clerk's contract.
- 8) To agree an annual leave policy for the Town Clerk.

15/25-26/FC SECURITY

- 1) To receive an updated Data Breach Register.
- 2) To discuss any issues and mitigation measures.

To resolve to end the closed session.

16/25-26/FC PARKING ON CYCLE LANES – LETTER/ UPDATE

Further to Full Council 25th February 2025, item 235/24-25(2):

- 1) To receive and decide to send out an updated 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).

17/25-26/FC 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, 21st January 2025 (draft minutes attached).
- b) Finance and Governance Committee, 18th February 2025 (draft minutes attached).
- c) Finance and Governance Committee, 18th March 2025 (draft minutes attached).
- d) Planning Committee, 21st January 2025 (draft minutes attached).
- e) Planning Committee, 18th February 2025 (draft minutes attached).

NB: Minutes of the Personnel Committee and Planning Committee meetings held in Mar. 2025 are to follow.

18/25-26/FC MEETINGS WHERE NTC HAS BEEN INVITED (Standing Item)

- a) Wed. 30th April 2025, 13:00 – 13:45 (online): Town, Co-housing information session (meeting link shared with Cllrs.).
- b) Sat. 28th June 2025: Guided tour of Letchworth Garden City; via Cllr Hunter and U3A.

19/25-26/FC DATES OF NEXT 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