

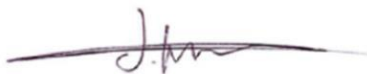
To all Members of the Finance, Governance and Planning Committee, you are hereby *summoned* to attend for the purpose of considering and resolving business to be transacted at the meeting as set out below:

NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE

Tuesday 16th September 2025, 7 – 9 pm

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

Yours sincerely,



Jack Turner BA. Hons. Cert.CilCA.

Locum Town Clerk and RFO.

Jack.turner@northstowetowncouncil.gov.uk

Date of Service: Tuesday 9th September 2025

We welcome members of the public or press to any of our Council meetings. If you wish to make use of the '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: 9: Cllr Owen (Chair); Cllr Littlemore (Vice-Chair); Cllr Benedicic; Cllr Birr-Pixton; Cllr Castelino; Cllr Hughes; Cllr Hunter; Cllr Kinnersa; Cllr Oluwasanya.

QUORUM: 4 Members.

A G E N D A

24/25-26/FGP APOLOGIES (Standing Item)

- 1) To record apologies for absence received prior to the meeting.

25/25-26/FGP DECLARATIONS OF INTEREST (Standing item)

- 1) To declare any pecuniary or personal interest in any items on the agenda.
- 2) To declare any prejudicial interest in any items on the agenda and to inform the Chair if Councillors wish to speak on the matter during public participation.

26/25-26/FGP 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).

27/25-26/FGP MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) To receive draft minutes of the 15th of July 2025 Finance & Governance Committee meeting and to resolve to accept these as a correct record (attached).

28/25/26/FGP CHANGE OF SIGNATURES PROTOCOL

- 1) To approve changes in way Council counter-signs payment authorisations, simplifying the process (motion paper attached). [*Further to FGP meeting 17 June 2025, 11/25-26/FGP(1)*].

29/25-26/FGP FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive Bank Statements for 31st August 2025. (shared with Cllrs).
- ii) To approve, and for the Chair to sign, the Bank Reconciliation for 31st August 2025 (attached).

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments Report, dated to 30th August 2025 (attached).
- ii) To note the VAT return (to end July 2025) has been submitted to HMRC.

3) INCOME

- i) To receive **Supporting document A** for an overview of income received (attached).
- ii) To consider the report for outstanding invoices for the current financial year (attached).
- iii) To consider the motion to write off debts owed to Northstowe Town Council (attached).

4) EXPENDITURE

- i) To approve retrospective and new payments; see **Supporting document A** for payments overview (attached).
- ii) To allocate 2 Councillors to sign paperwork for afore-mentioned payments and to carry out bank authorisation.

[Further to FGP meeting 17 June 2025, 11/25-26/FGP(1)].

30/25-26/FGP PLANNING APPLICATIONS (Standing item)

To consider submitting consultation responses to the following planning applications:

Application details can be accessed via the [South Cambs. Planning Portal](#).

i)	Consultation	<p>25/02539/FUL Land At Wilsons Road Longstanton Cambs. Installation and operation of a solar farm and battery energy storage system (BESS) together with all associated infrastructure, works and equipment, including landscape and ecological enhancement and access for a temporary period of 35 years. The application includes an Environmental Statement. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02539/FUL</p> <p>Consultation deadline: 12th August 2025; extension received for an NTC response until 17th September 2025. (Determination deadline: 17th October 2025).</p>
ii)	Information	<p>20/03598/COND16 Land West Of Station Road Longstanton Cambridgeshire CB24 3DS Submission of details required by condition 16 (badger survey) of outline planning permission 20/03598/OUT https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/03598/COND16</p> <p>Consultation expiry date: 4th September (Determination deadline: 6th October 2025).</p>
iii)	Information	<p>20/03598/COND18 Land West Of Station Road Longstanton Cambridge CB24 3DS Submission of details required by condition 18 (written scheme of investigation) of outline planning permission 20/03598/OUT https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/03598/COND18</p> <p>Consultation expiry date: 4th September (Determination deadline: 6th October 2025).</p>
iv)	Information	<p>20/03598/COND20 Land West Of Station Road Longstanton Cambridge CB24 3DS Submission of details required by condition 20 (contamination - partial discharge) of outline planning permission 20/03598/OUT https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/03598/COND20</p> <p>Consultation expiry date: 4th September (Determination deadline: 6th October 2025).</p>
v)	Information	<p>20/03598/NMA1 Land West Of Station Road Longstanton Cambridgeshire CB24 3DS Non material amendment on application 20/03598/OUT to amend the wording of conditions 18 (written scheme of investigation) and 46 (artificial lighting scheme). https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/03598/NMA1</p> <p>Consultation expiry date: TBC (at time of writing); Determination deadline: 1st October 2025).</p>

31/25-26/FGP APPLICATIONS WHERE NORTHSTOWE TC PROVIDED COMMENTS AND A PLANNING DECISION HAS BEEN MADE SINCE (Standing item)

	Application	Comments by resolution at NTC meeting	Decision G. C. Planning Service
i)	25/02126/HFUL 5 Crabtree Road Northstowe Cambridgeshire. Single storey side extension. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02126/HFUL	Finance, Governance and Planning Committee, 17th June 2025, item 08/25-26/FGP(ii) NTC supported this application, without additional comments	Granted Permission, 23 rd July 2025.
ii)	24/04840/REM Northstowe Phase 3A Rampton Road Longstanton. Reserved Matters application for a highway junction and associated footway and cycleway. The application includes Reserved Matters details of access, appearance, landscaping, layout and scale and the related partial discharge of conditions 1, 11, 12, 13, 23, 28, 30, 35 and 65, pursuant to outline planning permission 20/02171/OUT. https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/04840/REM	Planning Committee, 21st January 2025, item 68/24-25(ix). NTC submitted comments.	Granted Permission, 23 rd July 2025.
iii)	25/01180/FUL 2 The Mount Station Road Longstanton. Continued use of building as a Tap Room serving and selling alcoholic Beveridge's https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/01180/FUL	Planning Committee, 15 th April 2025, item 05/25-26/PL(v) NTC supported this application, with comments.	Granted Permission, 21 st August 2025.
iv)	25/01182/OUT Land At Stirling Road Northstowe. Hybrid application for Temporary planning permission for a period of five years for 1. Full planning permission for hard and soft landscaping, access and associated engineering works and 2. Outline planning permission, with all matters reserved except for access and landscaping, for buildings and structures of up to 1,200sqm of Class E (Commercial, Business and Service), Class F1 (Learning and Non-residential Institutions), (Class F2 (Local Community Uses) and Sui Generis (Public House, Wine Bar, or Drinking Establishment, Drinking Establishment with Expanded Food Provision or Hot Food Takeaway) uses and associated hard and soft landscaping and engineering works. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/01182/OUT	Planning Committee, 15 th April 2025, item 05/25-26/PL(vi) NTC supported this application, with comments.	Granted Permission, 26 th August 2025.
v)	25/02495/FUL Digital Park Station Road Longstanton. Retrospective planning for the construction of a bat barn required under Natural England European Protected Species Licence. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02495/FUL	Full Council, 22nd July 2025, item 106/25-26/FC(iv). NTC supported this application, without additional comments	Granted Permission, 4 th September 2025.

32/25-26/FGP CONSULTATIONS / SURVEYS (Standing item)

To consider providing a response to the following consultations;

- 1) Cambridgeshire County Council, second phase engagement survey, with feedback sought on Option A, 1 of the 3 currently preferred options being developed by councils. Survey and supporting documents can be accessed from: <https://yourvoice.cambridgeshire.gov.uk/your-future-councils/> Deadline for responses: 3rd October 2025.

- 2) Greater Cambridgeshire Planning, Public consultation on the Draft Planning Obligations Supplementary Planning Document. Visit: www.greatercambridgeplanning.org/emerging-plans-and-guidance/supplementary-planning-documents/ to view the documents and find out how to comment. Deadline for responses: 17th October 2025.

33/25-26/FGP BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR

- 1) To receive any recommendations from the Personnel Committee in relation to the budget setting process.
- 2) To receive any recommendations from Councillors in relation to the budget setting process.

34/25-26/FGP POLICIES

- 1) To receive a draft Investment Policy (attached).
- 2) To receive a draft Retention Policy (attached).
- 3) To receive a draft Vexatious Policy (attached).
- 4) To receive a draft IT Policy (attached).
- 5) To recommend all four above policies to Full Council for adoption.

35/25-26/FGP UPDATES/ITEMS FOR INFORMATION

- 1) To receive an update on the street naming on Unity Way.
- 2) To note an update on the plans for the Skills Hub.
- 3) To receive an update on the Planning Application process from Greater Cambridge Planning.
- 4) To note an updated overview of subscriptions & core costs for Northstowe Town Council (document shared with Councillors)

36/25-26/FGP DATES OF UPCOMING MEETINGS (Standing item)

- a) Full Council: Tue 23rd September 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 16/09 at the latest].

- b) Finance, Governance and Planning Committee: Tue 21st October. 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 14/10 at the latest].

For all NTC meetings, see www.northstowetowncouncil.gov.uk