

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 24th JUNE 2025, 7 - 9 PM

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

Signed: *Mark Nokkert* *19th June 2025*

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

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: 14 (Seats: 15)

QUORUM: 5 Members

AGENDA

57/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

58/25-26/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.

59/25-26/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).

60/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

- 1) To receive minutes of the 22nd April 2025 Full Council meeting and to resolve to accept these as a correct record (draft minutes attached).

NB: Minutes of the 27th May Annual Meeting of the Town Council are to follow.

61/25-26/FC REPORTS FROM COUNTY AND DISTRICT COUNCIL DIVISION/WARD MEMBERS (Standing Item)

- 1) To receive a report from Cambridgeshire C.C. Division Member Cllr L. Navarro (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.

62/25-26/FC REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

To receive a report from South Cambs. D.C.'s Northstowe Community Development Officers (attached).

63/25-26/FC NORTHSTOWE DELIVERY GROUP (Standing Item)

To note: *Draft minutes for the 24th April 2025 NDG meeting have not yet been approved; NDG meeting scheduled for 22nd May 2025 was cancelled.*

64/25-26/FC KICKSTART FUND PANEL (Standing Item)

To note: *no Kickstart Fund Panel meeting has been held recently.*

65/25-26/FC NTC STAFF REPORT (Standing Item)

- 1) [*Deferred at 43/25-26/FC (27th May 2025)*]: To receive a report on NTC staff activities for period: Mar. – Apr. 2025 (attached).
- 2) To receive a report on NTC staff activities for period: May 2025 (attached).

66/25-26/FC TOWN COUNCILLOR VACANCY / CO-OPTION

[*Deferred at 49/25-26/FC(2) (27th May 2025)*]:

- 1) 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.

67/25-26/FC NABMA MEMBERSHIP RENEWAL

[Deferred at item 45/25-26/FC (27th May 2025); and further to Full Council 25th March 2025, item 275/24-25]:

- 1) To decide to continue the annual membership with NABMA, for the 2025-26 period [considering further information having come to the Council's attention since a decision was made at the March Full Council meeting, making it clear that the Council is contractually obliged to pay for a further year until the end of March 2026 (emails and associated information from NABMA previously shared with Cllrs. and no objection received since to this proposal to reverse the decision).

68/25-26/FC PUBLICISING THE COUNCIL'S ASSET REGISTER

[Deferred at item 47/25-26/FC (27th May 2025); and further to task set at Full Council 22nd April 2025, 09/25-26/FC]:

- 1) To receive a paper providing information about Town Council's Asset Register online publication requirements (attached).
- 2) To decide to publish the Town Council's Asset Register, and any future updates, on the Council's website.

69/25-26/FC NORTHSTOWE MARKET

[Further to Full Council 22nd April 2025, 13/25-26/FC and Personnel Committee 13th May 2025, 06/25-26/PER]:

- 1) To receive a report and data (April 2023 to June 2025) on the Northstowe Market, showing the numbers of traders and customers, as well as income and expenditure for the Town Council (report attached; further files shared with Councillors).
- 2) To consider and discuss options for market management continuation.
- 3) To decide on an option for market management.
- 4) To reinstate the Market Development Working Group.

70/25-26/FC UNITY CENTRE ASSET TRANSFER - UPDATE

[Further to 48/25-26/FC (27th May 2025)]:

To discuss decision-making expected on 24th June 2025 by SCDC's Cabinet on the Town Council's proposals for Asset Transfer of the Unity Centre. *Papers, see (item 20): Agenda for Cabinet on Tuesday, 24 June 2025, 10.00 a.m.*

71/25-26/FC UNITY CENTRE MANAGEMENT PREPARATIONS

- 1) To receive a paper setting out options for temporary casual worker arrangements to ensure Unity Centre management development work can progress, until such time as an Asset and Estates Manager has been hired (plus 2 weeks overlap).
- 2) To give the Finance, Governance and Planning Committee delegated powers for associated cost management.

72/25-26/FC EXTERNAL BODIES – NTC REPRESENTATION

- 1) To appoint Cllr Hodgson as NTC representative onto the Northstowe Support Partnership.

73/25-26/FC NORTHSTOWE TRAVEL STEERING GROUP

- 1) To decide for the Town Council to join the Northstowe Travel Steering Group (first, new series, meeting planned for in July 2025) (email shared with Cllrs.).
- 2) To allocate Councillor(s) to represent the Town Council at the Northstowe Travel Steering Group meetings.

74/25-26/FC DESIGNATED SAFEGUARDING LEAD

[Further to 11/25-26/FC(1) (22nd April 2025)]:

- 1) To allocate Cllr. Hodgson as the Town Council's Designated Safeguard Lead.
- 2) For Cllr. Hodgson to work with relevant officers to identify, and implement, any associated needs such as further role description development, DBS checks, highlighting on NTC website and/or reporting mechanisms.

75/25-26/FC POLICIES

[Items recommended by Personnel Committee 10th June 2025 (19/25-26/PER(1)) for adoption by Full Council]:

To adopt the following draft policies:

- 1) Employee Departure Policy, including Exit Interview Questions Template Form (attached).
- 2) HR Handbook; (attached).
- 3) Risk Assessment for Preventing Sexual Harassment (linked to HR Handbook), highlighting also items for an Action Plan [Drafted by staff following discussion at Pers Comm 10th June 2025, 19/25-26/PER1(b)] (attached).
- 4) Training and Development Policy (includes WorkNest's recommended 'Agreement for refund of training fees') (attached).
- 5) Grievance Policy (attached).

76/25-26/FC CIVILITY AND RESPECT PLEDGE

[Recommended to Full Council by Personnel Committee 10th June 2025 (19/25-26/PER(4))]:

- 1) To recommend to Full Council for the Town Council to sign the Civility and Respect pledge (which is referenced in the recently adopted Dignity at Work Policy).

77/25-26/FC SURVEYS & CONSULTATIONS

- 1) Public Rights of Way Hierarchy Engagement – Cambridgeshire County Council (email & documents shared with Cllrs.). Deadline for responses is 31st July.
- 2) The Great Collaboration (a co-operative venture supporting town and parish councils and their communities to work together on climate and environmental action - www.greatcollaboration.uk) – Request for input into survey to understand what town and parish councils around East Anglia are already doing: <https://forms.gle/4m5TK5AkPSDBhFJ59>. (email & document shared with Cllrs.).
- 3) Input sought into Local Area Energy Plan / webinars – Cambridgeshire County Council. See Local Area Energy Planning | Cambridgeshire County Council (email & document shared with Cllrs.).

78/25-26/FC ITEMS FOR INFORMATION

- 1) *[Further to 52/25-26/FC (27th May 2025)]*: Meeting held with Urban and Civic on 10th June regarding cycle infrastructure Phase 1 (several Cllrs. Attended; organised by Cllr Bros Sabría).
- 2) *[Further to 32/25-26/FC(5) (27th May 2025)]*: Risk Management Plan; updated version with further details added (shared with Cllrs.).

79/25-26/FC COMMITTEE MEETINGS (Standing Item)

[Includes items deferred at 50/25-26/FC (27th May 2025)]:

To receive minutes from the following committee meetings held:

- a) Personnel Committee 11th March 2025 (finalised minutes attached);
- b) Planning Committee 18th March 2025 (finalised minutes attached);
- c) Finance and Governance Committee 15th April 2025 (finalised minutes attached);
- d) Planning Committee 15th April 2025 (finalised minutes attached);
- e) Personnel Committee 13th May 2025 (draft minutes attached);
- f) Finance and Governance Committee 20th May (finalised minutes attached);
- g) Planning Committee 20th May (finalised minutes attached).

NB, to follow: Minutes of Personnel Committee 10th June; Finance, Governance & Planning Committee 17th June 2025.

80/25-26/FC 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.

81/25-26/FC UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

[Includes items deferred at 53/25-26/FC (27th May 2025)]:

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

- a) 27th Jan. 2025: Northstowe & Longstanton Heritage Stakeholder Group (attended by Clerk) (minutes attached).
- b) 27th Mar 2025: Northstowe (Town Hub) Steering Group (no NTC representation) (minutes shared with Cllrs.)
- c) 20th Mar. 2025: Northstowe Support Partnership.
- d) 25th Mar. 2025: Phase 1 Northstowe Open Space and Landscape Steering Group (no NTC representation) (minutes attached).
- e) 3rd Apr. 2025: Northstowe Quarterly Meetings/ Homes England (attended by Assets & Estates Manager).
- f) 24th Apr. 2025: Northstowe Delivery Group (attended by Cllr Littlemore).
- g) 29th Apr. 2025: Phase 1 Northstowe Open Space and Landscape Steering Group (attended by Cllr Mgaidia) (minutes attached).
- h) 6th May 2025: Northstowe Youth Partnership (attended by Cllr Bros Sabría).
- i) 8th May 2025: Northstowe (Town Hub) Steering Group (no NTC representation).
- j) 13th May 2025: Northstowe & Longstanton Heritage Stakeholder Group Quarterly (no NTC representation).
- k) 14th May 2025: Northstowe Community Networkers (attended by Cllr Hodgson) (minutes attached).
- l) 20th May 2025: Phase 1 Northstowe Open Space and Landscape Steering Group.
- m) 22nd May 2025: Northstowe Support Partnership (attended by Cllr Hodgson) (minutes shared with Cllrs.)
- n) 28th May 2025: Parish Forum, organised by Greater Cambridge Shared Planning.
- o) 4th June 2025: Cabin Management Board (attended by clerk).

82/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

[Includes items deferred at 54/25-26/FC (27th May 2025)]:

- a) Tue. 24th June 2025, 12:00 – 13:15: Phase 1 Northstowe Open Space and Landscape Steering Group.
- b) Thu. 26th June 2025, 12:00 – 13:00: Northstowe Delivery Group.
- c) Wed. 2nd July, 14:00 – 15:00: Northstowe Spaces Steering Group.
- d) Thu. 3rd July 2025, 14:30 – 15:30: Northstowe Quarterly Meetings/ Homes England
- e) Wed 9th July, 19:00 – 20:00: Northstowe Community Networkers.
- f) Tue. 22nd July 2025, 12:00 – 13:15: Phase 1 Northstowe Open Space and Landscape Steering Group.
- g) Wed. 3rd Sep. 2025, 13:00-14:00: Cabin Management Board.
- h) Thu 4th Sep. 2025, 16:15 – 17:15: Western Park Pavilion Management Board.
- i) Tue. 9th Sep. 2025, 10:00 -11:00: Northstowe Youth Partnership.

83/25-26/FC MEETINGS/EVENTS WHERE NTC HAS BEEN INVITED (Standing Item)

[Includes items deferred at 55/25-26/FC (27th May 2025)]:

- a) *[past event]* 2nd June 2025: Town Hub briefing by SCDC New Build team, on emerging plans for the Town Hub - attended by Cllrs. Benedicic; Birr-Pixton; Bros Sabría; Hodgson; Littlemore; and the clerk.
- b) *[past event]* 4th June 2025: Northstowe Community Forum; included presentation by Town Mayor.
- c) *[past event]* 17 / 23 June 2025: South Cambridge District Council, virtual drop-in sessions with their Chief Executive, regarding Local Government Reorganisation (attended by Cllr Benedicic).
- d) *[past event]* 21st June 2025: Mid-Summer Festival, 12 – 8pm, on The Green and in The Cabin; coordinated by Northstowe Arts and Northstowe Hub.
- e) Wed. 25th June 2025, 10:00 - 10:30 (Teams): SCDC - Meeting regarding proposal for new signage alongside B1050 as part of a new anti-fly-tipping/litter trial. Wednesday 25th June, 10 – 10:30 (email shared with Cllrs.)
- f) Sat. 28th June 2025: Guided tour of Letchworth Garden City; via Cllr Hunter and U3A.
- g) Sat. 28th June 2025 (from 10AM): Summer Fayre, Martin Bacon Academy.
- h) Mon. 30th June 2025, 14:00 - 16:00: National Highways, A14 Safety Advisory Group (email shared with Cllrs.)

84/25-26/FC DATES OF NEXT MEETINGS (Standing item)

- Full Council Meeting: Tue 22nd July 2025, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 12/07 at the latest].
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk