

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 22nd JULY 2025, 7 - 9 PM

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

Signed: *Mark Nokkert* *17th July 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].

AGENDA

MEMBERS: 14 (Seats: 15)

QUORUM: 5 Members

85/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

86/25-26/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.

87/25-26/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).

88/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

- 1) To receive minutes of the 27th May 2025 Full Council meeting (Annual Meeting of the Town Council) and to resolve to accept these as a correct record (draft minutes attached).

NB: minutes of the 24th June 2025 Full Council meeting are to follow.

89/25-26/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 (attached).

90/25-26/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).

91/25-26/FC NORTHSTOWE DELIVERY GROUP (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meeting held on 24th April 2025 (attached).

NB: NDG meeting scheduled for 22nd May 2025 was cancelled.

92/25-26/FC KICKSTART FUND PANEL (Standing Item)

NB: no Kickstart Fund Panel meeting has been held recently.

93/25-26/FC NTC STAFF REPORT (Standing Item)

- 1) To receive a report on NTC staff activities for period: June 2025 (attached).

94/25-26/FC TOWN COUNCIL SUPPORT FOR YOUTH WORK IN ANNUAL BUDGET

- 1) To receive a report and presentation on youth work (Annual report (2024-25) on youth work in Northstowe, report from Romsey Mill shared with Cllrs).

NB: Representatives from Cambridgeshire County Council, Romsey Mill and Northstowe Youth Hive are to provide a presentation at the meeting.

- 2) To agree to set up a Town Council Working Group, to consider use of the currently allocated £3,000 in the 2025-26 budget for youth work, and to develop proposals for youth work support for the 2026-27 budget proposals (and longer-term support thereafter), and to regularly report to Full Council on updates.

95/25-26/FGP GRANT APPLICATION

Deferred from 17/25-26/FGP (15th July 2025):

- 1) To receive a *revised* grant application, received from Northstowe Hub CIO, for a request of repurposing a grant received by Northstowe Hub on behalf of Northstowe Foodbank, for repurposing £1,000 of that grant award towards the costs for hosting the Baby Hub new parents and carers support group (application shared with Cllrs.).
The applicant is planning to be present at the meeting to answer any questions.
- 2) To consider the grant application.
- 3) To decide on the grant application and grant amount requested.

96/25-26/FC ROAD NAMING RESPONSE TO URBAN AND CIVIC

Further to 17/25-26/PL(1) (20th May 2025) and 11/25-26/FGP (17th June 2025):

- 1) To approve the suggestion of 'Unity Way' for the unnamed road running east-west along the north edge of The Green, and communicate this suggestion to Urban and Civic (motion paper attached).

97/25-26/FC CHRISTMAS TREE QUOTES 2025 (-2027)

- 1) To consider and decide on an option for purchasing a Christmas tree & decorations (see supporting documents – motion paper attached; further details in documents shared with Cllrs.).

98/25-26/FC POLICIES

Further to deferral at 32/25-26/FC (27th May 2025):

- 1) To receive a Granting of Dispensations Policy, with associated forms (draft attached; associated dispensation procedure guide from South Cambridgeshire District Council shared with Cllrs.), and to adopt the Granting of Dispensations Policy. Additional document with further information gained from the SCDC Monitoring Officer shared with Cllrs.

99/25-26/FC DISABILITY CONFIDENT EMPLOYER SCHEME

Further to 20/25-26/PER (10th June 2025):

- 1) To consider the Government's Disability Confident Employer Scheme - see How to sign up to the Disability Confident employer scheme - GOV.UK (www.gov.uk).
- 2) To receive an action plan for the Town Council, compiled by Cllr Hodgson (attached).
- 3) To decide for Northstowe Town Council to join this scheme, with the aim to reach Level 1 (Disability Confident Committed).

100/25-26/FC MEDIA RESOURCE

- 1) To receive a draft 'media resource', prepared by Cllr Hunter, to be used for media engagement (shared with Cllrs.).
- 2) To decide to agree to the wording in this 'media resource', to be used by the Town Council for any future media engagement requests.

101/25-26/FC ASSET TRANSFER WORKING GROUP

Further to 70/25-26/FC & 71/25-26/FC (24th June 2025); plus deferral to Full Council at 33/25-26/PER (8th July 2025):

NB: paper shared at 71/25-26/FC re-shared with Cllrs (for information purpose only).

- 1) To received proposed updates to the Terms of Reference for the Asset Transfer Working Group (attached).
- 2) To approve the updated Terms of Reference.
- 3) For the council to agree to task the Asset Transfer Working Group to lead on all existing, and new workstreams related to the proposed undertaking of Unity Centre in line with the Terms of Reference.

102/25-26/FC STAFF CONTRACT – NEW TEMPLATE

Item deferred to Full Council at 35/25-26/PER (8th July 2025):

- 1) To agree to update new staff contracts, using the latest NALC staff contract Template as a model (documents shared with Cllrs).
- 2) To receive a document, setting out the new NALC staff contract template against the contractual conditions as used to date for existing staff, together with additional report (documents shared with Cllrs.).
- 3) To recommend to Full Council for the new NALC template staff contract to be used for any new Town Council employees.
- 4) To discuss implications of potential for (future) switching to NALC Template contracts for existing members of staff.

103/25-26/FC STAFFING MATTERS

Sub-item 1 recommended to Full Council for approval at 34/25-26/PER(3) (8th July 2025):

- 1) To approve a proposal for the Town Clerk's remaining annual leave and TOIL use (shared with Cllrs.).

Sub-items 2-3 (as amended) deferred to Full Council at 34/25-26/PER(4,5) (8th July 2025):

NB: initial recruitment timeline as presented to Personnel Committee on 8th July 2025 shared with Cllrs, for information purposes only).

- 2) To discuss and decide on re-recruitment for a Town Clerk & Responsible Financial Officer, using the existing Job Description and Person Specification as a template (shared with Cllrs.), and to delegate the final wording of the job advertisement to the Personnel Committee.
- 3) To approve (paid for) advertisement of the position through NALC and SLCC, with the Finance, Governance and Planning Committee to approve final costs.

104/25-26/FC WORKING GROUPS – REPRESENTATION

- 1) To appoint Cllr Cattaneo to join the Market Development Working Group.
- 2) To appoint Katherine Southwood (SCDC) to join the Market Development Working Group.

105/25-26/FC EXTERNAL BODIES – NTC REPRESENTATION

- 1) To appoint Cllr Bros Sabría as NTC representative onto the Northstowe Support Partnership (alongside Cllr Hodgson).
- 2) Further to deferral at 30/25-26/FC(2)(b): To allocate a Councillor to the Northstowe Steering Group meetings (pending approval from meeting organisers to have a Member instead of an officer attending these meetings).

106/25-26/FC PLANNING APPLICATIONS

To consider submitting consultation responses to the following planning applications. NB: added here as no Finance, Governance and Planning Committee meeting scheduled in August. Application details can be accessed via the South Cambs. Planning Portal.

i	Consultation - amendments	<p>25/00887/REM</p> <p>Bellway Homes Limited (Eastern Counties). Land West Of Station Road Longstanton Cambridge.</p> <p>Reserved matters application for details of the appearance, means of access (other than the main vehicular access to the site), landscaping, layout and scale of 104 dwellings (with the location of three self-build plots) with parking areas, landscaping and all associated infrastructure pursuant to conditions 1 and 2 of outline application ref: 20/03598/OUT. Including details to discharge conditions 4 (Site Wide Phasing Plan), 6 (Design Principles Compliance Statement), 9 (hard and soft landscaping scheme), 13 (Waste Management and Minimisation Strategy), 17 (Arboricultural Method Statement and Tree Protection Strategy), 26 (layout of the site, including roads, footways, cycleways, buildings, visibility splays, parking provision and surface water drainage), 35 (surface water drainage scheme), 36 (long term maintenance arrangements for the surface water drainage system), 37 (foul drainage), 38 (finished floor levels), 40 (Sustainability Statement), 41 (water efficiency), and 46 (artificial lighting scheme). <i>The amendment is: 1 The main changes relate to the layout in the south of the site to remove on-street parking. Opportunities have been taken where possible to include additional landscaping and enhance the retained landscaping, including additional amenity space around the apartment block, the design of which has been amended to include balconies. The entrance to the site has also been changed with visitor parking being removed from the roadway nearest the junction and a change to house types to provide an improved frontage onto Station Road and the primary road. To accommodate more space for the commercial unit, which is the subject of a separate reserved matters application, the site edged red has been reduced to the east of the pumping station. This has resulted in the substation being relocated to the south of the turning head. An additional street scene has also been provided of the Station Road frontage. Greater Cambridge Shared Planning: a strategic partnership between Cambridge City and South Cambridgeshire District Councils Changes have been made to the housing mix, both in respect of tenure and size of units. You may want to comment on the amendment(s).</i></p> <p>https://applications.gretercambridgeplanning.org/online-applications/PLAN/25/00887/REM. Consultation deadline: 23rd July 2025.</p>
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ii	Consultation	<p>25/02600/REM</p> <p>Bellway Homes Limited (Eastern Counties).</p> <p>Reserved matters application for details of the appearance, means of access, landscaping, layout and scale of commercial/community unit (Class E & F1) with parking areas, landscaping and all associated infrastructure pursuant to conditions 1 and 2 of outline application ref: 20/03598/OUT. Including details to discharge conditions 9 (hard and soft landscaping scheme).</p> <p>https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02600/REM</p> <p><i>Consultation deadline: 6th August 2025; determination deadline: 30th September 2025.</i></p>
iii	Information	<p>20/02171/COND14</p> <p>Northstowe Phase 3A Rampton Road Longstanton Cambs.</p> <p>Submission of details required by partial discharge of condition 14 (Design code) of outline permission 20/02171/OUT.</p> <p>https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/02171/COND14</p> <p><i>Consultation deadline: 4th August 2025; determination deadline: 28th August 2025.</i></p>
iv	Consultation	<p>25/02495/FUL</p> <p>Digital Park Station Road Longstanton.</p> <p>Retrospective planning for the construction of a bat barn required under Natural England European Protected Species Licence.</p> <p>https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02495/FUL</p> <p><i>Consultation deadline: 13th August 2025; determination deadline: 5th September 2025.</i></p>
v	Consultation - amendments	<p>25/02106/FUL</p> <p>Land Adjacent To Northstowe House Rampton Road Longstanton.</p> <p>Development of NHBC Multi-Skills Training Hub for a temporary period, including portable cabins and containers, covered training areas, hardstanding, fencing and associated access, parking, infrastructure and works.</p> <p>https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02106/FUL</p> <p><i>Consultation deadline: 31st July 2025..</i></p>

107/25-26/FC CONSULTATION

- 1) To consider providing a response to the 'Cambridgeshire and Peterborough Local Nature Recovery Strategy' consultation. The consultation starts Friday 18 July 2025 and ends on Thursday 11 September 2025.

NB: Consultation information, including access to draft Local Nature Recovery Strategy document as well as other supporting documentation is to appear from 18th July onwards at [Home - CPCA](#)

108/25-26/FC RENEWALS – SLCC AND EE

- 1) To renew the annual SLCC Membership for the Deputy Clerk (starting 1st Aug. 2024); costs: £240.00 (SLCC membership leaflet 2025 [shared with Cllrs](#); see also at [SLCC | Membership](#)).
- 2) To consider renewing the annual SLCC Membership for the Clerk (starting 1st Aug. 2024); costs: £360.00. Options are: to continue membership - which can then be transferred to their replacement; or to stop membership for current clerk on 31st July 2025 [NB: clerk recommends former option].
- 3) To agree to continue the Clerk's and Deputy Clerk's current package with EE (Sim provider) – 24-month contract ends on 8th August 2025, and renew for a similar package for a further 24-months.

109/25-26/FC ITEMS FOR INFORMATION

- 1) [Further to 52/25-26/FC (27th May 2025)]: 2nd meeting held with Urban and Civic on 8th of July, regarding cycle infrastructure Phase 1 (several Cllrs. attended; coordinated by Cllr Bros Sabría).

110/25-26/FC COMMITTEE MEETINGS (Standing Item)

To receive minutes from committee meetings held:

- a) Personnel Committee 10th June 2025 (finalised minutes attached);
- b) Finance, Governance and Planning Committee 17th June 2025 (finalised minutes attached);

NB, to follow: Minutes of Personnel Committee 8th July; Finance, Governance & Planning Committee 15th July 2025.

111/25-26/FC WORKING GROUPS (Standing Item)

To receive updates from Working Groups reporting to Full Council (where not already covered on this agenda):

- a) Community Lounge Working Group.
- b) Asset Transfer Working Group.
- c) Market Development Working Group – see also report on activities (shared with Cllrs.) [Further to 69/25-26/FC(4)].

112/25-26/FC UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 6th May 2025: Northstowe Youth Partnership - attended by Cllr Bros Sabría (minutes shared with Cllrs.)
- b) 8th May 2025: Northstowe Steering Group - no NTC representation (minutes shared with Cllrs.)
- c) 20th May 2025: Phase 1 Northstowe Open Space and Landscape Steering Group – no NTC representation (minutes attached).
- d) 24th June 2025: Phase 1 Northstowe Open Space and Landscape Steering Group - attended by Cllrs Birr-Pixton; Owen (minutes to follow).
- e) 26th June 2025: Northstowe Delivery Group – attended by Cllrs Benedicic; Littlemore (minutes to follow).
- f) 2nd July 2025: Northstowe Spaces Steering Group – no NTC representation (notes shared with Cllrs.)
- g) 3rd July 2025: Northstowe Quarterly Meetings/ Homes England – attended by Cllrs. Benedicic; Birr-Pixton (minutes attached).
- h) 9th July 2025: Northstowe Community Networkers (minutes attached).
- i) 10th July 2025: Northstowe Support Partnership – attended by Cllr Hodgson (minutes to follow).
- j) CANCELLED - 10th July 2025: Northstowe Steering Group.
- k) 22nd July 2025: Northstowe Travel Plan Steering Group.
- l) 22nd July 2025: Phase 1 Northstowe Open Space and Landscape Steering Group.

113/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- a) Tue 26th Aug. 2025, 12:00 – 13:15 (online): Phase 1 Northstowe Open Space and Landscape Steering Group.
- b) Wed 3rd Sep. 2025, 13:00-14:00 (in person): Cabin Management Board.
- c) Thu 4th Sep. 2025, 16:15 – 17:15 (n person): Western Park Pavilion Management Board.
- d) Thu 4th Sep. 2025 (times TBC): Northstowe Spaces Steering Group.
- e) Tue 9th Sep. 2025, 10:00 -11:00 (in person): Northstowe Youth Partnership.
- f) Thu 11th Sep. 2025: 13:00 – 14:00 (times TBC) (online): Northstowe Steering Group.
- g) Tue 23rd Sep. 2025, 12:00 – 13:15 (online): Phase 1 Northstowe Open Space and Landscape Steering Group.
- h) Tue 23rd Sep. 2025, 16:30 – 18:00 (in person, Cambourne): Joint Parish Meeting.
- i) Thu 25th Sep. 2025, 12:00 – 13:00 (online): Northstowe Delivery Group.
- j) Thu 2nd Oct. 2025, 14:30- 16:30 (in person/online): Homes England - Northstowe Quarterly Meeting.

114/25-26/FC MEETINGS/EVENTS WHERE NTC HAS BEEN INVITED/ SUPPORTED BY NTC (Standing Item)

- a) Saturday 19th July 2024, 'Talking Tables – Creating Community Cohesion in New Communities', SCDC, at Northstowe Secondary College (leaflet attached).
- b) Saturday 30th August 2025: Northstowe Running Festival.
- c) Sunday 9th November 2025: Remembrance Sunday.

115/25-26/FC DATES OF NEXT MEETINGS (Standing item)

- Full Council Meeting: Tue 23rd September 2025, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 13/09 at the latest].
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk

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 116/25-26.

116/25-26/FC STAFFING MATTERS

Further to 38/24-25 (Personnel Committee, 14th January 2025):

- 1) To receive an update on outcomes from a recent legal case affecting a member of staff.
- 2) To discuss any related issues.

To resolve to end the closed session.