

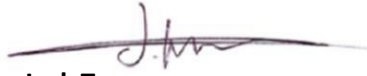
To all Members of Northstowe Town Council: You are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below:

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

Tuesday 23rd 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: Thursday 18th 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].

AGENDA

MEMBERS: 14 (Seats: 15)

QUORUM: 5 Members

139/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

140/25-26/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.

141/25-26/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).

142/25-26/FC CO-OPTION OF A COUNCILLOR

- 1) To receive a report with information from applications received from prospective candidates for the office of Town Councillor (motion paper and report attached).
- 2) To receive presentations (max. 2 mins. each) from prospective candidates who are able to be 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.*
- 3) 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).*
- 4) 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.

143/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

- 1) To receive minutes of the 2nd September 2025 Full Council meeting (Extraordinary Meeting of the Town Council) and to resolve to accept these as a correct record (draft minutes attached).

144/25-26/FC MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing item)

- 1) To note the minutes of the Personnel Committee meeting held on Tuesday 9th September 2025.
- 2) To note the minutes of the Finance, Governance and Policy Committee held on Tuesday 16th September 2025.

145/25-26/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).

146/25-26/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).

147/25-26/FC NORTHSTOWE DELIVERY GROUP (Standing Item)

1) To receive the latest minutes of the Northstowe Delivery Group meeting.

148/25-26/FC NTC STAFF REPORT (Standing Item)

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

149/25-26/FC EXTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR ENDING 31st MARCH 2025.

1) To note the final External Audit report and the letter of closure from the External Auditor.

150/25-26/FC POLICIES

1) To approve the recommendation from the Finance, Governance and Planning Committee to approve the following policies:

- a) Investment Policy.
- b) Retention Policy.
- c) Vexatious Policy.
- d) IT Policy.

2) To adopt the updated Publication Scheme.

151/25-26/FC DEVOLUTION

1) To note the update from the MP regarding devolution.

152/25-26/FC ROAD NAMING RESPONSE TO URBAN AND CIVIC

1) To consider the latest correspondence on this matter.

153/25-26/FC MARKET DEVELOPMENT WORKING GROUP

1) To agree the draft Terms of Reference for the Market Development Working Group.

2) To receive an update from the Market Development Working Group.

154/25-26/FC LIGHT UP NORTHSTOWE 2025.

1) To agree to task the Market Development Working Group with delivering actions related to communicating and liaising with market traders for their attendance at the LUN 2025 event.

2) To agree to pay up to £200 to cover event management costs if additional operational support is required on the event, due to the attendance of market traders.

3) To agree for NTC officers to generate invoices and collect revenue (for the Council) from market traders.

4) To resolve to invite local traders who attended previous NTC Markets to the Light Up Northstowe event on 22nd November, with any revenue from pitch fees remaining solely with NTC;

5) To resolve to engage Phoenix Security Ltd. (or other provider) to provide logistical support on the day, assisting traders with identification of their allocated trading pitch etc. This arrangement should be independent of the Event Security itself, which is likely to be directly contracted from Phoenix (or other successful bidder) by Northstowe Hub.

155/25-26/FC CAMBRIDGESHIRE ACRE MEMBERSHIP

1) To agree to become a member of Cambridgeshire ACRE to access advice and resources related to operation of the Unity Centre.

156/25-26/FC PERMITTED DEVELOPMENT RIGHTS

1) To approve the attached report and send it to the Local Planning Authority and SCDC Councillors.

2) To express dissatisfaction with the Permitted Development situation for Northstowe householders as it currently stands.

3) To request that Permitted Development Rights are restored to Northstowe householders as soon as is practicable.

4) To signal clear disapproval of similar planning conditions in future Northstowe planning consents.

157/25-26/FC GRANT FUNDING

1) To consider applying for the Service Support Grant through Cambridgeshire Community Hubs Network.

2) To approve the grant offer of £1000 from CACRE towards venue hire for the period 1-Nov-2025 – 31-March-2026. (motion paper attached).

158/25-26/FC NORTHSTOWE PARKPLAY

- 1) To receive an update on the future of the scheme
- 2) To consider whether the Town Council would like to continue funding this scheme from October 2025.

159/25-26/FC LOCUM ARRANGEMENT MATTERS

- 1) To approve the increase of Locum Clerk hours from 10-15 hours per month to 15-20 hours per month.

160/25-26/FC COMMITTEE MEMBERSHIP

- 1) To note the resignation of Cllr Delip from the Personnel Committee.
- 2) For Cllrs to come forward, and to appoint, to join the Personnel Committee (2 vacant seats).
- 3) To formally approve the election of Cllr Bros Sabria as a member of the Assets Working Group.

161/25-26/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.

162/25-26/FC UPDATES FROM OUTSIDE BODIES (Standing Item)

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

- a) 8th May 2025: Northstowe Steering Group.
- b) 13th May 2025: Northstowe Heritage Steering Group.
- c) 24th June 2025: Northstowe Phase 1 Open Space Management & Maintenance Steering Group.
- d) 26th June 2025: Northstowe Delivery Group.
- e) 10th July 2025: Northstowe Support Partnership.
- f) 22nd July 2025: Northstowe Phase 1 Open Space Management & Maintenance Steering Group.
- g) 13th August 2025: Community Networkers.
- h) 26th August 2025: 22nd July 2025: Northstowe Phase 1 Open Space Management & Maintenance Steering Group.

163/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- a) Tue 16th Sep. 2025, 11 – 12 am (online: Northstowe/Longstanton Heritage Group (update meeting).
- b) Tue 23rd Sep. 2025, 12:00-13:15 (online): Northstowe Phase 1 Open Space Management & Maintenance Steering Group
- c) Tue 23rd Sep. 2025, 16:30 – 18:00 (in person; SCDC - Cambourne): Joint Parish Meeting
- d) Thu 25th Sep. 2025, 12:00 – 13:00 (online): Northstowe Delivery Group.
- e) Thu 2nd Oct. 2025, 14:30- 16:30 (in person/online): Homes England - Northstowe Quarterly Meeting.
- f) Wed. 8th Oct. 2025, 19:00-20:30 (in person): Northstowe Community Networkers.
- g) Mon 27th Oct. 2025 12:00 – 13:30 (online) Northstowe/Longstanton Heritage Group.
- h) Tue 28th Nov. 2025, 12:00-13:15 (online): Northstowe Phase 1 Open Space Management & Maintenance Steering Group
- i) Wed. 3rd Dec. 2025, 13:00 – 14:00 (in person): Cabin Management Board
- j) Thu. 4th Dec. 2025, 16:15 – 17:15 (in person): Pavilion Management Board
- k) Thu 15th Jan. 2026, 13:00 -14:30 (in person) : Northstowe Support Partnership.

164/25-26/FC DATES OF NEXT MEETINGS (Standing item)

- Full Council Meeting: Tue 28th October 2025, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 21/10 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.

165/25-26/FC UNITY CENTRE

- 1) To receive the draft Leasehold agreement for the Unity Centre.
- 2) To note the transition timeline for the Unity Centre.
- 3) To consider any IT requirements for the Unity Centre.

166/25-26/FC EXIT INTERVIEW

1) To consider the write-up of the exit interview of the Clerk & RFO.

To resolve to end the closed session.