

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 28th October 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 23rd October 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

167/25-26/FC ELECTION OF CHAIRMAN AND MAYOR TO NORTHSTOWE TOWN COUNCIL.

- 1) To elect a Chairman and Mayor for the remainder of the Civic Year.

168/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

169/25-26/FC DECLARATIONS OF INTEREST (Standing Item)

- 1) Councillors to declare any pecuniary or personal interest in any items on the agenda.
- 2) 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.

170/25-26/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).

171/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

- 1) To receive minutes of the 23rd September 2025 Full Council meeting and to resolve to accept these as a correct record.
- 2) To note the Clerk's report for the month of October.

172/25-26/FC MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing item)

- 1) To note the minutes of the Personnel Committee meeting held on Tuesday 14th October 2025 and to approve the following recommendations:
 - a) To approve the recommendation that Northstowe Town Council engages the Local Government Association to conduct a review of the staffing structure for the sum of £5000.
 - b) To approve the recommendation that Northstowe Town Council approves the quotation, from Cloudy IT in relation to a new phone system, in principle and agrees to implement after the Unity Centre lease agreement has been signed.
- 2) To note the minutes of the Finance, Governance and Policy Committee held on Tuesday 21st October 2025 and to approve the following recommendations:
 - a) To approve the recommendation that Northstowe Town Council agrees to write off the historical debt owed to the Town Council with the caveat that no Director or Responsible Person of those businesses are able to attend any Northstowe Town Council events unless the historical debt is paid.

173/25-26/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.
- 2) To receive a report from South Cambs. D.C. Ward Member Cllr. N. Warren-Green.
- 3) To receive a report from South Cambs. D.C. Ward Member Cllr. T. Bygott.

174/25-26/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.
- 3) To receive an update on the Light Up Northstowe 2025 event.

175/25-26/FC NORTHSTOWE PLACEMAKING FUND S106 – KICKSTART FUNDING

- 1) To approve the recommendation for an award for a Thermal Imaging Camera.

156/25-26/FC PERMITTED DEVELOPMENT RIGHTS

- 1) To note the response from Northstowe Town Council that was sent after the previous meeting.
- 2) To consider any further actions required by the Northstowe Town Council.

176/25-26/FC COMMITTEE AND OUTSIDE BODIES MEMBERSHIP

- 1) To appoint one Councillor to the Finance, Governance and Planning Committee.
- 2) To appoint one Councillor to the Personnel Committee.
- 3) To appoint one Councillor as a representative for Northstowe Delivery Group,
- 4) To appoint one Councillor as a representative on the Northstowe Steering group,
- 5) To appoint one Councillor as a Parish Liaison.
- 6) To appoint one Councillor to the Pavillion Management Board.
- 7) To appoint one Councillor to the Cabin management Board.

177/25-26/FC WORKING GROUPS (Standing Item)

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

- 1) Community Lounge Working Group.
- 2) Asset Transfer Working Group.
- 3) Market Development Working Group.

178/25-26/FC UPDATES FROM OUTSIDE BODIES (Standing Item)

- 1) Cambridgeshire County Council – Local Government Reorganisation Update.
- 2) To receive the latest minutes of the Northstowe Delivery Group meeting.
- 3) To receive a report from South Cambs. D.C.'s Northstowe Community Development Officers.
- 4) To receive the minutes from the latest Community Networkers meeting.
- 5) To receive the minutes of the Homes England quarterly meeting.

179/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- 1) Wed. 3rd Dec. 2025, 13:00 – 14:00 (in person): Cabin Management Board.

- 2) Thu. 4th Dec. 2025, 16:15 – 17:15 (in person): Pavilion Management Board.
- 3) Thu 15th Jan. 2026, 13:00 -14:30 (in person) : Northstowe Support Partnership.

180/25-26/FC DATES OF NEXT MEETINGS (Standing item)

- Full Council Meeting: Tue 25th November 2025, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 18/11 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.

181/25-26/FC UNITY CENTRE

- 1) To consider an update on the latest progress with the Unity Centre.
- 2) To receive the draft Leasehold agreement for the Unity Centre along with any professional advice received and consider any further actions required.
- 3) To consider the draft business plan for the Unity Centre and consider whether to endorse this plan.

182/25-26/FC STAFFING MATTERS

- 1) To receive an update on the recruitment of a Town Clerk and Responsible Finance Officer.