

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 25<sup>th</sup> November 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](mailto:Jack.turner@northstowetowncouncil.gov.uk)

**Date of Service: Thursday 20<sup>th</sup> November 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

**191/25-26/FC CO-OPTION OF ONE APPLICANT TO THE OFFICE OF TOWN COUNCILLOR.**

- 1) To receive the application and presentation from Candidate A – Yesim Demir.
- 2) To receive the application and presentation from Candidate B – Sebastian Zoladz.
- 3) To receive the application and presentation from Candidate C – Harry Bostock.
- 4) To resolve to co-opt a candidate to the Office of Town Councillor.
- 5) To receive the co-opted Members' Declaration of Acceptance of Office.

**192/25-26/FC APOLOGIES FOR ABSENCE** (Standing Item)

To record apologies for absence received prior to the meeting.

**193/25-26/FC DECLARATIONS OF INTEREST** (Standing Item)

- 1) To consider any declarations of interest and any requests for dispensations in respect to business on the agenda.

**194/25-26/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).

**195/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

- 1) To receive minutes of the 28<sup>th</sup> October 2025 Full Council meeting and to resolve to accept these as a correct record.
- 2) To receive minutes of the 11<sup>th</sup> November 2025 Full Council meeting and to resolve to accept these as a correct record.
- 3) To note there is no Clerk's report for the month of October as all actions are covered within the previous minutes or the current agenda.

**196/25-26/FC MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing item)

- 1) To note the minutes of the Personnel Committee meeting held on Tuesday 11<sup>th</sup> November 2025 and to approve the following recommendations:

- a) To approve the recommendation that Northstowe Town Council adopts the Lone Working Risk Assessment.
- 2) To note the minutes of the Finance, Governance and Planning Committee held on Tuesday 18<sup>th</sup> November 2025.

**197/25-26/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.

**198/25-26/FC COMMUNITY ENDOWMENT FUND**

- 1) To note the award of £41,790 to be received by Northstowe Town Council.
- 2) To approve the Indemnity Agreement and for the Chair and Vice-Chair to sign this document.

**199/25-26/FC INFORMATION SHARING AGREEMENT**

- 1) To approve the documents and to agree for the Chair to sign the documents.

**200/25-26/FC UNITY TRUST BANK AUTHORISATION**

- 1) To appoint two Councillors to the role of 'authoriser' with Unity Trust Bank.

**201/25-26/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.

**202/25-26/FC UPDATES FROM OUTSIDE BODIES** (Standing Item)

- 1) To receive the minutes from the latest Community Networkers meeting.
- 2) To receive the meeting recording and transcript from the Town & Parish Councils Cabinet Liaison Meeting held on 11/11/25.
- 3) To receive the minutes of the Northstowe Support Partnership Meeting held on 18<sup>th</sup> September 2025.
- 4) To receive an update from SCDC Community Development Officers.

**203/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION** (Standing Item)

- 1) Wed. 3<sup>rd</sup> Dec. 2025, 13:00 – 14:00 (in person): Cabin Management Board.
- 2) Thu. 4<sup>th</sup> Dec. 2025, 12:30 – 13:30 (online): Rural Cambridgeshire and Peterborough Green Network.
- 3) Thu. 4<sup>th</sup> Dec. 2025, 16:15 – 17:15 (in person): Pavilion Management Board.
- 4) Thu 18<sup>th</sup> Dec. 2025, 14:30 – 15:45 (online): Northstowe Open Space and Landscape Steering Group.
- 5) Thu 8<sup>th</sup> Dec. 2025, 14:30 – 16:30 (hybrid): Northstowe Quarterly Meetings.
- 6) Thu 15<sup>th</sup> Jan. 2026, 13:00 -14:30 (in person): Northstowe Support Partnership.
- 7) Thu 22<sup>nd</sup> Jan. 2026, 12:00 – 13:00 (online): Northstowe Delivery Group.
- 8) Mon 26<sup>th</sup> Jan. 2026, 12:00 – 13:30 (online): Northstowe and Longstanton Heritage Stakeholder Group.

**204/25-26/FC DATES OF NEXT MEETINGS** (Standing item)

- Full Council Meeting: Tue 16<sup>th</sup> December 2025, 7-9 pm; The Cabin, Northstowe.  
*[Final versions of motions & papers to be received by 09/12 at the latest].*
- For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)

**205/25-26/FC 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 the below items.**

**206/25-26/FC UNITY CENTRE**

- 1) To consider an update on the latest progress with the Unity Centre.
- 2) To receive the draft Leasehold agreement and other legal agreements for the Unity Centre along with any professional advice received and consider any further actions required.

- 3) To note the draft business plan for the Unity Centre that has been submitted to South Cambridgeshire District Council.

**207/25-26/FC UNITY CENTRE CAFÉ TENDER**

- 1) To consider whether the Town Council would like to lease or licence the commercial café within the Unity Centre.
- 2) To consider the lease/licence fee for the commercial café within the Unity Centre.
- 3) To consider the term of lease/licence for the commercial café within the Unity Centre.
- 4) To approve the 'Tender Document' for the commercial café within the Unity Centre.
- 5) To note that the tender process will be an electronic submission process to a designated email address.
- 6) To approve the 'Tender Advert' for publication for the commercial café within the Unity Centre.
- 7) To approve the 'Form of Tender' document for the commercial café within the Unity Centre.
- 8) To approve the 'Scoring Matrix' for the commercial café within the Unity Centre.
- 9) To approve the 'Tender Evaluation and Award Criteria' for the commercial café within the Unity Centre.
- 10) To approve the tender process timeline.
- 11) To note that the tender documents will be opened by the Chairman, Vice-Chairman, Locum Clerk and RFO and Assets and Estates Manager for verification purposes after the closing date has elapsed.
- 12) To elect a panel of five Councillors to score the tender documents once they have been verified.
- 13) To delegate authority to the Locum Clerk and RFO to incur expenditure of up to £3500 for obtaining advice on the lease/licence agreement, including drafting the initial agreement documents.

**208/25-26/FC STAFFING MATTERS**

- 1) To consider the appointment of a Town Clerk and Responsible Finance Officer, as delegated by the Personnel Committee meeting on 11<sup>th</sup> November 2025 (59/25-26/PER 1).
- 2) To consider the terms and conditions of employment for the Town Clerk and Responsible Finance Officer.
- 3) To consider the commencement date of the Town Clerk and Responsible Finance Officer's Contract.
- 4) To approve the recommendation that Northstowe Town Council approves the Contract of Employment for the Town Clerk and Responsible Finance Officer.
- 5) To receive an update on the Local Government Association Staffing Structure (DMA) review.
- 6) To consider the Locum requirement for Northstowe Town Council for the period to 30/01/2025 and any future periods where support may be required for the Town Council.