

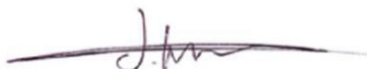
To all Members of Northstowe Town Council: You are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below:

**NORTHSTOWE TOWN COUNCIL - FULL COUNCIL**

**Tuesday 16<sup>th</sup> December 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 11<sup>th</sup> December 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: 15 (Seats: 15)

QUORUM: 5 Members

**209/25-26/FC APOLOGIES FOR ABSENCE** (Standing Item)

To record apologies for absence received prior to the meeting.

**210/25-26/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.

**211/25-26/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).

**212/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

- 1) To receive minutes of the 25<sup>th</sup> November 2025 Full Council meeting and to resolve to accept these as a correct record.
- 2) To note the Locum Clerk's Report.

**213/25-26/FC MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing item)

- 1) To note the minutes of the Personnel Committee meeting held on Tuesday 9th December 2025.
- 2) To note the minutes of the Finance, Governance and Planning Committee held on Tuesday 9th December 2025 and to approve the following recommendation:
  - a) To approve the recommendation that Northstowe Town Council set their Precept for the 2026/2027 Financial Year at £227,626 with a matched budget of £458,426.

**214/25-26/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.

**215/25-26/FC COMMUNITY ENDOWMENT FUND**

- 1) To derive a scope for the expenditure of £41,790, which is to be received by Northstowe Town Council.

**216/25-26/FC GRANT FUNDING**

- 1) To approve a change of use to grant conditions for the award of £1,500 awarded to Northstowe Hub.

- 2) To note the end of grant funding report from Northstowe Running Festival Events LTD.

#### **217/25-26/FC PLANNING APPLICATIONS AND CONSULTATIONS**

- 1) [20/02171/COND39 - Submission of details required by condition 39 \(groundwater monitoring and water conservation\) of outline planning permission 20/02171/OUT - Northstowe Phase 3A Rampton Road Longstanton.](#)
- 2) [25/04603/FUL - A short-term temporary consent for existing temporary community centre at The Green, Northstowe until 30 September 2026. - The Green Pathfinder Way Northstowe.](#)
- 3) [To consider the Town Council's response to the Greater Cambridge Local Plan.](#)

#### **218/25-26/FC NORTHSTOWE TOWN COUNCIL OBJECTIVES**

- 1) To approve the objectives for Northstowe Town Council and agree to implement this into a five year strategic plan for the Town Council.

#### **219/25-26/FC NORTHSTOWE TOWN COUNCIL COMMITTEE'S AND REPRESENTATIVES.**

- 1) To elect one member to the Finance, Governance and Planning Committee.
- 2) To elect one member to the A14 Forum Group.

#### **220/25-26/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.
- 3) Asset Transfer Working Group.
- 4) Market Development Working Group.

#### **221/25-26/FC UPDATES FROM OUTSIDE BODIES (Standing Item)**

- 1) To receive an update from SCDC Community Development Officers.
- 2) To receive the meeting notes from Northstowe Phase 1 Open Space Steering Group from September 2025.

#### **222/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

- 1) Thu 18<sup>th</sup> Dec. 2025, 14:30 – 15:45 (online): Northstowe Open Space and Landscape Steering Group.
- 2) Thu 8<sup>th</sup> Dec. 2025, 14:30 – 16:30 (hybrid): Northstowe Quarterly Meetings.
- 3) Thu 15<sup>th</sup> Jan. 2026, 13:00 -14:30 (in person): Northstowe Support Partnership.
- 4) Thu 22<sup>nd</sup> Jan. 2026, 12:00 – 13:00 (online): Northstowe Delivery Group.
- 5) Mon 26<sup>th</sup> Jan. 2026, 12:00 – 13:30 (online): Northstowe and Longstanton Heritage Stakeholder Group.

#### **223/25-26/FC DATE OF NEXT MEETING (Standing item)**

- Full Council Meeting: Tue 27<sup>th</sup> January 2026, 7-9 pm; The Cabin, Northstowe.  
*[Final versions of motions & papers to be received by 20/01 at the latest].*
- For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)

#### **224/25-26/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.**

#### **225/25-26/FC UNITY CENTRE**

- 1) To consider an update on the latest progress with the Unity Centre.
- 2) To consider the scope and quotations received to date for the WiFi system at The Unity Centre.
- 3) To formally approve the Agreement to Lease for the Unity Centre and to execute the document.
- 4) To receive an update on the Legal Agreements for the Unity Centre, including any amendments requested at the previous Full Council meeting on 25<sup>th</sup> November 2025.

#### **226/25-26/FC UNITY CENTRE CAFÉ TENDER**

- 1) To consider the next steps in relation to the Unity Centre Café Tender Process.
- 2) To consider the draft Lease Agreement for the Unity Centre Café.

**227/25-26/FC STAFFING MATTERS**

- 1) To receive the report from Local Government Association in relation to their Staffing Structure (DMA) review.
- 2) To approve the recommended staffing structure for Northstowe Town Council from the two choices are derived by the Local Government Association.
- 3) To consider any recommendations arising from the Local Government Association's Staffing Structure (DMA) review.
- 4) To consider the report on the phased staffing of The Unity Centre.
- 5) To consider the job descriptions and remuneration package for the staff at The Unity Centre:
  - a) 1 X Full Time Supervisor.
  - b) 2 X Part Time Caretakers.
  - c) 5 X Part Time Administration Staff.