

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 27th January 2026, 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 22nd January 2026

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

240/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

241/25-26/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.

242/25-26/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).

243/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

- 1) To receive minutes of the 13th January 2026 Full Council meeting and to resolve to accept these as a correct record.
- 2) To note the Clerk's Report including statement to be released in March 2026 regarding the Precept.

244/25-26/FC MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing item)

- 1) To note the minutes of the Personnel Committee meeting held on Tuesday 13th January 2026.
- 2) To note the minutes of the Finance, Governance and Planning Committee held on Tuesday 20th January 2026.

245/25-26/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.

246/25-26/FC COMMUNITY ENDOWMENT FUND

- 1) To consider the response from Homes England in relation to the request from Northstowe Town Council.

247/25-26/FC GRANT FUNDING

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

248/25-26/FC COUNCIL FINANCE

- 1) To approve the quotation from Cloudy IT for a laptop for the Town Clerk.

- 2) To consider asking the Assets & Estates Manager to obtain 3 quotes for furniture for the Unity Centre and to bring those quotes back to the Full Council Meeting in February.
- 3) To consider the quotes for the Unity Centre Wi-Fi.

249/25-26/FC PLANNING APPLICATIONS AND CONSULTATIONS

- 1) To note that no new planning applications have been received.

250/25-26/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.

251/25-26/FC NORTHSTOWE TOWN COUNCIL TERMS OF REFERENCE

- 1) To consider amending the Terms of Reference for the Personnel Committee.
- 2) To consider amending the Terms of Reference for the Finance, Governance and Planning Committee.

252/25-26/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.
 - a) To approve the proposed Terms of Reference for the Group and membership.
 - b) To receive an update on future work and considerations.

253/25-26/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.
- 3) To note the brochure from Carter Jonas regarding the Local Centre Development Site.
- 4) To receive the minutes from the December meeting of the Social Value Steering Group.
- 5) To receive the minutes from the January meeting of the Community Networkers.
- 6) To receive the minutes from the Northstowe Health and Wellbeing Group.

254/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- 1) Thu 4th Feb. 2026, 11:00 – 13:00 (in person): Northstowe Travel Plan Steering Group.
- 2) Thu 4th Feb. 2026, 18:00 – 20:00 (in person): Northstowe Community Forum.
- 3) Thu 4th Feb. 2026, 18:30 – 19:30 (in person): Cambridge Growth Company Presentation and Q&A.

255/25-26/FC DATE OF NEXT MEETING (Standing item)

- Full Council Meeting: Tue 24th Feb 2026, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 17/02 at the latest].
- For all Council meetings and annual meeting schedule, see www.northstowntowncouncil.gov.uk

256/25-26/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.**257/25-26/FC UNITY CENTRE**

- 1) To consider an update on the latest progress with the Unity Centre.
- 2) To formally approve the Agreement to Lease for the Unity Centre and to execute the document.
- 3) To receive an update on the Legal Agreements for the Unity Centre.
- 4) To formally approve the Legal Agreements for the Unity Centre.

258/25-26/FC STAFFING MATTERS

- 1) To receive recommendations from the Personnel Committee in relation to the employment of the following staff at the Unity Centre:
 - a) 1 X Full Time Supervisor.

- b) 1 X Part Time Caretakers.
- c) 2 X Part Time Administration Staff.

2) To consider any recommendations from the Personnel Committee meeting held on Tuesday 27th January 2026.

3) To consider any further Locum arrangements for Northstowe Town Council from 2nd February 2026.

259/25-26/FC VEXATIOUS COMMUNICATIONS

- 1) To consider any actions required from 12th February 2026 in relation to the cessation of communication with a Parishioner.