

## NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

**MINUTES** of the meeting held on Tuesday **25th February 2025** at The Cabin, Northstowe

Members: 14  
Quorum: 5 Members.  
Present: 12 Members: Cllr Littlemore (Mayor); Cllr Delip (Deputy Mayor); Cllr Birr-Pixton;  
Cllr Bros Sabria; Cllr Castelino; Cllr Hodgson; Cllr Hunter; Cllr Kinnera; Cllr Owen;  
Cllr Mgaidia (from 19:05); Cllr Oluwasanya (from 19:11); Cllr Benedicic (from 20:20).  
Town Clerk; Deputy Clerk; Assets & Estates Manager.  
5 Members of the public.  
Apologies: Cllr Susarla; Cllr Greef.  
Absent: N/A

The meeting was opened at 19:00 pm; Cllr Littlemore took the Chair.

The Chair opened the meeting with a reminder to all Councillors about Standing Order 3j, as a reminder that when speaking at the meeting all comments are to be directed to the Chair.  
The Chair also stated that he would not be seeking re-election as the Chair of the Council at the next Annual meeting of the Town Council in May 2025 and wanted to give enough notice; he asked others to consider the possibility of standing for this position. He would still like to remain as a Councillor.

### **223/24-25 APOLOGIES FOR ABSENCE** (Standing Item)

*To record apologies for absence received prior to the meeting.*

Apologies had been received and accepted from: Cllr Greef; Cllr Susarla.

Apologies had also been received from Cllr Warren-Green; Cllr Bygott; (SCDC); A. Ainsworth (SCDC).

### **224/24-25 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.*

No interests were declared.

Cllr Mgaidia joined the meeting at 19:05 pm; he had no declarations to make.

### **225/24-25 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 (for up to 15 minutes in total; maximum 3 minutes per person).*

- A member of the public wished to show appreciation for the work being done on Data Protection and related aspects and where Northstowe Town Council are leading on this.
- A member of Northstowe Hub was present to express how the Trustees are interested in being involved and support the Unity Centre plans in some capacity, whether that would be sitting on the management board, or using the registered status as CIO, and would welcome the Town Council considering whether this would be beneficial in some way, as well as to share the workload.
- A member from SCDC shared information on the activation of the Community Asset Transfer Policy Process and what would happen if Northstowe Town Council decides on putting forward its initial proposal. It would mean that by the end of February 2025, the SCDC would formerly invite proposals from any other interested party on taking on the Unity Centre. It is anticipated by SCDC that Northstowe Town Council and any other interested parties would submit their full and final proposal by the end of March 2025. During April any proposal that is submitted would be assessed and by May 2025 SCDC would anticipate taking a paper to their Cabinet for them to make a determination to decide to accept any proposal that received, or look to approve an alternative mechanism by which SCDC could accomplish the management of the Unity Centre. They set out that there are some benefits in Northstowe Town Council putting forward the bid at this point, as: 1) It would trigger the activation of the Community Asset Transfer Policy, 2) The opportunity would be opened to others in a timely way. 3) Publication of an online form for guidance on submissions for all of those that have submitted their bids and with helpful prompts. 4) This would also include a publication of an assessment matrix that would show how scoring submissions will take place. 5) It would also allow a window to give feedback on the initial proposal, to help guide the final submission by the end of March 2025. The interval between the initial submission and the final proposal could then be used to perfect NTC's proposal in full.

In response to a question whether the process could only be triggered by Northstowe Town Council submission, or could it be by other submissions, it was explained that the process is entirely reactive to receiving a proposal and it

could be by anyone. In response to a question whether a proposal put forward by Northstowe Town Council would it be evaluated or seen by the same group of people that would be evaluating the final bids at the end of March, it was explained the proposal would be looked at and an initial assessment made by a narrow officer group; if it was felt that there were areas of weakness, further expertise would then be sought to advise the Town Council, in order to improve its bid, but without sight of an initial plan this would be difficult to do. There was further reassurance given that the Town Council would be provided Council with the best guidance it could give.

#### **226/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETING(S)** ( Standing item)

1) To approve the 28<sup>th</sup> January 2025 Full Council meeting minutes as a true record of the meeting (draft attached). It was proposed by Cllr Littlemore and seconded by Cllr Hodgson and **RESOLVED**, with 6 voting for and 5 abstentions **to approve the 28<sup>th</sup> January 2025 Full Council meeting minutes as a true record of the meeting.**

Cllr Oluwasanya joined the meeting at 19:11 pm; she had no declarations to make.

#### **227/24-25 REPORTS FROM COUNTY AND DISTRICT COUNCIL DIVISION/WARD MEMBERS** (Standing Item)

1) *To receive a report from Cambridgeshire C.C. Division Member Cllr F. Thompson (attached).*

A comment was made about how “excellent” the reports were from County and District Councillors, with great detail on the Devolution plans.

In response to a question regarding the Travel Steering Group and an update on this., it was explained that there had been delays due to staff illness. It was added that Stagecoach was deemed to be the main topic of discussion and were going to be attending the Northstowe Community Forum. If any further information was needed on travel-related items, Cllr Thompson offered to take this further with Cambridge County Council.

2) *To receive a report from South Cambs. D.C. Ward Member Cllr. N. Warren-Green (attached).*

Noted. No questions were raised.

3) *To receive a report from South Cambs. D.C. Ward Member Cllr. T. Bygott (attached).*

Noted. No questions were raised.

#### **228/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

1) *To receive a report from South Cambs. D.C.'s Northstowe Community Development Officers (attached).*

An update was given about Stagecoach and that they will indeed be attending the Northstowe Community Forum meeting. Following an enquiry regarding CPCA attending the Forum meeting, it was explained that this would not be possible for the upcoming meeting, but that they will be asked to attend a future Forum meeting.

A comment was made about how disappointing it was that Stagecoach had taken a regressive step back to the 2019 fare model in excluding the northern part of the busway from Cambridge City Zone. A further comment was also made about the Flexi ticket and that this could still be used up until the 31<sup>st</sup> March, however it seems that it is not always being accepted; Cllr Thompson said she was picking this up.

#### **229/24-25 NORTHSTOWE DELIVERY GROUP** (Standing Item)

1) *To receive minutes of the Northstowe Delivery Group meeting held on 12<sup>th</sup> December 2024 (attended by Cllr Littlemore) (attached; updated ToR shared with Cllrs.).*

A question was asked regarding the listed outstanding action for an informal meeting with the Town Council: What is the main objective of this meeting? It was explained that it was to do with the Town Hub and early consultation on that. There was some further discussion regarding the latest on proposals for meanwhile use in phase 2.

#### **230/24-25 KICKSTART FUND PANEL** (Standing Item)

*No Kickstart Fund Panel meeting has been held recently.*

Noted.

#### **231/24-25 NTC STAFF REPORT** (Standing Item)

1) *To receive a report from the Clerk on NTC staff activities (period: Jan 2025) (to follow shortly).*

It was noted that the report had since been sent through; no questions were raised.

#### **232/24-25 TOWN COUNCILLOR VACANCY/ CO-OPTION**

1) *For Information: One Town Councillor vacancy has arisen on 24<sup>th</sup> January 2024, as a result of legal disqualification under the 'six-month rule'. Co-option procedures were instigated for all new vacancies.*

2) *[As there has been no call for an election from the electorate within the statutory timelines] To decide to intend to fill the vacant Member seat by co-option at the next Full Council meeting.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to decide to intend to fill the vacant Member seat by co-option at the next Full Council meeting.**

### 233/24-25 INDEMNITY AGREEMENT FOR S106 TOWN BOARD CONTRIBUTION (4<sup>TH</sup> TRANCHE).

Item deferred from Full Council meeting 28<sup>th</sup> January 2025, item 208/24-25:

- 1) To receive an Indemnity Agreement from South Cambridgeshire District Council, regarding the fourth (and final) instalment of the Phase 2 S106 Town Board Contributions: a total of £11,652.84, to come to the Town Council (shared with Cllrs.)
- 2) To decide to accept the contribution, and to allocate two Councillors to sign the document.

It was proposed by Cllr Littlemore, seconded by Cllr Delip and **RESOLVED**, unanimously, **to decide to accept the contribution, and to allocate two Councillors to sign the document.**

### 234/24-25 IT SUPPORT SERVICES

Item deferred from Full Council meeting 28<sup>th</sup> January 2025, item 207/24-25:

Further to Full Council meeting 17<sup>th</sup> December 2024, item 184/24-25:

- 1) To decide on additional IT support services delivery, of a total of £576.00 (inclusive of VAT) for Windows Pro upgrades for all current staff laptops (shared with Cllrs.)

A question was raised why an upgrade was needed; an explanation was given that it was to bring all staff laptops devices under central management control with Cloudy IT. There is a mixture of Windows 11 home and pro, and it was to bring all laptops in line. A further question was raised, asking whether the direct upgrade price had been looked up separately, as the price in the quote looked like it might be for new whole licenses and not an upgrade; it was explained that this hadn't been done. The **Town Clerk was tasked** to investigate the upgrade costs with Cloudy IT and Microsoft directly and to understand if the upgrade costs could be reduced as some staff already have Windows 11 Pro.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve on additional IT support services delivery, of a total of up to £576.00 (inclusive of VAT) for Windows Pro upgrades for all current staff laptops, pending a check if all proposals are needed.**

### 235/24-25 LETTERS TO PHASE 1 MASTER DEVELOPER AND RESIDENTS ON CYCLE LANES

Item deferred from Full Council meeting 28<sup>th</sup> January 2025, item 209/24-25:

- 1) To receive a report on the issues around unfinished cycle lanes and parking in cycle lanes (attached).

- A Comment was made around Urban & Civic having the legal right to privately fine people for parking on the cycle lanes- has this been explored as a solution?

- A concern was expressed about only finishing the cycle lanes because they are designed to allow free flow between the road and the cycle lanes via a specific curb, and only finishing the cycle lanes may cause road dangers for cyclists. Regarding the parking in general this is an uphill struggle, what is it the Council can do regarding planning feedback for new parts of Northstowe, certain areas of Northstowe were referred to for example Stirling Way as the current road layout doesn't work and the Keepmoat area has a better layout.

- The Chair had expressed that there had been many conversations held with County Council officers and how enforceable it would be to prevent parking in cycle lanes, even when the roads are adopted, and the impression that was given was unless there were double yellow lines, this may not be enforceable.

- Clarification was sought around the undersigned on the proposed letter to the master developer Urban & Civic and whether all signatories are fully on board.

- There was a suggestion about adding in the letter about the raised table at the busway crossing and about completing that part as it would be helpful to the primary school students.

- The **Town Clerk was tasked** to work with the relevant Councillors to have the specifics of the undersigned on the letter confirmed to the master developer as there were some amendments needed, and to pass the revised letter by all Councillors first before sending this out.

- 2) To agree to undersign a letter to the master developer of Phase 1 Urban & Civic requesting the finalisation of cycle lanes giving priority to route to Northstowe Learning Community (attached).

It was proposed by Cllr Littlemore, seconded by Cllr Mgaidia and **RESOLVED**, unanimously, **to amend the motion, to ensure that all signatories have confirmed and to change 'cycle lanes' to 'Stirling Road' and to add 'and Pathfinder Primary'**

- It was proposed by Cllr Littlemore and seconded by Cllr Bros-Sabria and **RESOLVED**, unanimously, **to agree to undersign a letter to the master developer of Phase 1 Urban & Civic requesting the finalisation of Stirling Road to give greater priority to Northstowe Learning Community and Pathfinder Primary, subject to revised wording being distributed to Councillors in advance of the letter being signed.**

- 2) To agree to undersign a letter asking residents in Stirling Road, Eagle Way and Wellington Road to refrain from parking in future cycle lanes.

- A comment was made to make it clear what the legal position is included in this letter.

- A comment was made around the cost of sending this out as this had not been included in the motion paper. A discussion took place around the costs and that there could be a possibility of printing this in house and there was a volunteer to distribute the letters by hand.

- A further discussion took place around how enforceable this would be, and it was also mentioned about taking out the paragraph about the enforcement of road parking and the date for adoption of the roads, as these could potentially prove inaccurate.

It was proposed by Cllr Littlemore and seconded by Cllr. Delip and **RESOLVED**, unanimously, **to defer the item until the next Full Council meeting, with additional details around relevant legal and policy references regarding parking on cycle lanes to be added.**

### **236/24-25 OFFER OF MEETING IN ADVANCE OF RESERVED MATTER APPLICATION**

*Item deferred from Full Council meeting 28<sup>th</sup> January 2025, item 211/24-25:*

- 1) *To receive an email from developer re: plans for reserved matter application re: 20/05398/OUT, with offer for a consultation with the Town Council (attached).*
- 2) *To consider the offer, and for Councillors to come forward for a meeting to be arranged to this end with the developers.*

Cllr Littlemore and Cllr Bros Sabria expressed that they would welcome such a meeting with the developers. The **Clerk was tasked** to send the invite to all Councillors.

### **237/24-25 POLICIES & PROTOCOLS**

*Items recommended by Finance & Governance Committee 18<sup>th</sup> Feb. 2025, item 94/24-25, for adoption by the Council:*

- 1) *To adopt a Data Breach Response Policy (draft attached).*

- A comment was made about any possible police investigation and involvement around this subject and how applicable this would be to the Data Response Policy. It was acknowledged that there could be a clause added in there for the Council to consider.

- The **Town Clerk was tasked** to remove the word Mayor on the website and replace it with Chair.

It was proposed by Cllr Littlemore and seconded by Cllr. Owen and **RESOLVED**, unanimously, **to adopt the Data Breach Response Policy.**

To adopt a Data Breach Register Template (draft attached).

- 2) *To adopt a Data Breach Register Template (draft attached).*

It was proposed by Cllr Littlemore and seconded by Cllr. Owen and **RESOLVED**, unanimously, **to adopt the Data Breach Register Template.**

- 3) *To adopt a Data Subject Consent Form (draft attached).*

It was proposed by Cllr Littlemore and seconded by Cllr. Owen and **RESOLVED**, unanimously, **to adopt the Data Subject Consent Form.**

- 4) *To adopt an End-of-Grant Project Report Form (draft attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Mgaidia, and **RESOLVED**, unanimously, **to adopt the End-of-Grant Project Report Form.**

### **238/24-25 CONSULTATIONS**

*Item deferred from Planning Committee 18<sup>th</sup> Feb. 2025, item 78/24-25(a):*

- a) *To decide to submit a consultation submission proposal as prepared by the Planning Committee regarding the following consultation: UK Government - Public Consultation on Strengthening Standards and conduct framework - Strengthening the standards and conduct framework for local authorities in England - GOV.UK.  
Deadline for consultation responses: 26 February 2025. (shared with Cllrs.)*

It was proposed by Cllr Littlemore and seconded by Cllr Owen and **RESOLVED**, unanimously, **to decide to submit a consultation submission proposal as has been prepared by the Planning Committee regarding the following consultation: UK Government - Public Consultation on Strengthening Standards and conduct framework -**

### **239/24-25 TENDERING FOR MAINTENANCE OF B1050 VERGES**

*Further to Full Council 27<sup>th</sup> Feb. 2024, item 236/23-24 and Full Council 26<sup>th</sup> March 2024, item 262/23-24:*

- 1) *To receive an updated tendering document for the maintenance of the verges within the parish of Northstowe alongside the B1050 in 2025, 2026 and 2027 (shared with Cllrs.).*

A question was raised what changes had been made compared to the previous tendering process.

The Council was informed that the process was largely the same, but there was a change around how many cuts per year were being proposed and it was changed for 6 cuts up to 8 rather than specifying 8 cuts as was done last time. The second change is that this tender was for 3 years this time instead of 1 as last year in 2024.

- 2) *To agree to go out to tender, using the invitation to tender document, with the intention to award a contract at the next Full Council meeting.*

It was proposed by Cllr Littlemore, seconded by Cllr Bros-Sabria, and **RESOLVED**, unanimously, **to agree to go out to tender as amended, using the invitation to tender document, with the intention to award a contract at the next Full Council meeting.**

#### **240/24-25 PARKPLAY BANNERS**

Further to Full Council 22<sup>nd</sup> October 2024, *item 140/24-25* and Full Council 17<sup>th</sup> December 2024, *item 187/24-25*:

- 1) To receive an updated proposal for banners and associated marketing materials for ParkPlay, and to (retrospectively) approve this proposal and payment for the costs (email as previously sent shared with Cllrs.).

A question was raised about what justification Northstowe Learning Community gave for not wanting to advertise ParkPlay. Information was given by the ParkPlay leader, present in the public gallery, what discussions had been held with various landowners.

#### **241/24-25 MOBILE FOOD HUB**

Further to Full Council 25<sup>th</sup> June 2024, *item 60/24-25* and Full Council 23<sup>rd</sup> July 2024, *item 81/24-25*:

- 1) To receive data from Hope CIC following the end of the six-month trial for the Northstowe Mobile Food Hub (data and other information shared with Cllrs.).

A comment was made about the upturn in numbers visiting last month, which suggests there is a demand for it. There were also some comments made about the costs of some items and that the proposition was sold on the basis that the items would be sold at cost or less and that it had been reported back to the Town Council that this may not always have been the case. **NTC Officers were tasked** to raise the points with the service provider, Hope CIC.

- 2) To decide to extend beyond the initial six-month trial and to decide on the duration of the extension.

It was proposed by Cllr Littlemore and seconded by Cllr Mgaidia and **RESOLVED**, with 11 members voting for and 1 abstention, **to decide to extend beyond the initial six-month trial and to decide on the duration of the extension on a rolling monthly basis.**

Cllr Benedicic joined the meeting at 20:20 pm; he had no declarations to make.

#### **242/24-25 CONSOLIDATION OF THE FINANCE AND GOVERNANCE AND PLANNING COMMITTEES**

- 1) To consider a proposal to consolidate the Finance and Governance Committee and Planning Committee into a single monthly meeting at the start of the next civic year (attached).
- 2) To task the Clerk to update the Council's Standing Orders and Scheme of Delegation as per the recommendations in Annex A, replace the Terms of Reference with the Draft recommendation in Appendix B and prepare new Financial Regulations based off the latest model for presentation at the Annual Meeting of the Town Council.

It was proposed by Cllr Littlemore and seconded by Cllr Hodgson and **RESOLVED**, unanimously, **to task the Clerk to update the Council's Standing Orders and Scheme of Delegation as per the recommendations in Annex A, replace the Terms of Reference with the Draft recommendation in Appendix B and prepare new Financial Regulations based off the latest model for presentation at the Annual Meeting of the Town Council.**

#### **243/24-25 ASSET TRANSFER WORKING GROUP**

Item deferred from Full Council meeting 28<sup>th</sup> January 2025, *item 210/24-25*:

- 1) To decide to close down the Asset Transfer Working Group, considering the recent employment of the Council's Assets & Estates Manager.

A vote was held: 5 voting for and 5 against and 1 abstention; following the casting vote of the Chair the **motion was not carried.**

#### **244/24-25 ALLOCATION OF CLLRS. TO COMMITTEES, WORKING GROUPS & EXTERNAL PARTNERSHIPS**

- 1) To appoint Cllr Hodgson to the Personnel Committee;

It was proposed by Cllr Littlemore and Seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint Cllr Hodgson to the Personnel Committee.**

- 2) To appoint Cllr Birr-Pixton to the Planning Committee;

It was proposed by Cllr Littlemore and Seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint Cllr Birr-Pixton to the Planning Committee.**

- 3) To appoint Cllr Hodgson as Councillor Lead on the Community Lounge Working Group;

It was proposed by Cllr Littlemore and Seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint Cllr Hodgson as Councillor Lead on the Community Lounge Working Group.**

- 4) To appoint Cllr Hodgson to represent Northstowe Town Council at the Northstowe Support Partnership;

It was proposed by Cllr Littlemore and Seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint Cllr Hodgson to represent Northstowe Town Council at the Northstowe Support Partnership.**

- 5) To appoint Cllr Hodgson to represent Northstowe Town Council on Northstowe Community Networkers.

It was proposed by Cllr Littlemore and Seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint Cllr Hodgson to represent Northstowe Town Council on Northstowe Community Networkers.**

- 6) To appoint any other Councillor to fill any of the remaining vacancies on Council Committees, Working Groups and External Partnerships.

It was proposed by Cllr Littlemore and Seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint Cllr Benedicic to the Personnel Committee.**

#### **245/24-25 EXTERNAL PARTNERSHIPS – STAFF ALLOCATION**

Item deferred from Full Council meeting 28<sup>th</sup> January 2025, item 212/24-25:

- 1) To agree for the Assets & Estates Manager to join the Social Value Steering Group and its sub-group the Meanwhile Use Delivery Group [Further to Full Council meeting 24<sup>th</sup> September 2024, item 112/24-25].
- 2) To agree for the Assets & Estates Manager to join the Northstowe Delivery Group instead of the Town Clerk, with the Town Clerk remaining in reserves [Further to Full Council meeting 28<sup>th</sup> May 2024, item 31/24-25].

These items were **deferred** to the next Council meeting.

#### **246/24-25 UPDATES ON ONGOING WORK & ACTIONS/ ITEMS FOR INFORMATION**

Includes items deferred from Full Council meeting 28<sup>th</sup> January 2025, items 213 & 214/24-25:

Further to recommendations from the Personnel Committee at meeting on 14<sup>th</sup> January 2025, item 37/24-25(1)(2):

- 1) To receive an updated Job Description for the Deputy Clerk, and to approve these changes (shared with Cllrs.).  
NB: proposed changes as a result of Market Manager now in place.

Further to recommendations from the Personnel Committee at meeting on 14<sup>th</sup> January 2025, item 37/24-25(1)(2):

- 2) To receive an updated Job Description for the Town Clerk, and to approve these changes (shared with Cllrs.). NB: proposed changes as a result of Assets & Estates Manager now in place.
- 3) To receive an updated Risk Assessment for the Northstowe market [following a series of changes made to the market delivery since March 2024].
- 4) Update from the Clerk on progress on implementation of the WorkNest HR Consultancy work.
- 5) Update from the Clerk on progress on implementation of the Cloudy IT system changes.
- 6) Email from the Combined Authority, received 19<sup>th</sup> Feb. 2025, regarding locations for parking hubs for the Voi e-scooter scheme extension, with request for feedback on parking hub locations proposed (email attached.)
- 7) Email from Northstowe Arts, received 12<sup>th</sup> Feb. 2025, regarding plans for Midsummer Festival on 21<sup>st</sup> June 2025, with request to feed into plans.

These items were **deferred** to the next Council meeting.

#### **247/24-25 COMMITTEE MEETINGS (Standing Item)**

Includes items deferred from Full Council meeting 28<sup>th</sup> January 2025, item 215/24-25:

To receive minutes from the following committee meetings held:

- a) Finance and Governance Committee, 10<sup>th</sup> December 2024 (finalised minutes attached).
- b) Planning Committee, 10<sup>th</sup> December 2024 (finalised minutes attached).

NB: Minutes of the 10<sup>th</sup> Jan. 2025 Personnel Committee; 21<sup>st</sup> Jan. 2025 Finance & Governance Committee; 21<sup>st</sup> Jan. 2025 Planning Committee; 18<sup>th</sup> Feb. Finance & Governance; and 18<sup>th</sup> Feb. Planning Committee are to follow.

These items were **deferred** to the next Council meeting.

#### **248/24-25 WORKING GROUPS (Standing Item)**

To receive an update from Working Groups reporting to Full Council; from:

- a) Community Lounge Working Group.
- b) Asset Transfer Opportunities Working Group.
- c) Road Safety Working Group.

These items were **deferred** to the next Council meeting.

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 item 206/24-25.

It was proposed by Cllr Littlemore and seconded by Cllr Owen and **RESOLVED**, unanimously, **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 item 206/24-25.**

#### **249/24-25 BUSINESS PLAN FOR UNITY CENTRE**

Deferred from Full Council 28<sup>th</sup> January 2025, item 206/24-25:

- 1) To receive an updated Initial Business Plan for a Town Council management of the Unity Centre.

The following documents are shared with Cllrs:

- Updated Initial Business Plan;
- X2 spreadsheets detailing financial projections and other considerations;
- Document setting out how Town Council comments have been addressed to date;
- Letter from SCDC, 19<sup>th</sup> Feb. 2025, setting out SCDC's expectations for 'the Initial Business Plan' and how this would trigger the asset transfer process.

- 2) To discuss the updated Business Plan and associated documents.

The Assets & Estates Manager explained that the plan had been updated, and it was centred around some key adjustments that relate to more income projections through e.g., ad-hoc bookings and changed staffing models proposed; thanks was given for all feedback received from Councillors and that almost all recommendations for changes had been adopted and changed into the plan.

There was a suggestion that both financial projections could be submitted, one being the baseline and the more modest example is more aspirational and perhaps it may end up somewhere in the middle of the two plans. In the paperwork to be submitted to SCDC, that there would also need to be added some review points in relation to S106 funds and other key items to be reviewed at regular intervals. It was expressed that based on the information given at the beginning of the last meeting, it was better to initiate the process and send off the current proposal as it is, with the recent modifications that had been made, since the last Council meeting, because there will be an opportunity to get some constructive feedback to enhance the final proposal even more. It was noted that the timeline was quite tight as final submission had to be in before the end of March; however, this was in accordance with the expectations and criteria set for triggering the asset transfer process by SCDC.

- 3) *To decide to submit the draft Initial Business Plan to South Cambs. D.C., in order to begin the process of asset transfer negotiations, with the intention to then prepare a final submission, to be discussed and decided on by Full Council, for formal submission to SCDC thereafter.*

It was proposed by Cllr Hodgson, seconded by Cllr Castelino and **RESOLVED**, with 11 voting for and 1 abstention, **to decide to submit the draft Initial Business Plan to South Cambs. D.C., in order to begin the process of asset transfer negotiations, with the intention to then prepare a final submission, to be discussed and decided on by Full Council, for formal submission to SCDC thereafter.**

#### **250/24-25 VAT LEGAL ADVICE**

- 1) *To decide to seek legal advice from a solicitor firm, to understand the implications of VAT for taking on the Unity Centre;*
- 2) *To task the Assets & Estates Manager / Town Clerk to seek a best value quote from a suitable solicitor firm and commission this work as soon as possible.*

It was recommended that, based on initial information received from CAPALC including through informal discussions held with internal auditors, and from SCDC officers, that bespoke external legal advice be sought on this subject, as it is a specialised subject. It was pointed out that it would not be in line with our Financial Regulations, to not having three quotes and a statement of work with expected outputs listed. It was suggested that it could be deferred to the next Finance and Governance Committee, along with further information to be gathered through CAPALC membership and perhaps use of AI or other information sources first before any consideration would be given to commissioning work to a VAT specialist firm.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 11 voting for and 1 abstention, **to defer the item to the Finance & Governance Committee taking into account all the comments made.**

#### **251/24-25 MARKET MANAGEMENT**

- 1) *For information: Notification of resignation of Market Manager (last working day normally being 10th March 2025).*
- 2) *To consider possibilities for continuation, or otherwise, of market delivery model.*

A discussion took place about options for continuation, or otherwise, of the market delivery model, and how this could be aligned with the current contract for the Market Manager, also taking an indication of a potential extension of their notice period into account. The Town Clerk informed the Council that he would defer to WorkNest for further legal advice in the matter. The Council **agreed** to take the Market Manager up on their offer to stay beyond their original notice period, whilst other options were to be explored to run the Market with involvement from the Personnel Committee.

All staff left the meeting before item 252/24-25 was discussed.

#### **252/24-25 PERFORMANCE-RELATED WAGE INCREASE**

*Item deferred from Full Council meeting 28th January 2025, item 221/24-25:*

*Further to recommendation from Personnel Committee at meeting on 14th January 2025, item 36/24-25(2):*

- 1) *To receive a report on the Annual Performance Review meeting (for period Oct 2023 – Sep 2024), held on 8th October 2024 between the Chair of the Personnel Committee and the Town Clerk, and to approve the report (and committee's) recommendation regarding a one spinal point salary increase (shared with Cllrs.).*

Following a discussion there was no proposer. The motion was not carried.

*To resolve to end the closed session.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to resolve to end the closed session.**

#### **253/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

*Includes Items deferred from Full Council meeting 28<sup>th</sup> January 2025, item 217/24-25:*

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

- a) 4<sup>th</sup> Nov. 2024: Northstowe & Longstanton Heritage Stakeholder Group Quarterly (attended by Clerk) (minutes attached; updated Heritage Strategy shared with Cllrs.).
- b) 26<sup>th</sup> Nov. 2024: Northstowe Open Space and Landscape Steering Group (attended by Cllr Mgaidia; Assets & Estates Manager) (minutes attached).
- c) 4<sup>th</sup> Dec. 2024: Cabin Management Board (attended by Clerk; Assets & Estates Manager) (minutes shared with Cllrs).
- d) 5<sup>th</sup> Dec. 2024: Western Park Pavilion Management Board (attended by Clerk) (minutes shared with Cllrs.).
- e) 17<sup>th</sup> Dec. 2024: Social Value Steering Group (attended by Cllr Bros Sabria) (notes shared with Cllrs.)
- f) 17<sup>th</sup> Dec. 2024: Phase 1 Northstowe Open Space and Landscape Steering Group (attended by Assets & Estates Manager) (minutes and associated reports attached).
- g) 8<sup>th</sup> Jan. 2025: Northstowe Community Networkers (attended by Deputy Clerk) (minutes attached).
- h) 9<sup>th</sup> Jan. 2025: Northstowe Town Hub Steering Group (attended by Town Clerk) (minutes to follow).
- i) 14<sup>th</sup> Jan. 2025: Northstowe Youth Partnership (attended by Cllr Bros Sabria).
- j) 15<sup>th</sup> Jan. 2025: Meanwhile Use Delivery Group (attended by Assets & Estates Manager).
- k) 16<sup>th</sup> Jan. '25: Northstowe Quarterly Meetings Homes England (no NTC representation) (minutes shared with Cllrs).
- l) 23<sup>rd</sup> Jan. 2025: Northstowe Delivery Group (minutes to follow).
- m) 23<sup>rd</sup> Jan. 2025: Northstowe Support Partnership (no NTC representation) (minutes to follow).
- n) 27<sup>th</sup> Jan. 2025: Northstowe & Longstanton Heritage Stakeholder Group (attended by Clerk) (minutes to follow).
- o) 28<sup>th</sup> Jan. 2025: Phase 1 Northstowe Open Space and Landscape Steering Group (attended by Assets & Estates Manager) (minutes to follow).
- p) 12<sup>th</sup> Feb. 2025: Northstowe Community Networkers (attended by Deputy Clerk) (minutes to follow).

These items were **deferred** to the next Council meeting.

#### **254/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

*Includes Items deferred from Full Council meeting 28<sup>th</sup> January 2025, item 217/24-25:*

- a) Tue 25<sup>th</sup> Feb. 2025, 12:00 – 13:00 (virtual): Phase 1 Northstowe Open Space and Landscape Steering Group.
- b) Thu 27<sup>th</sup> Feb. 2025, 12:00 – 13:00 (virtual): Northstowe Delivery Group.
- c) Tue 4<sup>th</sup> Mar. 2025, 10:00 – 11:00 (virtual): Northstowe Youth Partnership.
- d) Wed 5<sup>th</sup> Mar. 2025, 13:00 – 14:00 (in person): Cabin Management Board.
- e) Thu 6<sup>th</sup> Mar. 2025, 16:00 – 17:00 (in person): Pavilion Management Board
- f) Thu 13<sup>th</sup> Mar. 2025, 13:00 – 14:00 (virtual): Northstowe Town Hub Steering Group
- g) Thu 20<sup>th</sup> Mar. 2025, 13:00 – 14:30 (in person): Northstowe Support Partnership
- h) Tue 25<sup>th</sup> Mar. 2025, 12:00 – 13:00 (virtual): Phase 1 Northstowe Open Space and Landscape Steering Group.
- i) Thu 27<sup>th</sup> Mar. 2025, 12:00 – 13:00 (virtual): Northstowe Delivery Group
- j) Thu 3<sup>rd</sup> Apr. 2025, 14:30 – 16:30 (in person/virtual): Northstowe Quarterly Meetings/ Homes England.
- k) Mon 28<sup>th</sup> Apr. 2025, 12:00 – 13:30 (virtual): Northstowe & Longstanton Heritage Stakeholder Group Quarterly.
- l) These items were **deferred** to the next Council meeting.

#### **255/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED (Standing Item)**

*Includes Items deferred from Full Council meeting 28<sup>th</sup> January 2025, item 217/24-25:*

- a) 27<sup>th</sup> Jan. 2025, 3-4 pm (virtual): E-Scooter Expansion - Online Briefing and Q&A - Northstowe and Oakington (email shared previously with Cllrs.).
- b) 29<sup>th</sup> Jan. 2025, Voi warehouse tour, 12 -13 (in person) (email shared previously with Cllrs.).
- c) 5<sup>th</sup> Mar. 2025, 19:00 – 21:00 (in person/virtual): Northstowe Community Forum.

These items were **deferred** to the next Council meeting.

#### **256/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)**

N/A

#### **257/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

- *Full Council: Tue 25<sup>th</sup> March 2025 (7-9 pm); The Cabin, Northstowe.*  
*[Final versions of motions & papers to be received by 15/03 at the latest].*

*For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk) Noted.*

The meeting was closed at 21.16pm



Signed.....

Town Mayor

Date.....