

## NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

### MINUTES of the meeting held on Tuesday 25<sup>th</sup> March 2025 at The Cabin, Northstowe

Members: 14  
Quorum: 5 Members.  
Present: 7 Members: Cllr Littlemore (Mayor); Cllr Benedicic; Cllr Castelino; Cllr Hodgson; Cllr Hunter; Cllr Kinnera (from 19:05). Cllr Hughes joined the Council, following co-option under item 267/24-25.  
Attendance: Town Clerk; Deputy Clerk; Assets & Estates Manager.  
Members of the public: 3.  
Apologies: Cllr Birr-Pixton; Cllr Bros Sabría; Cllr Delip (Deputy Mayor); Cllr Greef; Cllr Mgaidia; Cllr Oluwasanya; Cllr Owen; Cllr Susarla.  
Absent: N/A

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

#### 258/24-25 APOLOGIES FOR ABSENCE (Standing Item)

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

Apologies had been received and accepted from: Cllr Birr-Pixton; Cllr Bros Sabría; Cllr Delip; Cllr Greef; Cllr Mgaidia; Cllr Oluwasanya; Cllr Owen; Cllr Susarla.

It was noted that apologies had also been received from Cllr Bygott (SCDC).

#### 259/24-25 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.

#### 260/24-25 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).*

No member of the public wished to speak.

#### 261/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETING(S) (Standing item)

1) *To approve minutes of 25 February 2025 Full Council meeting as a true record of the meeting (to follow shortly).*

The Chair proposed, under Standing Order 12a, that this item be **deferred** to the next Full Council meeting, considering the draft minutes were distributed after the agenda went out.

#### 262/24-25 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).*

Noted. A suggestion was made that the report in future could perhaps also include insights from the Adults and Health Committee; the **Clerk took an action** to pass this suggestion onto Cllr Thompson.

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

In addition to the report submitted, Cllr. Warren-Green, present, informed the Council that there had been an extraordinary SCDC Council meeting on devolution.

Noted. No questions were raised.

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

Noted. No questions were raised.

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

#### 263/24-25 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).*

A question was asked about the Digital Assistance sessions and the cognitive training for older adults and whether there was any feedback on the demand and uptake for these offers. M. Stan, SCDC Community Development Officer, provided information explaining that the digital assistance had been running on a Wednesday at the same time as the Food Bank which seemed to work, but that because of a change in availability of the person supporting the session this was moved to a Friday; flyers were put out to promote the sessions including on reverse side of the Northstowe Community Forum flyer, but there has nevertheless been a lack of people attending these sessions. People on the database are to be contacted next, to help promote further. A resident who was a social care worker who would like to do the sessions for the cognitive training for older adults; they will bring on a couple of other people who can support with this, but the coordinator can only work with one or two people at a time.

**264/24-25 NORTHSTOWE DELIVERY GROUP** (Standing Item)

1) *To receive minutes of the Northstowe Delivery Group meetings held on 23<sup>rd</sup> January 2025 (attached).*

Noted. No questions were raised.

**265/24-25 KICKSTART FUND PANEL** (Standing Item)

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

Noted.

**266/24-25 NTC STAFF REPORT** (Standing Item)

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

It was noted that the report had been received. No questions were raised.

**267/24-25 CO-OPTION FOR TOWN COUNCILLOR VACANCY**

*Further to Full Council 25<sup>th</sup> February 2025, item 232/24-25(2):*

1) *To receive a report with information obtained from written applications received from prospective candidates for the office of Town Councillor (motion paper and report attached).*

It was noted that one of the candidates had withdrawn from the process the day before the meeting, and the online paper had been adapted accordingly.

2) *To receive presentations (max. 2 mins. each) from prospective candidates who are present at the meeting, setting out why they wish to join the Town Council and how they see themselves adding value to the Town Council's work with and for the community. NB: All eligible candidates have been invited to join this meeting.*

One candidate presented themselves.

3) *To vote on co-option for Councillors, to fill the existing one vacancy, in accordance with the Town Council's Co-Option Policy. It is recommended that voting is carried out using ballot papers (at Chair's discretion).*

Following one round of voting by ballot paper, the Chair declared that the vacancy was filled, with one candidate having received all the votes: Glyn Hughes.

4) *For the candidate voted in and, if present and having accepted the Council's position offer, to be invited by the Chair to join the remainder of the meeting as Town Councillor.*

The Chair congratulated the chosen candidate on their new position as Town Councillor and invited him to join the remainder of the meeting. Cllr Hughes joined the remainder of the meeting as a Town Councillor.

**268/24-25 UNITY CENTRE PROPOSALS - SUBMISSION TO SCDC**

*Further to Full Council 28<sup>th</sup> January 2025, item 206/24-25 and Full Council 25<sup>th</sup> February 2025, item 249/24-25:*

1) *To receive a short introduction from the Assets & Estates Manager on changes made and proposals shared with Cllrs*

The Assets & Estates Manager provided a summary to the Council, highlighting that;

- The Town Council submitted an initial business plan to the District Council following the previous Full Council meeting; this then triggered the SCDC's Community Asset Transfer processes. This has resulted in NTC having obtained detailed information about the next stages of the process, and the documentation, including additional documents, needed and the format in which information is to be presented as a final submission.
- Several workshops were conducted since, with all Councillors invited to participate, to seek input into specific business plan items in development. At the most recent workshop, one week before this Council meeting, the Council had been informed that answers to all questions posed by SCDC had been drafted, and that some of the extra supporting material had also been produced, including draft policies, an MOU, and Terms & Conditions. The Assets & Estates Manager expressed that he had found the workshops and Councillors' input invaluable.
- Together with a copy of the final, draft business plan, other information including financial spreadsheets, information regarding VAT, and draft answers to all SCDC questions had been shared with Councillors, as all those documents are to be submitted to SCDC as supporting documents with the final Business Plan.
- Approval was being sought to press ahead with the Town Council's proposals and submit before the deadline of 28<sup>th</sup> of March 2025.
- Following submission, there will be a lot more work to be done, as highlighted in the Business Plan, including adopting policies; lease agreement development, with District Council and with potential commercial café operator; bespoke V.A.T advice; selecting booking and Building Management systems; staff recruitment.

The Chair thanked the Assets & Estates Manager for all the hard work associated with this item and that their organisations of the workshop sessions had also been appreciated.

2) *To receive and discuss a Final Submission Business Plan for Town Council management of the Unity Centre.*

*The following draft documents are shared with Cllrs.:*

- *Recommended answers to all questions in online SCDC application 'for the opportunity to manage and maintain the Unity Centre.'* (This is the key application document requested by SCDC).
- *Feedback from SCDC on Initial Business Plan submission, received 7<sup>th</sup> March 2025.*

- *Final submission NTC's Business Plan.*

A question was raised about benchmarking or what lessons learned from other community centres had been used in the final submission. The Assets & Estates Manager explained that there was a separate document in an appendix, shared with Councillors in the meeting pack, that contains a detailed analysis of a number of community centres that had been visited or otherwise engaged with. There was no specific Community Centre used as an example because there was not one directly comparable. The document highlights instead what is considered good, and what not so good about the set up and management of each community centre, with lessons learned from each model and how these had been applied to the Unity Centre Business Plan proposals.

- *Spreadsheets linked to Business Plan, detailing financial projections and other considerations.*
- *VAT details.*
- *A Memorandum of Understanding (for key partner relations).*

Concerns were expressed by several Councillors about the wording around the decision-making aspects of the Advisory Group proposed in the draft M.O.U. document and that it may need to be discussed further to resolve those concerns. It was mentioned that there is an understanding that there is a role for all the partners mentioned, to help manage the building and guide the Town Council in its management at some point, but that maybe this document is not the way to outline this. In response, the Asset & Estates Manager highlighted that a key aspect of SCDC's asset transfer process requirements is that the Town Council is asked to explain how it obtains input from the community as part of its management model; although an MOU has not been specifically requested by SCDC, there were certain measures that could be addressed through the means of an MOU. Some Councillors expressed that an MOU would not be necessary and that NTC should govern its own interests as primary decision-maker, and that it already democratically represents the Northstowe community under the Local Government Act of 1972, and that there would therefore not necessarily be a need to have any outside bodies to be involved in management and decision-making regarding the Unity Centre, other than seeking input from community groups in the future once the asset has been transferred over to NTC. It was suggested that this document is removed from the submission; there was general consensus that an MOU would not be needed at this stage.

- *Terms and Conditions (for hirers).*

A concern was expressed about some of the wording in this document; in line with the discussion around the MOU, alternative wording was recommended in relation to the various references to an Advisory Group and its role in decision-making regarding bookings: these were to be replaced with reference to the Town Council.

- *Travel & Event Management Plan.*
- *Northstowe Town Council Child & Vulnerable Adult Protection Policy.*
- *Northstowe Town Council Protection of the Environment Policy.*

It was suggested that in this policy be included that Northstowe Town Council has signed up to the Plastic Free Pledge and we expect anyone using the building to not use 'single use plastic', where possible.

- *Northstowe Town Council Volunteer Policy.*

A suggestion was made to reference NTC's existing complaints policy and procedures in this document.

3) *To decide to submit the above documents as the final submission to SCDC by its deadline of COP 28<sup>th</sup> March*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 6 voting for and 1 abstention, **to amend the motion, to submit the above documents with the exception of the MOU and with changes made to the Terms and Conditions for hirers, following feedback received under sub-item 2.**

It was proposed by Cllr Littlemore, seconded by Cllr Castelino and **RESOLVED**, with 6 voting for and 1 abstention, **to decide to submit the above documents – as amended - as the final Business Plan submission to SCDC by its deadline of COP 28<sup>th</sup> March 2025.**

## **269/24-25 AWARDING CONTRACT FOR MAINTENANCE OF VERGES ALONGSIDE B1050**

*Further to Full Council 25<sup>th</sup> February 2025, item 239/24-25:*

- 1) *To receive tenders for maintenance of the verges within the parish of Northstowe alongside the B1050 in 2025, 2026 and 2027 (original tendering document; tenders received; and summary documentation included in motion paper shared with Cllrs.).*
- 2) *To decide which company to award the tender to, and to get relevant NTC staff to finalise paperwork to ensure the company can start their work as soon as possible.*

It was proposed by Cllr Benedicic, seconded by Cllr Castelino and **RESOLVED**, with 6 voting for and 1 abstention, **to decide to award the company Brookfield the tender for maintenance of the verges within the parish of Northstowe alongside the B1050 in 2025, 2026 and 2027.**

## **270/24-25 ALLOCATION OF CLLRS. TO COMMITTEES, WORKING GROUPS & EXTERNAL PARTNERSHIPS**

- 1) *To appoint Cllr Hunter to the Planning Committee;*

It was proposed by Cllr Littlemore, seconded by Cllr Hodgson and **RESOLVED**, with 6 voting for and 1 abstention, **to appoint Cllr Hunter to the Planning Committee.**

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

There were no other appointments to be made.

## **271/24-25 MARKET MANAGEMENT**

*Further to Full Council 25<sup>th</sup> Feb. 2025, item 251/24-25; and deferral to Full Council by Personnel Committee 11<sup>th</sup> Mar. 2025, item 46/24-25:*

- 1) *To consider options for market management & delivery going forward, following the resignation of the Market Manager (paper with options to be considered shared with Cllrs.).*

It was mentioned that the RFO and Town Council should adhere at all times to the Financial Regulations, s. 11.1.h which highlight that three quotes are to be obtained wherever possible.

The RFO explained that this had not been done at this stage: the Personnel Committee at its recent meeting (11<sup>th</sup> March) discussed a range of options presented by the clerk as to how the Northstowe market could continue to be managed and delivered, including options for re-recruitment of the Market Manager and additional market support by an external company, amongst others. Although several options had been considered as possible solutions and some others had been discounted, no clear preference was identified by the Committee and the Committee had deferred further discussion and decision-making on remaining options to Full Council, with the resulting updated overview of options presented to Full Council at this meeting.

The **Council reached consensus** that getting additional market support from a third party would be the best option (in line with option 2 of the options presented to the Council), but that the Council would not be able to make a decision based on the one quote that had been obtained so far for this option.

The **Personnel Committee was tasked** to re-consider re-recruitment of the Market Manager position at its next scheduled meeting.

- 2) *To decide on an option for market management and delivery.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 6 voting for and 1 abstaining, **to defer this item to the next Full Council meeting.**

The **RFO was tasked** to present back to Full Council a proposal against option 2, and obtain three quotes, where possible.

It was discussed that an extraordinary meeting may need to be called for, as no Full Council meeting had been scheduled for April; the **Clerk was tasked** to consider dates for an extraordinary meeting.

- 3) *[Pending outcomes under sub-item 2:] To decide to increase the number of Phoenix staff from one to two of their staff members, temporarily, for the upcoming Northstowe monthly markets (on 6<sup>th</sup> April; 4<sup>th</sup> May) [unless another suitable option could be arranged to ensure sufficient capacity to deliver the market on market days properly and safely].*

The motion was not discussed. Other options for interim market management on upcoming market days, in the absence of a market manager, were discussed.

It was **agreed** that Councillors would volunteers for the upcoming market on 6<sup>th</sup> April. One Councillor came forward; it was **agreed** that all Councillors were to be asked if they have capacity to cover for part of the day on the upcoming market day.

## **272/24-25 NORTHSTOWE NEWS – REGULAR PAYMENT FOR NTC COLUMNS**

*Further to Finance and Governance Committee 18<sup>th</sup> March 2025, item 102/24-25:*

- 1) *[Recommendation from the Finance and Governance Committee]: For the Town Council to consider Northstowe News' request and provide them with a regular payment of £100 per Northstowe News issue, to support them with their costs which have risen considerably. NB: This amount is in line with the amount the magazine charges private companies for a half-page advert and is also being requested of other regular contributors (emails shared with Cllrs.).*

It was proposed by Cllr Littlemore, seconded by Cllr Hodgson and **RESOLVED**, with 6 voting for and 1 abstention, **to provide Northstowe News with a regular payment of £100 per Northstowe News issue.**

## **273/24-25 CAPALC/NALC AFFILIATION FEE**

- 1) *To receive CAPALC/NALC affiliation renewal invite for '24- 25 (for period 1st April 2025 to 31st March 2026 (renewal invite email shared with Cllrs.).*

- 2) *[In line with item 20/23-24(3), Full Council 25th April 2023]: To confirm approval of continuation of CAPALC/NALC affiliation and approval of payment of the affiliation fee, including DPO Membership for '25-26 of £815.41.*

It was proposed by Cllr Benedicic, seconded by Cllr Hunter and **RESOLVED**, with 6 voting for and 1 abstention, **to confirm approval of continuation of CAPALC/NALC affiliation and approval of payment of the affiliation fee, including DPO Membership for '25-26 of £815.41.**

The Clerk took an **action** to ensure all Councillors, including new Councillors, know how to access the CAPALC and NALC resources online.

#### **274/24-25 NORTHSTOWE COMMUNITY LOUNGE – CAMBRIDGESHIRE ACRE ADDITIONAL GRANT**

- 1) *To - retrospectively - decide to accept a funding offer from Cambridgeshire ACRE for an additional amount of £500, to support the running of the Northstowe Community Lounge with additional financial support (email and award offer, and Community lounge spending plan shared with Cllrs.).*

It was proposed by Cllr Littlemore, seconded by Cllr Hodgson and **RESOLVED**, with 6 voting for and 1 abstention, **to retrospectively - decide to accept a funding offer from Cambridgeshire ACRE for an additional amount of £500, to support the running of the Northstowe Community Lounge with additional financial support.**

#### **275/24-25 NABMA MEMBERSHIP RENEWAL**

*Further to Full Council, 26<sup>th</sup> March 2024, item 258/23-24:*

- 1) *To consider discontinuing the annual membership with NABMA. NB: this was recommendation from outgoing Market Manager, as not deemed useful enough.*

It was proposed by Cllr Littlemore, seconded by Cllr Hunter and **RESOLVED**, with 6 voting for and 1 abstention, **to discontinue the annual membership with NABMA.**

#### **276/24-25 EXTERNAL PARTNERSHIPS – STAFF ALLOCATION**

*Item deferred from Full Council 28<sup>th</sup> Jan. 2025, item 212/24-25 and Full Council 25<sup>th</sup> Feb. 2025, item 245/24-25:*

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

It was **agreed** for the Assets & Estates Manager to join the Northstowe Delivery Group instead of the Town Clerk, with the Town Clerk remaining in reserve, and for the Assets & Estates Manager to join the Meanwhile Use Delivery Group.

#### **277/24-25 UPDATES ON ONGOING WORK & ACTIONS/ ITEMS FOR INFORMATION**

*Items deferred from Full Council 28<sup>th</sup> Jan. 2025, items 213&214/24-25 and Full Council 25<sup>th</sup> Feb. 2025, item 246/24-25:*

*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):*

A question was raised whether the changes should be approved given the current situation of not having a Market Manager. In response, more context was given by the Town Clerk, explaining that the references in the Deputy Clerk's initial contract were specifically to provide support for setting up the first six-month pilot market in 2023 only.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, with 6 voting for and 1 abstention, **to approve the updated Job Description for the Deputy Clerk.**

*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.*

A question was raised around the timing of this as the Assets & Estates Manager was still in their probationary period. It was expressed that there would still be a need to have input from the Town Clerk, in his position as RFO along with the role of the Assets & Estates Manager. There was consensus that the wording, therefore, would not need changing. The motion was **not carried**.

A general comment was made that, for future reference, all Job Descriptions should reference the SCP grades, not the actual salaries, as these tend to change on an annual basis. **Clerk to action.**

- 3) *To receive an updated Risk Assessment for the Northstowe market [following a series of changes made to the market delivery since March 2024].*

The Town Clerk updated the Council about the changes and that they were now deemed fit for purpose, although regular reviews may need to be implemented.

Noted.

- 4) *Update from the Clerk on progress on implementation of the WorkNest HR Consultancy work.*

The clerk gave an update to the Council about progress on implementation processes, noting the ongoing workstreams and outstanding queries. It was highlighted that a draft version of the HR Handbook had been received and the latest version had been shared with the Personnel Committee for their input. In relation to the HR Handbook, it a Councillor questioned whether the policies embedded in the draft HR Handbook could perhaps be better as stand-alone policies instead. A question was also raised whether adequate advice was being received from WorkNest and whether this is generic or tailored. Furthermore, access to the online software for Councillors was raised. The **clerk took actions** to raise these points with WorkNest.

- 5) *Update from the Clerk on progress on implementation of the Cloudy IT system changes.*

The clerk gave an update to the Council on progress on implementation of the Cloudy IT system changes. Following a question about contact details for the support service, the **clerk took an action** to share these with all Councillors to have direct access to the Cloudy IT support team for any future issues. There were also some questions around need

for guidance from Cloudy IT on security measures implemented; it was highlighted that there were no prompts given to change passwords when the email switch-over took place, and 2FA had also not been set up for Councillors; the **clerk took an action** to raise these items with Cloudy IT to be resolved.

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.)*

More information was given around the Voi bikes and additional parking hubs; Cllr Hodgson added an update regarding BizBikes who have been operating for a while in Northstowe. SCDC's Community Development Officer M. Stan, present, added that there has been positive feedback from Northstowe residents to date on the Voi hire scheme introduction. A question was raised whether the Voi e-scooters can be used on the track alongside the busway; the Clerk took an **action** to explore this further.

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.*

Noted.

## **278/24-25 COMMITTEE MEETINGS** (Standing Item)

*Items deferred from Full Council 28<sup>th</sup> Jan. 2025, item 215/24-25 and Full Council 25<sup>th</sup> Feb. 2025, item 247/24-25:*

*To receive minutes from the following committee meetings held:*

a) *Finance and Governance Committee, 10th December 2024 (finalised minutes attached).*

b) *Planning Committee, 10th December 2024 (finalised minutes attached).*

c) *Personnel Committee, 10<sup>th</sup> January 2025 (draft minutes attached).*

*NB: Minutes of the Finance and Governance Committee and Planning Committee meetings held in Jan, Feb and Mar 2025, as well as extraordinary Personnel Committee meeting held in March 2025 are still to follow.*

Noted.

## **279/24-25 WORKING GROUPS** (Standing Item)

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

a) *Community Lounge Working Group.*

An update was given around two events held, by Camlets and Timebanking, who recently attended and presented at Northstowe Community Lounge sessions.

b) *Asset Transfer Opportunities Working Group.*

It was mentioned that there is ongoing input from Councillors involved in discussions around the Unity Centre Business Plan finalisation.

c) *Road Safety Working Group.*

Cllr. Littlemore mentioned that no Working Group meeting had been held recently. Noted.

## **280/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION** (Standing Item)

*Items deferred from Full Council 28<sup>th</sup> Jan. 2025, item 217/24-25 and Full Council 25<sup>th</sup> Feb. 2025, item 253/24-25:*

*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 attached).*

p) *12<sup>th</sup> Feb. 2025: Northstowe Community Networkers (attended by Deputy Clerk) (minutes to follow).*

q) *25<sup>th</sup> Feb. 2025: Phase 1 Northstowe Open Space and Landscape Steering Group (minutes to follow)*

- r) 26<sup>th</sup> Feb. 2025: Faith Strategy Group meeting (no NTC representation (minutes attached).
- s) 27<sup>th</sup> Feb. 2025: Northstowe Delivery Group (attended by Cllr Owen and Assets & Estates Manager)
- t) 4<sup>th</sup> Mar. 2025: Northstowe Youth Partnership ((attended by Cllr Bros Sabría)
- u) 5<sup>th</sup> Mar. 2025: Cabin Management Board (attended by Assets & Estates Manager) (minutes attached)
- v) 6<sup>th</sup> Mar. 2025: Pavilion Management Board (attended by Assets & Estates Manager).
- w) 13<sup>th</sup> Mar. 2025: Northstowe Town Hub Steering Group
- x) 20<sup>th</sup> Mar. 2025: Northstowe Support Partnership.

Noted.

In relation to the work by Greenbelt, referenced in Open Spaces Steering Group minutes, a Councillor raised a question whether the work currently being carried out by contractors on behalf of Urban and Civic, i.e. the road finishing works across Phase 1, is being coordinated with Greenbelt: where open and green spaces already under the management of Greenbelt are affected by these works, clarity may need to be sought as to how these are to be reinstated and whether any associated costs may affect the annual maintenance bill for residents. The **clerk was tasked** to approach Urban and Civic and Greenbelt for further information, and report back to Councillors.

#### **281/24-25      UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION** (Standing Item)

Items deferred from Full Council 28<sup>th</sup> Jan. 2025, item 217/24-25 and Full Council 25<sup>th</sup> Feb. 2025, item 254/24-25:

- a) Tue 25<sup>th</sup> Mar. 2025, 12:00 – 13:00 (virtual): Phase 1 Northstowe Open Space and Landscape Steering Group.
- b) Thu 27<sup>th</sup> Mar. 2025, 12:00 – 13:00 (virtual): Northstowe Delivery Group
- c) Thu 3<sup>rd</sup> Apr. 2025, 14:30 – 16:30 (in person/virtual): Northstowe Quarterly Meetings/ Homes England.
- d) Mon 28<sup>th</sup> Apr. 2025, 12:00 – 13:30 (virtual): Northstowe & Longstanton Heritage Stakeholder Group Quarterly.
- e) Wed 28<sup>th</sup> May 2025, 16:30 - 18:00 (virtual): Parish Forum.

Noted.

#### **282/24-25      OTHER MEETINGS WHERE NTC HAS BEEN INVITED** (Standing Item)

- a) 30<sup>th</sup> April 2025, 13:00 – 13:45 (online): Town, Co-housing information session.

Noted.

#### **283/24-25      EVENTS WITH NTC INVOLVEMENT/SUPPORT** (Standing Item)

- a) 6<sup>th</sup> March 2025: Groundbreaking event for The Unity Centre. Attended by Cllr Littlemore as Town Mayor.
- b) 28<sup>th</sup> March 2025: RAF Oakington airfield memorial unveiling. Cllr Littlemore, as Town Mayor, invited to join.

Noted.

#### **284/24-25      DATES OF NEXT COUNCIL MEETINGS** (Standing Item)

- Annual Town Meeting: Tue 29<sup>th</sup> April 2025, 7-9 pm; The Cabin, Northstowe.
- Annual Meeting of the Town Council: Tue 27<sup>th</sup> May 2025, 7-9 pm; The Cabin, Northstowe.  
[Final versions of motions & papers to be received by 16/05 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 20.44pm

Signed.....

Town Mayor

Date.....