

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the meeting held on Tuesday 22nd JULY 2025 at The Cabin, Northstowe

Members: 14 (Seats: 15)
Quorum: 5 Members
Present: 8 Members: Cllr Benedicic (Mayor); Cllr Bros Sabria (Deputy Mayor); Cllr Birr-Pixton; Cllr Hodgson; Cllr Littlemore; Cllr Oluwasanya; Cllr Hunter; Cllr Cattaneo.
Town Clerk; Deputy Clerk.
6 Members of the public.
Apologies: Cllr Castelino; Cllr Delip; Cllr Hughes; Cllr Owen; Cllr Susarla.
Absent: Cllr Kinnera.

The meeting was opened at 7:00 PM; Cllr Benedicic took the Chair.

85/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

Apologies had been received and accepted from: Cllr Castelino; Cllr Delip; Cllr Hughes; Cllr Owen; Cllr Susarla. It was noted that apologies had also been received from Cllr Warren-Green (SCDC).

86/25-26/FC DECLARATIONS OF INTEREST (Standing Item)

a) Councillors to declare any pecuniary or personal interest in any items on the agenda.

Cllr Hodgson declared an interest in Item 95/25-26/FC, as a Trustee of the organisation asking for a community grant; he was advised that he would not need to leave the meeting as this item had already been discussed at the most recent Finance, Governance and Planning Committee, but that he should not take part in the discussions or vote.

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.

N/A.

87/25-26/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).

No member of the public wished to speak.

88/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

1) To receive minutes of the 27th May 2025 Full Council meeting (Annual Meeting of the Town Council) and to resolve to accept these as a correct record (draft minutes attached).

NB: minutes of the 24th June 2025 Full Council meeting are to follow.

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, with 7 voting for and 1 abstention, **to accept the minutes of the 24th June 2025 Full Council meeting as a correct record.**

89/25-26/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 (attached).

Cllr Navarro, present, provided an update;

- The Local Nature Recovery Strategy is currently being consulted on by the Cambridgeshire and Peterborough Combined Authority; he encouraged people in the community to respond.
- An update was given on the Guided Busway and the current consultation on where there should be openings left in the fence that is to be installed along the entire length of the busway, to ensure appropriate crossing opportunities for people and nature.
- Following a CPCA meeting, it was announced that the Tiger Pass is to be extended until March 2026 but that this is to be financed by ending the fare cap for Stagecoach buses earlier, on October 31st 2025, it thereafter increasing from £2.50 to £3.00.

Feedback was given to Cllr Navarro regarding where Northstowe sits in Stagecoach's price cap and that just walking 100yds would make the fare less, and he was requested to provide this feedback to the relevant parties.

It was also requested that Cllr Navarro feeds back that consultations, in this case the CPCA consultation promoted through the County Council, would need to take into account decision timelines needed by Parish and Town Councils, where a majority of Parish and Town Councils hold no meetings in August and do not reconvene until September, making it very difficult to respond to detailed consultations with lots of information to be considered.

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

Noted. No questions were asked.

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

- Cllr Bygott attended later; he provided an update on the SCDC 4 day working week and that it had been approved. No questions were raised.

90/25-26/FC REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)
To receive a report from South Cambs. D.C.'s Northstowe Community Development Officers (attached).
Noted. There were no questions or comments.

91/25-26/FC NORTHSTOWE DELIVERY GROUP (Standing Item)
1) *To receive minutes of the Northstowe Delivery Group meeting held on 24th April 2025 (attached).*
NB: NDG meeting scheduled for 22nd May 2025 was cancelled.
Noted.

92/25-26/FC KICKSTART FUND PANEL (Standing Item)
NB: no Kickstart Fund Panel meeting has been held recently.
It was requested that if there were no meetings held that the item does not appear on the agenda. This was noted.

93/25-26/FC NTC STAFF REPORT (Standing Item)
To receive a report on NTC staff activities for period: June 2025 (attached)
In response to a question, an update was given to the Council regarding the Training Plan for the Deputy Clerk in that there is an active one in place and a new one is being discussed for the next year (starting September 2025).

94/25-26/FC TOWN COUNCIL SUPPORT FOR YOUTH WORK IN ANNUAL BUDGET
1) *To receive a report and presentation on youth work (Annual report (2024-25) on youth work in Northstowe, report from Romsey Mill shared with Cllrs).*
NB: Representatives from Cambridgeshire County Council, Romsey Mill and Northstowe Youth Hive are to provide a presentation at the meeting.
Comprehensive presentations were given by Ella Rolfe, Community Co-ordinator for Cambridge County Council, Emma Whitbread, Lead Youth Development Worker, and Neil Perry CEO from Romsey Mill.;
The Community Co-ordinator from CCC informed the Council about the Youth work and what that involved, informal settings such as Youth Clubs and Youth services, and offering a detached service, going into the community meeting young people and not bringing them into a space, led by trained youth workers. Helping young people to build confidence, resilience and skills, and providing safe spaces and creating environments where young people feel valued and can express themselves. It is designed for young people to get involved in their communities and for them to have a voice in their communities. It is important that young people feel empowered helping them discover their strengths taking control of their own lives. Ella informed the Council which Parish/Town Councils had set various provisions for young people, with the support of Ella and her Youth workers team.
- A question was asked regarding the age range of the young people that are involved: The age range is 13-19yrs and up to 25yrs old for those with additional needs.
- A question was asked about the Mental health services offered: There are various services offered and all Youth Worker have safeguarding training.

Romsey Mill's staff members informed the Council that they work primarily with 13-25 yrs of age and also with the top end of primary school age, helping them adjust to the transition to the next stage of Secondary School. It is about supporting the young people holistically facing significant challenges in their lives for various reasons. They do this in various ways, such as youth clubs, detached, one-to-one support and mentoring to name a few. They have focus groups like Football, Music, Drama and Art, or whatever the young people express they are interested in. They also partner with more specialist Mental Health organisations and charities and the team are Mental Health trained and they will refer where necessary. The Aspire Project started in Northstowe a year ago, engaging with and supporting autistic young people aged 9-18+ years. This supports young people with Autism and their parents and liaise with education and social care professionals, and signpost families to additional resources and advice. The youth club has run across a junior and senior session and to-date benefitted 19 autistic young people. Emma then informed the Council further about the Youth Development Work which gave an overview of how many young people attended in a year, how many hours have been dedicated by the team, and the number of employees and FTE hours. Emma also explained about the Community (Open Access) Youth Work that is carried out. This is on Wednesdays school years 7-9 youth club in The Cabin from 4-5:30pm. Running alongside the Hub Café where young people can spend their pocket money on hot drinks, milkshakes, and other light refreshments. The Hub café volunteers also kindly serve our toasties, toast and squash to the young people which are free of charge. In January 2025, our football session started at Western Park Pavilion. Schools work is also a key aspect of their work currently in Northstowe, it allows them to get to know many young people who live, study and socialise in Northstowe. Emma explained about how much youth work has grown and developed over the last 3 years. Neil went into the finances and expenditure involved in running the various aspects of the youth work by Romsey Mill. He informed the Council that there are various Town and Parish Councils that are making contribution towards youth work.
- Clarification was sought about the finances slide and the S106 funding in certain phases of Northstowe.
- Are there any plans about intergenerational activity as it seems to be a demand that comes from the older people and younger people: An update was given by Romsey Mill, that there were plans in the process.

- A question was asked about who sets the age ranges especially to include early years. An explanation was given around both older age and younger age range and what there is currently available.
- There was a suggestion about possible connections with Cubs, Scouts etc and the different faith groups and organisations in Northstowe and how they could be included. Different suggestions were given and discussed on how this could be achieved.

2) *To agree to set up a Town Council Working Group, to consider use of the currently allocated £3,000 in the 2025-26 budget for youth work, and to develop proposals for youth work support for the 2026-27 budget proposals (and longer-term support thereafter), and to regularly report to Full Council on updates.*

There was a lot of discussion around funding initiatives and what other options there were, instead of it just coming from the County and Parish/Town Councils. The consensus was that this was worth pursuing and further work would be needed, to include further communication around how the money currently allocated for youth work could be prioritised and dispensed and also further discussions and communication to take place around future budgets for youth work were suggested. This then would all be brought back to Full Council, including a proposal for use of the £3,000 currently allocated in the NTC budget for 25-26.

95/25-26/FC GRANT APPLICATION

Deferred from 17/25-26/FGP (15th July 2025):

- 1) *To receive a revised grant application, received from Northstowe Hub CIO, for a request of repurposing a grant received by Northstowe Hub on behalf of Northstowe Foodbank, for repurposing £1,000 of that grant award towards the costs for hosting the Baby Hub new parents and carers support group (application shared with Cllrs.). The applicant is planning to be present at the meeting to answer any questions.*

The applicant gave an update and further information and how the money from the Northstowe Foodbank project, managed through Northstowe Hub, would be repurposed and that there would be no additional financial cost to NTC but that a transferal of previously awarded grant funds is being requested.

In response to a question how the Baby Hub had been funded up until now, it was answered that it has been running on a deficit and Northstowe Hub has been funding this to keep it going.

- 2) *To consider the grant application.*

It was commented by several Councillors that this is a welcome project.

- 3) *To decide on the grant application and grant amount requested.*

It was approved by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to decide to grant the Northstowe Hub CIO application to repurpose £1,000 of the previous grant award for Northstowe Foodbank and provide this amount towards the costs for hosting the Baby Hub new parents and carers support group.**

Following a further discussion, the **Asset Transfer Working Group was tasked** to consider room hire costs related to this application, for once the Unity Centre is in operation and the Baby Hub would be moving from the Cabin to the new centre.

96/25-26/FC ROAD NAMING RESPONSE TO URBAN AND CIVIC

Further to 17/25-26/PL(1) (20th May 2025) and 11/25-26/FGP (17th June 2025):

- 1) *To approve the suggestion of 'Unity Way' for the unnamed road running east-west along the north edge of The Green, and communicate this suggestion to Urban and Civic (motion paper attached).*

Cllr Birr Pixton provided an update on the process of the road naming. and that this name was only a suggestion from NTC. Discussions took place about having a list of alternative names.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 7 for and 1 abstention, **to amend the motion to read: 'to approve the suggestion of 'Unity Way' for the unnamed road running east-west along the north edge of The Green, and communicate this suggestion to Urban and Civic, along with all other suggested names listed in the motion paper.**

It was approved by Cllr Hodgson, seconded by Cllr Littlemore, and **RESOLVED**, unanimously, **to adopt the motion as amended.**

97/25-26/FC CHRISTMAS TREE QUOTES 2025 (-2027)

- 1) *To consider and decide on an option for purchasing a Christmas tree & decorations (see supporting documents – motion paper attached; further details in documents shared with Cllrs.).*

The Deputy Clerk was thanked for including details of different options. There was a discussion around the options presented. Several Councillors mentioned that the company that had supplied the Christmas tree over the last few years had provided good service.

8:26 pm: Cllr Hunter left the meeting.

It was proposed by Cllr Benedicic, seconded by Cllr Birr-Pixton and **RESOLVED**, unanimously, **to decide on The Christmas Decorators for purchasing a Christmas tree & decorations for a 3 year period.**

98/25-26/FC POLICIES

Further to deferral at 32/25-26/FC (27th May 2025):

- 1) To receive a Granting of Dispensations Policy, with associated forms (draft attached; associated dispensation procedure guide from South Cambridgeshire District Council shared with Cllrs.), and to adopt the Granting of Dispensations Policy. Additional document with further information gained from the SCDC Monitoring Officer shared with Cllrs.

It was proposed by Cllr Littlemore, seconded by Cllr Hodgson and **RESOLVED**, with 6 voting for and 1 abstention, to **adopt the Granting of Dispensations Policy, with associated forms.**

8:28 pm: Cllr Hunter returned to the meeting.

99/25-26/FC DISABILITY CONFIDENT EMPLOYER SCHEME

Further to 20/25-26/PER (10th June 2025):

- 1) To consider the Government's Disability Confident Employer Scheme - see How to sign up to the Disability Confident employer scheme - GOV.UK (www.gov.uk).
- 2) To receive an action plan for the Town Council, compiled by Cllr Hodgson (attached).
- 3) To decide for Northstowe Town Council to join this scheme, with the aim to reach Level 1 (Disability Confident Committed).

It was proposed by Cllr Hunter, seconded by Cllr Hodgson and **RESOLVED**, unanimously, to **decide for Northstowe Town Council to join the Disability Confident Employer Scheme, with the aim to reach Level 1 (Disability Confident Committed).**

100/25-26/FC MEDIA RESOURCE

- 1) To receive a draft 'media resource', prepared by Cllr Hunter, to be used for media engagement (shared with Cllrs.).

There was a discussion around the article and where parts of it or the entirety could be used or tailored to specific situations as and when they arose.

- 2) To decide to agree to the wording in this 'media resource', to be used by the Town Council for any future media engagement requests.

It was proposed by Cllr Hunter, seconded by Cllr Hodgson and **RESOLVED**, unanimously, to **agree to the wording in this 'media resource', to be used by the Town Council for any future media engagement requests.**

101/25-26/FC ASSET TRANSFER WORKING GROUP

Further to 70/25-26/FC & 71/25-26/FC (24th June 2025); plus deferral to Full Council at 33/25-26/PER (8th July 2025):

NB: paper shared at 71/25-26/FC re-shared with Cllrs (for information purpose only).

- 1) To receive proposed updates to the Terms of Reference for the Asset Transfer Working Group (attached).
Noted.

- 2) To approve the updated Terms of Reference.

It was proposed by Cllr Benedicic, seconded by Cllr Birr-Pixton and **RESOLVED**, unanimously, to **approve the updated Terms of Reference for the Asset Transfer Working Group.**

- 3) For the council to agree to task the Asset Transfer Working Group to lead on all existing, and new workstreams related to the proposed undertaking of Unity Centre in line with the Terms of Reference.

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, to **task the Asset Transfer Working Group to lead on all existing and new workstreams related to the proposed undertaking of Unity Centre in line with the Terms of Reference.**

102/25-26/FC STAFF CONTRACT – NEW TEMPLATE

Item deferred to Full Council at 35/25-26/PER (8th July 2025):

- 1) To agree to update new staff contracts, using the latest NALC staff contract Template as a model (documents shared with Cllrs).

It was proposed by Cllr Littlemore, seconded by Cllr Bros Sabría and **RESOLVED**, unanimously, to **update new staff contracts, using the latest NALC staff contract Template as a model.**

- 2) To receive a document, setting out the new NALC staff contract template against the contractual conditions as used to date for existing staff, together with additional report (documents shared with Cllrs.).

Noted.

- 3) To recommend to Full Council for the new NALC template staff contract to be used for any new Town Council employees.

Following a discussion, it was agreed that this was already covered under the resolution in subitem 1.

- 4) To discuss implications of potential for (future) switching to NALC Template contracts for existing members of staff.

A discussion took place about the comparison between the existing contract and the updated one. It was noted that there were minor variations in the wording but still needs consideration.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 7 voting for and 1 abstention, to **DEFER the matter to the Personnel Committee which is to have an individual conversation with the Deputy Clerk.**

103/25-26/FC STAFFING MATTERS

Sub-item 1 recommended to Full Council for approval at 34/25-26/PER(3) (8th July 2025):

1) *To approve a proposal for the Town Clerk's remaining annual leave and TOIL use (shared with Cllrs.).*

Sub-items 2-3 (as amended) deferred to Full Council at 34/25-26/PER(4,5) (8th July 2025):

NB: initial recruitment timeline as presented to Personnel Committee on 8th July 2025 shared with Cllrs, for information purposes only).

Recognition and appreciation were given to the Town Clerk regarding the fact that he had chosen days off to cause minimal disruption to the usual business of the Council.

It was proposed by Cllr Benedicic, seconded by Cllr Birr-Pixton and **RESOLVED**, unanimously, **to approve a proposal for the Town Clerk's remaining annual leave and TOIL use.**

2) *To discuss and decide on re-recruitment for a Town Clerk & Responsible Financial Officer, using the existing Job Description and Person Specification as a template (shared with Cllrs.), and to delegate the final wording of the job advertisement to the Personnel Committee.*

A Councillor mentioned that, following information gathering from other Councils, it is clear that these are model documents used widely, and it was advised that amending them could put off potential candidates applying for the position.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 7 voting for and 1 abstention, **to amend the wording on the second part of the motion to: 'to discuss and decide on re-recruitment for a Town Clerk & Responsible Financial Officer, using the existing Job Description and Person Specification.'**

It was approved by Cllr Benedicic, seconded by Cllr Littlemore, and **RESOLVED**, with 7 voting for and 1 abstention, **to adopt the motion as amended.**

3) *To approve (paid for) advertisement of the position through NALC and SLCC, with the Finance, Governance and Planning Committee to approve final costs.*

- The Council were informed of the costs for advertising through NALC and SLCC.

It was proposed by Cllr Littlemore, seconded by Cllr Oluwasanya and **RESOLVED**, unanimously, **to amend the motion to approve (paid for) advertisement of the position through NALC and SLCC, up to an agreed figure of £1200.00 + VAT.**

It was proposed by Cllr Littlemore, seconded by Cllr Oluwasanya and **RESOLVED**, unanimously, **to adopt the motion as amended.**

104/25-26/FC WORKING GROUPS – REPRESENTATION

1) *To appoint Cllr Cattaneo to join the Market Development Working Group.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint Cllr Cattaneo to join the Market Development Working Group.**

2) *To appoint Katherine Southwood (SCDC) to join the Market Development Working Group.*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to appoint Katherine Southwood (SCDC) to join the Market Development Working Group.**

105/25-26/FC EXTERNAL BODIES – NTC REPRESENTATION

1) *To appoint Cllr Bros Sabría as NTC representative onto the Northstowe Support Partnership (alongside Cllr Hodgson).*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint Cllr Bros Sabría as NTC representative onto the Northstowe Support Partnership (alongside Cllr Hodgson).**

2) *Further to deferral at 30/25-26/FC(2)(b): To allocate a Councillor to the Northstowe Steering Group meetings (pending approval from meeting organisers to have a Member instead of an officer attending these meetings).*

It was proposed by Cllr Benedicic, seconded by Cllr Oluwasanya, and **RESOLVED**, unanimously, **to allocate Cllr Benedicic to the Northstowe Steering Group meetings (pending approval from meeting organisers to have a Member instead of an officer attending those meetings).**

106/25-26/FC PLANNING APPLICATIONS

To consider submitting consultation responses to the following planning applications. NB: added here as no Finance, Governance and Planning Committee meeting scheduled in August. Application details can be accessed via the South Cambs. Planning Portal.

i	Consultation - amendments	<p>25/00887/REM</p> <p>Bellway Homes Limited (Eastern Counties). Land West Of Station Road Longstanton Cambridge.</p> <p>Reserved matters application for details of the appearance, means of access (other than the main vehicular access to the site), landscaping, layout and scale of 104 dwellings (with the location of three self-build plots) with parking areas, landscaping and all associated infrastructure pursuant to conditions 1 and 2 of outline application ref: 20/03598/OUT. Including details to discharge conditions 4 (Site Wide Phasing Plan), 6 (Design Principles Compliance Statement), 9 (hard and soft landscaping scheme), 13 (Waste Management and Minimisation Strategy), 17 (Arboricultural Method Statement and Tree Protection Strategy), 26 (layout of the site, including roads, footways, cycleways, buildings, visibility splays, parking provision and surface water drainage), 35 (surface water drainage scheme), 36 (long term maintenance arrangements for the surface water drainage system), 37 (foul drainage), 38 (finished floor levels), 40 (Sustainability Statement), 41 (water efficiency), and 46 (artificial lighting scheme). The amendment is: 1 The main changes relate to the layout in the south of the site to remove on-street parking. Opportunities have been taken where possible to include additional landscaping and enhance the retained landscaping, including additional amenity space around the apartment block, the design of which has been amended to include balconies. The entrance to the site has also been changed with visitor parking being removed from the roadway nearest the junction and a change to house types to provide an improved frontage onto Station Road and the primary road. To accommodate more space for the commercial unit, which is the subject of a separate reserved matters application, the site edged red has been reduced to the east of the pumping station. This has resulted in the substation being relocated to the south of the turning head. An additional street scene has also been provided of the Station Road frontage. Greater Cambridge Shared Planning: a strategic partnership between Cambridge City and South Cambridgeshire District Councils Changes have been made to the housing mix, both in respect of tenure and size of units. You may want to comment on the amendment(s). https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/00887/REM. Consultation deadline: 23rd July 2025.</p> <p><i>Noted. A response has been drafted by Cllr Birr-Pixton on behalf of NTC.</i></p>
<p>A response had been drafted by Cllr Birr-Pixton on behalf of NTC, which he read out at the meeting. The Council agreed with submitting the response.</p> <p>It was proposed by Cllr Hunter, seconded by Cllr Littlemore and RESOLVED, unanimously, that regarding application 25/00887/REM the Town Council wishes to reiterate SUPPORT for this application, with the following COMMENTS:</p> <p><i>'The proposed site layout is an improvement on the previous iteration and now appears to meet the clustering requirements of the section 106 agreement covering this development.</i></p> <p><i>We note and welcome the Landscape Specification including commitment to an ongoing watering programme and other measures to ensure successful establishment of trees and shrubs. We hope this will avoid the rates of failure seen in other Northstowe parcels and will be monitoring this closely.</i></p> <p><i>We wish to highlight the lack of solar PV provision and query whether this satisfies Local Plan Policy CC/3. Solar PV provision would be complementary to the laudable non-gas heating strategy and high level of EV chargers, and further increase the sustainability of this development. Nevertheless, we would welcome other routes to householders easily achieving the same goal -- such as a build option, as promoted by Local Plan Policy CC/5.</i></p> <p><i>We wish to reiterate concern over phasing and would welcome conditions or measures that secure timely completion and adoption of roads and amenities, especially with the presence of potentially longer-term self-build and commercial elements in the development.</i></p> <p>Refs:</p> <p>Policy CC/3: Renewable and Low Carbon Energy in New Developments</p> <p>Policy CC/5: Sustainable Show Homes'</p> <p>It was proposed by Cllr Benedicic, seconded by Cllr Oluwasanya and RESOLVED, unanimously, to suspend standing order 3x, to allow for the meeting to extend beyond the two-hour meeting period.</p>		

ii	Consultation	<p>25/02600/REM</p> <p>Bellway Homes Limited (Eastern Counties).</p> <p>Reserved matters application for details of the appearance, means of access, landscaping, layout and scale of commercial/community unit (Class E & F1) with parking areas, landscaping and all associated infrastructure pursuant to conditions 1 and 2 of outline application ref: 20/03598/OUT. Including details to discharge conditions 9 (hard and soft landscaping scheme).</p> <p>https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02600/REM</p> <p>Consultation deadline: 6th August 2025; determination deadline: 30th September 2025.</p>
<p>A response had been drafted by Cllr Birr-Pixton on behalf of NTC, which he read out at the meeting. The Council agreed with submitting the response.</p> <p>It was proposed by Cllr Littlemore, seconded by Cllr Hunter and RESOLVED, unanimously, that regarding application 25/02600/REM the Town Council wishes to OBJECT to these proposals, with the following COMMENTS:</p> <p>'Northstowe Town Council strongly welcomes the development of commercial premises within Northstowe.</p> <p>However the proposed site access from the B1050 seems problematic.</p> <ul style="list-style-type: none"> • Converting the "service access" route to the main access route further compromises the pedestrian and cycle route already established in 20/03598/OUT. It appears this route is terminated by the proposals in this application which is unacceptable – earlier plans showed a "Proposed 3.5m shared use route to link to existing adjacent proposal". • Visitors exiting the site to the south would need to cross three lanes and a crosshatched area. Visitors entering the site from the north similarly would need to leave a dedicated right turn lane prematurely. <p>In general the proposed access makes poor use of the signal-controlled junction a few meters away, and we would like to see the site mainly accessed via this junction, as described in 20/03598/OUT.</p> <p>The plans appear to show ten cycle spaces for retail and ten for offices. Local Plan Policy TI/3 would demand a minimum of 12 for retail and 20 for offices. We would encourage variety in cycle parking provision admitting larger cargo bikes as well as standard "Sheffield" stands.'</p>		
iii	Information	<p>20/02171/COND14</p> <p>Northstowe Phase 3A Rampton Road Longstanton Cambs.</p> <p>Submission of details required by partial discharge of condition 14 (Design code) of outline permission 20/02171/OUT.</p> <p>https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/02171/COND14</p> <p>Consultation deadline: 4th August 2025; determination deadline: 28th August 2025.</p>
Noted.		
iv	Consultation	<p>25/02495/FUL</p> <p>Digital Park Station Road Longstanton.</p> <p>Retrospective planning for the construction of a bat barn required under Natural England European Protected Species Licence.</p> <p>https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02495/FUL</p> <p>Consultation deadline: 13th August 2025; determination deadline: 5th September 2025.</p>
<p>It was proposed by Cllr Benedicic, seconded by Cllr Hunter and RESOLVED, unanimously, that regarding application 25/02495/FUL the Town Council wishes to SUPPORT the planning application (without any further comments).</p>		
v	Consultation - amendments	<p>25/02106/FUL</p> <p>Land Adjacent To Northstowe House Rampton Road Longstanton.</p> <p>Development of NHBC Multi-Skills Training Hub for a temporary period, including portable cabins and containers, covered training areas, hardstanding, fencing and associated access, parking, infrastructure and works.</p> <p>https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02106/FUL</p> <p>Consultation deadline: 31st July 2025.</p>

In a discussion it was noted that the amendments do not cover the Town Council's original comments and concerns provided about site access and extra traffic on Rampton Road. A discussion around Voi Scooters was also held in relation to this application.

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **that regarding application 25/02106/FUL the Town Council wishes to provide the following consultation RESPONSE: 'Although the Council is still supportive of the proposals for the town, the Town Council wishes to reiterate its concerns raised in the previous consultation response (submitted on 20th June 2025) around the existing narrow road infrastructure and impact of additional vehicle movements, with the request to consider alternative site access; the Council believes that these comments have not been taken on board in the amended application information. In addition to these comments, the Council encourages the applicant to engage with Voi so that the described routes are allowed and a suitable Voi parking zone is allocated at or near the site.'**

107/25-26/FC CONSULTATION

- 1) To consider providing a response to the 'Cambridgeshire and Peterborough Local Nature Recovery Strategy' consultation. The consultation starts Friday 18 July 2025 and ends on Thursday 11 September 2025.

NB: Consultation information, including access to draft Local Nature Recovery Strategy document as well as other supporting documentation is to appear from 18th July onwards at Home - CPCA

This item was **DEFERRED**.

108/25-26/FC RENEWALS – SLCC AND EE

- 1) To renew the annual SLCC Membership for the Deputy Clerk (starting 1st Aug. 2025); costs: £240.00 (SLCC membership leaflet 2025 shared with Cllrs; see also at SLCC | Membership).

It was proposed by Cllr Benedicic, seconded by Cllr Birr-Pixton and **RESOLVED**, unanimously, **to renew the annual SLCC Membership for the Deputy Clerk (starting 1st Aug. 2025); costs: £240.00.**

- 2) To consider renewing the annual SLCC Membership for the Clerk (starting 1st Aug. 2024); costs: £360.00. Options are: to continue membership - which can then be transferred to their replacement; or to stop membership for current clerk on 31st July 2025 [NB: clerk recommends former option].

It was proposed by Cllr Benedicic, seconded by Cllr Hunter and **RESOLVED**, unanimously, **to renew the annual SLCC Membership for the Clerk (starting 1st Aug. 2025); costs: £360.00.**

- 3) To agree to continue the Clerk's and Deputy Clerk's current package with EE (Sim provider) – 24-month contract ends on 8th August 2025, and renew for a similar package for a further 24-months.

It was proposed by Cllr Benedicic, seconded by Cllr Birr-Pixton and **RESOLVED**, unanimously, **to agree to continue the Clerk's and Deputy Clerk's current package with EE (Sim provider) [24-month contract ends on 8th August 2025], and renew for a similar package for a further 24-months.**

109/25-26/FC ITEMS FOR INFORMATION

- 1) [Further to 52/25-26/FC (27th May 2025)]: 2nd meeting held with Urban and Civic on 8th of July, regarding cycle infrastructure Phase 1 (several Cllrs. attended; coordinated by Cllr Bros Sabría).

An update was given to the Council regarding a meeting held with Urban and Civic and concerns NTC expressed about the work carried out on the cycle lanes and the roads. Urban and Civic acknowledged the complaints about the quality of work being carried out by Phoenix. Urban and Civic will get out communications regarding any further works.

110/25-26/FC COMMITTEE MEETINGS (Standing Item)

To receive minutes from committee meetings held:

- a) Personnel Committee 10th June 2025 (finalised minutes attached);
- b) Finance, Governance and Planning Committee 17th June 2025 (finalised minutes attached);

NB, to follow: Minutes of Personnel Committee 8th July; Finance, Governance & Planning Committee 15th July 2025. Noted.

111/25-26/FC WORKING GROUPS (Standing Item)

To receive updates from Working Groups reporting to Full Council (where not already covered on this agenda):

- a) Community Lounge Working Group.
- b) Asset Transfer Working Group.
- c) Market Development Working Group – see also report on activities (shared with Cllrs.) [Further to 69/25-26/FC(4)].

Noted.

112/25-26/FC UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 6th May 2025: Northstowe Youth Partnership - attended by Cllr Bros Sabría (minutes shared with Cllrs.)
- b) 8th May 2025: Northstowe Steering Group - no NTC representation (minutes shared with Cllrs.)

- c) 20th May 2025: Phase 1 Northstowe Open Space and Landscape Steering Group – no NTC representation (minutes attached).
 - d) 24th June 2025: Phase 1 Northstowe Open Space and Landscape Steering Group - attended by Cllrs Birr-Pixton; Owen (minutes to follow).
 - e) 26th June 2025: Northstowe Delivery Group – attended by Cllrs Benedicic; Littlemore (minutes to follow).
 - f) 2nd July 2025: Northstowe Spaces Steering Group – no NTC representation (notes shared with Cllrs.)
 - g) 3rd July 2025: Northstowe Quarterly Meetings/ Homes England – attended by Cllrs. Benedicic; Birr-Pixton (minutes attached).
 - h) 9th July 2025: Northstowe Community Networkers (minutes attached).
 - i) 10th July 2025: Northstowe Support Partnership – attended by Cllr Hodgson (minutes to follow).
 - j) CANCELLED - 10th July 2025: Northstowe Steering Group.
 - k) 22nd July 2025: Northstowe Travel Plan Steering Group.
 - l) 22nd July 2025: Phase 1 Northstowe Open Space and Landscape Steering Group.
- Noted.

113/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- a) Tue 26th Aug. 2025, 12:00 – 13:15 (online): Phase 1 Northstowe Open Space and Landscape Steering Group.
 - b) Wed 3rd Sep. 2025, 13:00-14:00 (in person): Cabin Management Board.
 - c) Thu 4th Sep. 2025, 16:15 – 17:15 (n person): Western Park Pavilion Management Board.
 - d) Thu 4th Sep. 2025 (times TBC): Northstowe Spaces Steering Group.
 - e) Tue 9th Sep. 2025, 10:00 -11:00 (in person): Northstowe Youth Partnership.
 - f) Thu 11th Sep. 2025: 13:00 – 14:00 (times TBC) (online): Northstowe Steering Group.
 - g) Tue 23rd Sep. 2025, 12:00 – 13:15 (online): Phase 1 Northstowe Open Space and Landscape Steering Group.
 - h) Tue 23rd Sep. 2025, 16:30 – 18:00 (in person, Cambourne): Joint Parish Meeting.
 - i) Thu 25th Sep. 2025, 12:00 – 13:00 (online): Northstowe Delivery Group.
 - j) Thu 2nd Oct. 2025, 14:30- 16:30 (in person/online): Homes England - Northstowe Quarterly Meeting.
- Noted.

114/25-26/FC MEETINGS/EVENTS WHERE NTC HAS BEEN INVITED/ SUPPORTED BY NTC (Standing Item)

- a) Saturday 19th July 2024, 'Talking Tables – Creating Community Cohesion in New Communities', SCDC, at Northstowe Secondary College (leaflet attached).
 - b) Saturday 30th August 2025: Northstowe Running Festival.
 - c) Sunday 9th November 2025: Remembrance Sunday.
- Noted.

115/25-26/FC DATES OF NEXT MEETINGS (Standing item)

- Full Council Meeting: Tue 23rd September 2025, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 13/09 at the latest].
 - For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk
- Noted.

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 items 116/25-26.

Not covered: The Chair informed the Council that a further discussion would be held with the clerk on this item the next day, and that he would then send an e-mail to all Councillors with further information on this matter.

116/25-26/FC STAFFING MATTERS

Further to 38/24-25 (Personnel Committee, 14th January 2025):

- 1) To receive an update on outcomes from a recent legal case affecting a member of staff.
- 2) To discuss any related issues.

Not covered.

To resolve to end the closed session.

N/A

The meeting was closed at 9:13 PM.

Signed.....

Town Mayor

Date.....