NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the meeting held on Tuesday **28th October 2025** at The Cabin, Northstowe

Members: 14 (Seats: 15)
Quorum: 5 Members
Present: 7 Members: Cllr Bros Sabría (Deputy Mayor); Cllr Hodgson, Cllr Cattaneo, Cllr Birr-Pixton; Cllr Owen; Cllr Rashid and Cllr Hunter (19:01).
Locum Town Clerk and Assets and Estates Manager.
1 Member of the public.
Cllr. T. Bygott and Cllr. N. Warren-Green.

The meeting was opened at 7:00 PM; Cllr Bros-Sabria had taken the Chair in the absence of a Chairman.

167/25-26/FC ELECTION OF CHAIRMAN AND MAYOR TO NORTHSTOWE TOWN COUNCIL.

1) **To elect a Chairman and Mayor for the remainder of the Civic Year.**
Cllr Bros-Sabria was proposed and this was seconded.
No other nominations were received.
RESOLVED: It was unanimously agreed to elect Cllr Bros Sabria as Chairman and Mayor for the remainder of the Civic Year.

As the existing Deputy Chair of the Town Council was elected to the role of Chairman, it was then advised that the Town Council should look to elect a Deputy Chair and Deputy Mayor.

Cllr Hunter joined the meeting (19:01).

Cllr Birr-Pixton was proposed and this was seconded.
No other nominations were received.
RESOLVED: It was unanimously agreed to elect Cllr Birr-Pixton to the role of Deputy Chairman and Deputy Mayor for the remainder of the Civic Year.

168/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)
The Council noted apologies from Cllr Littlemore, Cllr Castelino, Cllr Delip, Cllr Susarla and County Councillor Navarro.

169/25-26/FC DECLARATIONS OF INTEREST (Standing Item)
1) Councillors to declare any pecuniary or personal interest in any items on the agenda.
2) 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 items were declared.

170/25-26/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 questions received.

171/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

1) **To receive minutes of the 23rd September 2025 Full Council meeting and to resolve to accept these as a correct record.**
   RESOLVED: It was agreed by a majority with 3 abstentions to approve the minutes as a true and accurate record.
2) **To note the Clerk's report for the month of October.**
   The report was noted.

172/25-26/FC MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing item)
1) **To note the minutes of the Personnel Committee meeting held on Tuesday 14th October 2025 and to approve the following recommendations:**
   The minutes were noted.

   a) **To approve the recommendation that Northstowe Town Council engages the Local Government Association to conduct a review of the staffing structure for the sum of £5000.**
      RESOLVED: It was unanimously agreed to approve the quotation.

   b) **To approve the recommendation that Northstowe Town Council approves the quotation, from Cloudy IT in relation to a new phone system, in principle and agrees to implement after the Unity Centre lease agreement has been signed.**
      RESOLVED: It was unanimously agreed to defer this item to ensure accurate costings and quotation validity can be obtained.

2) **To note the minutes of the Finance, Governance and Policy Committee held on Tuesday 21st October 2025 and to approve the following recommendations:**
   The minutes were noted.

   a) **To approve the recommendation that Northstowe Town Council agrees to write off the historical debt owed to the Town Council with the caveat that no Director or Responsible Person of those businesses are able to attend any Northstowe Town Council events unless the historical debt is paid.**
      RESOLVED: It was unanimously agreed to write off the debts owed from 2023 and 2024. The Locum Clerk will chase the outstanding debt from this current year.

173/25-26/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.**
   The report was noted.

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

3) **To receive a report from South Cambs. D.C. Ward Member Cllr. T. Bygott.**
   The report was noted.

174/25-26/FC MARKET DEVELOPMENT WORKING GROUP
1) **To agree the draft Terms of Reference for the Market Development Working Group.**
   RESOLVED: It was unanimously agreed to defer this item. An urgent meeting of the group would be held to discuss the Terms of Reference.

2) **To receive an update from the Market Development Working Group.**
   The Council received a verbal update. It was agreed that the budget line for a 'Market Manager' should be removed however the retention of a budget for 'Market Management' at a lower amount is preferred.

3) **To receive an update on the Light Up Northstowe 2025 event.**
   The Council received a verbal update. The event was to be held on 22nd November, with a backup date of 29th November in mind. Six trades had been identified and invited to attend which includes local food and drink stalls as well as community stalls too. Northstowe Hub will need to speak to SCDC regarding the lighting for the area. Phoenix events have been funded by the Town Council to assist with the event.

175/25-26/FC NORTHSTOWE PLACEMAKING FUND S106 – KICKSTART FUNDING

1) To approve the recommendation for an award for a Thermal Imaging Camera.
Cllr Bros Sabria requested a dispensation for this item due to being responsible for arranging this funding bid on behalf of a community group which she is part of.
RESOLVED: It was agreed by a majority with one abstention to approve the dispensation.
RESOLVED: It was agreed by a majority with one abstention to approve the recommendation for an award for a Thermal Imaging Camera.

176/25-26/FC PERMITTED DEVELOPMENT RIGHTS

1) **To note the response from Northstowe Town Council that was sent after the previous meeting.**
2) **To consider any further actions required by the Northstowe Town Council.**
Cllr Birr-Pixton provided an update on the actions he had taken. It was envisaged that this would not be a quick turnaround so this item should be revisited in the early part of 2026.

177/25-26/FC COMMITTEE AND OUTSIDE BODIES MEMBERSHIP

1) **To appoint one Councillor to the Finance, Governance and Planning Committee.**
RESOLVED: It was unanimously agreed to appoint Cllr Cattaneo to this committee.

2) To appoint one Councillor to the Personnel Committee.
RESOLVED: It was unanimously agreed to appoint Cllr Rashid to this committee.

3) To appoint one Councillor as a representative for Northstowe Delivery Group.
RESOLVED: It was unanimously agreed to appoint Cllr Bros Sabria to this group.

4) To appoint one Councillor as a representative on the Northstowe Steering group.
It was noted that Huw Walters, Assets and Estates Manager, will attend this group.

5) To appoint one Councillor as a Parish Liaison.
RESOLVED: It was unanimously agreed to appoint Cllr Cattaneo to this group.

6) To appoint one Councillor to the Pavillion Management Board.
It was noted that Huw Walters, Assets and Estates Manager, will attend this group.

7) To appoint one Councillor to the Cabin management Board.
It was noted that Huw Walters, Assets and Estates Manager, will attend this group.

178/25-26/FC WORKING GROUPS (Standing Item)
To receive updates from Working Groups reporting to Full Council (where not already covered on this agenda):

1) **Community Lounge Working Group.**
The Council noted a verbal update. Attendance is going well and more funding has now been secured. There was ample budget left for a watercolour painting workshop in the new year, which would be funded by the Town Council, as agreed by the Locum Clerk and RFO.

2) **Asset Transfer Working Group.**
The Council noted a verbal update on the meeting held with Cambridgeshire ACRE. There was a useful hire agreement document which can be adapted for the Town Council. Huw Walters would look into whether an electronic signature can be added to this.

3) **Market Development Working Group.**
This update was given earlier in the agenda.

179/25-26/FC UPDATES FROM OUTSIDE BODIES (Standing Item)

1) **Cambridgeshire County Council – Local Government Reorganisation Update.**
2) **To receive the latest minutes of the Northstowe Delivery Group meeting.**
3) **To receive a report from South Cambs. D.C.'s Northstowe Community Development Officers.**

4) **To receive the minutes from the latest Community Networkers meeting.**
5) **To receive the minutes of the Homes England quarterly meeting.**
   All items above were noted.

180/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)
1) **Wed. 3rd Dec. 2025, 13:00 – 14:00 (in person): Cabin Management Board.**
2) **Thu. 4th Dec. 2025, 16:15 – 17:15 (in person): Pavilion Management Board.**
3) **Thu 15th Jan. 2026, 13:00 -14:30 (in person) : Northstowe Support Partnership.**
   All items above were noted.

181/25-26/FC DATES OF NEXT MEETINGS (Standing item)
- **Full Council Meeting: Tue 25th November 2025, 7-9 pm; The Cabin, Northstowe.**
  [Final versions of motions & papers to be received by 18/11 at the latest].
- **For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk**
  The next meeting date was 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 181/25-26-FC and 182/25/26-FC.
RESOLVED: It was unanimously agreed to move into closed session.

182/25-26/FC UNITY CENTRE
1) **To consider an update on the latest progress with the Unity Centre.**
   The Council noted a verbal update from the Assets and Estates Manager. There were a lot of considerations to be had regarding the pre-work prior to the opening of the Unity Centre and this included:
   - The formalisation of the draft business plan.
   - The staffing structure review from Local Government Association.
   - Finalise booking system.
   - Website pages for the Unity Centre.
   - Staff Training.
   - Policies and Procedures.
   - Grant Applications – ongoing once Centre is open.
   - Furniture – Liaising with SCDC.
   - Contractors.
   - Compliance items.
   - Terms and Conditions of Hire.
   - Hire Charges.
   - Warranty information.
   - Community Engagement.

The Assets and Estates Manager will undertake preliminary work on this and will feed back into the Asset Transfer Working Group.

The Locum Clerk advised the Council that he intends to meet with Saffron Developments, alongside the Assets and Estates Manager. This is to ensure the cafe tender is carried out in accordance with the Town Council’s Financial Regulations.

2) **To receive the draft Leasehold agreement for the Unity Centre along with any professional advice received and consider any further actions required.**
   Councillors raised questions around the use of the meeting space that SCDC require and the length of time that they wish for this agreement to be in place. The Assets and Estates Manager will pick this up with SCDC.

   The Council noted that the Solicitor had now fed back to SCDC and we are awaiting further comments from SCDC on these revisions.

3) **To consider the draft business plan for the Unity Centre and consider whether to endorse this plan.**
The Council noted the business plan. Amendments were discussed and the Assets and Estates Manager will work on a revised plan with a view to bringing this back to the next Full Council meeting for approval.

183/25-26/FC STAFFING MATTERS

1) **To receive an update on the recruitment of a Town Clerk and Responsible Finance Officer.**
The Council noted a verbal update. Three candidates had applied and had been put forward for interview by the Personnel Committee. These will be undertaken on Tuesday 4th November 2025 and the panel will consist of Cllr Littlemore, Cllr Rashid and Cllr Cattaneo.

The meeting was closed at 20:55.

Signed……………………………………………………………

Chair of Northstowe Town Council.

Date……………………………………………………………..