

## **NORTHSTOWE TOWN COUNCIL - FULL COUNCIL**

**MINUTES** of the meeting held on Tuesday **25<sup>th</sup> November 2025** at 7pm at The Cabin, Northstowe.

**Members:** 15 (Seats: 15)  
**Quorum:** 5 Members  
**Present:** 13 Members: Cllr Bros Sabría (Mayor); Cllr Birr-Pixton (Deputy Mayor); Cllr Littlemore; Cllr Owen; Cllr Hodgson, Cllr Hughes, Cllr Cattaneo, Cllr Hunter, Cllr Rashid; Cllr Kinnera, Cllr Susarla.  
Cllr Demir and Cllr Bostock (joined the meeting as co-opted members at 8:12pm).

Locum Town Clerk and Assets and Estates Manager.

Three members of the public.

Three applications for co-option to the Town Council.

The meeting was opened at 7:00 PM; Cllr Bros Sabria assumed the Chair.

### **191/25-26/FC CO-OPTION OF ONE APPLICANT TO THE OFFICE OF TOWN COUNCILLOR.**

The Chairman welcomed the applicants to the meeting. The Town Council noted that Cllr Deborah Oluwasanya had resigned from the Town Council. Due to this resignation fallen at a point where the Town Council are less than six months away from a formal election, no election can be called. The Town Council is therefore able to co-opt two members at this meeting which would bring the Town Council to 15 seats.

**1) To receive the application and presentation from Candidate A – Yesim Demir.**

The Council received the application and presentation at the meeting.

**2) To receive the application and presentation from Candidate B – Sebastian Zoladz.**

The Council received the application and presentation at the meeting.

**3) To receive the application and presentation from Candidate C – Harry Bostock.**

The Council received the application and presentation at the meeting.

**4) To resolve to co-opt a candidate to the Office of Town Councillor.**

**RESOLVED:** It was agreed with nine votes in favour each, to co-opt Yesim Demir and Harry Bostock to the Office of Town Councillor.

**5) To receive the co-opted Members' Declaration of Acceptance of Office.**

Both co-opted Members signed their Declaration of Acceptance of Office as witnessed by the Chairman and Deputy Chairman, in absence of the presence of the Locum Town Clerk and RFO.

### **192/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)**

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

The Town Council noted apologies from Cllr Delip and Cllr Castelino.

### **193/25-26/FC DECLARATIONS OF INTEREST (Standing Item)**

**1) To consider any declarations of interest and any requests for dispensations in respect to business on the agenda.**

None received.

### **194/25-26/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.

**195/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)**

- 1) **To receive minutes of the 28<sup>th</sup> October 2025 Full Council meeting and to resolve to accept these as a correct record.**

**RESOLVED:** It was agreed by a majority with six abstentions to approve the minutes as a true and accurate record.

- 2) **To receive minutes of the 11<sup>th</sup> November 2025 Full Council meeting and to resolve to accept these as a correct record.**

**RESOLVED:** It was agreed by a majority with four abstentions to approve the minutes as a true and accurate record with the following addendums:

- Present Councillors is changed from '7' to '8'.
- The Title of the Mayor and Deputy Mayor is reflected accurately at the commencement of the minutes.

- 3) **To note there is no Clerk's report for the month of October as all actions are covered within the previous minutes or the current agenda.**

The Council noted this item.

**196/25-26/FC MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing item)**

- 1) **To note the minutes of the Personnel Committee meeting held on Tuesday 11<sup>th</sup> November 2025 and to approve the following recommendations:**

The minutes were noted.

- a) **To approve the recommendation that Northstowe Town Council adopts the Lone Working Risk Assessment.**

**RESOLVED:** It was agreed by a majority with three abstentions to adopt the Lone Working Risk Assessment.

- 2) **To note the minutes of the Finance, Governance and Planning Committee held on Tuesday 18<sup>th</sup> November 2025.**

The minutes were noted.

**197/25-26/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. Questions were fielded by the members present to Cllr Navarro.

- 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. Questions were fielded by the members present to Cllr Bygott.

**198/25-26/FC COMMUNITY ENDOWMENT FUND**

- 1) **To note the award of £41,790 to be received by Northstowe Town Council.**

The Council noted that the third installment was to be paid by South Cambridgeshire District Council having been received by them on 10<sup>th</sup> November 2025 to be allocated towards expenditure for the community.

- 2) **To approve the Indemnity Agreement and for the Chair and Vice-Chair to sign this document.**

**RESOLVED:** It was agreed by a majority with two abstentions to approve the Indemnity Agreement and this was duly signed by Cllr Bros Sabria and Cllr Birr-Pixton.

**199/25-26/FC INFORMATION SHARING AGREEMENT**

- 1) **To approve the documents and to agree for the Chair to sign the documents.**

**RESOLVED:** It was agreed by a majority with two abstentions to approve the documents and this was duly signed by Cllr Bros Sabria.

#### **200/25-26/FC UNITY TRUST BANK AUTHORISATION**

- 1) **To appoint two Councillors to the role of 'authoriser' with Unity Trust Bank.**

**RESOLVED:** It was agreed by a majority with one abstention, to appoint Cllr Hughes and Cllr Birr-Pixton as authorisers within Unity Trust Bank.

#### **201/25-26/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 an update on the recent event held which featured a Thermal Imaging Camera. There will be training sessions provided and these details will be circulated.

- 2) **Asset Transfer Working Group.**

Cllr Bros Sabria, Cllr Birr-Pixton and Huw Walters met with Urban and Civic about the future maintenance of adopted open spaces in the future. This was a positive meeting and gave the Town Council a good idea on how the future will look after adoption. After this meeting, the Locum Town Clerk advised the Working Group that the Town Council should look into a 'Strategic Plan' which will outline the main aims and objectives of the Town Council, for now and in the future. The Working Group have realised that they will need a formal structured plan for the future to ensure they are ready for all eventualities with regards to ongoing maintenance.

- 3) **Market Development Working Group.**

There was no update available regarding the Terms of Reference. The Council noted an update on the Light Up Northstowe Event that was held on the previous weekend. Market traders that the Council have used before attended the event which was positive for the local community. The event was well attended and the feedback was very positive from the traders.

#### **202/25-26/FC UPDATES FROM OUTSIDE BODIES (Standing Item)**

- 1) **To receive the minutes from the latest Community Networkers meeting.**

The minutes were noted.

- 2) **To receive the meeting recording and transcript from the Town & Parish Councils Cabinet Liaison Meeting held on 11/11/25.**

The meeting recording and transcript were noted.

- 3) **To receive the minutes of the Northstowe Support Partnership Meeting held on 18<sup>th</sup> September 2025.**

The minutes were noted. Cllr Hodgson provided an update on the meeting held last week around knife crime awareness and being aware of all risks and being able to communicate this effectively to the residents. It was agreed that it would be beneficial for the Local Police Officers to feedback statistics on the numbers of crime to the Town Council.

- 4) **To receive an update from SCDC Community Development Officers.**

The update was noted.

#### **203/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

- 1) **Wed. 3<sup>rd</sup> Dec. 2025, 13:00 – 14:00 (in person): Cabin Management Board.**
- 2) **Thu. 4<sup>th</sup> Dec. 2025, 12:30 – 13:30 (online): Rural Cambridgeshire and Peterborough Green Network.**
- 3) **Thu. 4<sup>th</sup> Dec. 2025, 16:15 – 17:15 (in person): Pavilion Management Board.**
- 4) **Thu 18<sup>th</sup> Dec. 2025, 14:30 – 15:45 (online): Northstowe Open Space and Landscape Steering Group.**
- 5) **Thu 8<sup>th</sup> Dec. 2025, 14:30 – 16:30 (hybrid): Northstowe Quarterly Meetings.**
- 6) **Thu 15<sup>th</sup> Jan. 2026, 13:00 -14:30 (in person): Northstowe Support Partnership.**
- 7) **Thu 22<sup>nd</sup> Jan. 2026, 12:00 – 13:00 (online): Northstowe Delivery Group.**

**8) Mon 26<sup>th</sup> Jan. 2026, 12:00 – 13:30 (online): Northstowe and Longstanton Heritage Stakeholder Group.**  
The future meeting dates of outside bodies were noted.

**204/25-26/FC DATES OF NEXT MEETINGS (Standing item)**

- **Full Council Meeting: Tue 16<sup>th</sup> December 2025, 7-9 pm; The Cabin, Northstowe.**

***[Final versions of motions & papers to be received by 09/12 at the latest].***

The date for the next meeting was noted.

**205/25-26/FC To resolve to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the sensitive and/or commercial nature of business to be discussed under the below items.**

**RESOLVED:** It was unanimously agreed the move the below items into closed session.

**206/25-26/FC UNITY CENTRE**

**1) To consider an update on the latest progress with the Unity Centre.**

The Council received a verbal update from Huw Walters (Assets and Estates Manager) which covered the below topics:

- Feedback has been received from the Solicitor regarding the legal agreements. Progress has been made and an amicable ground has been found on some of the items.
- The issue of Freehold was discussed and questions were clarified by the Assets and Estates Manager. Further items will be sent to the Solicitor for further feedback.
- The Town Council were awaiting clarification from SCDC's Solicitor on one item.
- There were some questions raised on the Service Charge, which Huw had answered.

**2) To receive the draft Leasehold agreement and other legal agreements for the Unity Centre along with any professional advice received and consider any further actions required.**

The Council noted the draft legal agreements that had been provided with feedback from the Town Council's Solicitor and these were discussed at great length. It was noted that progress had to be made on these documents however a few amendments would need to be made for them to be made agreeable to the Town Council. Cllr Hunter stated he had contacted the Town and Country Planning Association who could assist the Town Council look at issue facing Northstowe, as a new Town.

The Locum Clerk advised the Town Council that a formal resolution should be taken to strengthen the Town Council's position.

**RESOLVED:** It was unanimously agreed to feedback the below points to the Town Council's Solicitor to enable the progression of the agreements:

- To have written into Lease Agreement, a solid purchase point during the initial 10 year period for the Town Council and an acceptable review point around the freehold of the building, possibly being transferred to the Town Council. This could be done in a less formal way.
- A secondary position would be to receive an MoU from the District Council which states that they are willing to enter into talks around the freehold at a later date.
- To review which documents need to be reviewed annually within this Lease Agreement with more of a focus on the service of the community on a KPI basis rather than a stringent business review for each annual date. The reporting conditions should not be seen as a veto on the lease agreement.
- To clarify who will be responsible for revoking the lease agreement, if the Town Council did break their terms and conditions.
- Service Charge to be charged at a percentage of 25% of a fair service charge per year, based on actual expenditure for the whole of Parcel Six with a flat fee. These costs should be appropriate to the usage of the Unity Centre and access through the adjacent parcel.

**3) To note the draft business plan for the Unity Centre that has been submitted to South Cambridgeshire District Council.**

The Council noted the draft business plan which has been amended as per the previous meeting of the Town Council and distributed as the final draft that has been submitted to South Cambridgeshire District Council. The Locum Clerk advised that any amendments need to be sent to the Assets and Estates Manager who will track the changes and will bring back to a future Full Council meeting for ratification.

**207/25-26/FC UNITY CENTRE CAFÉ TENDER**

**1) To consider whether the Town Council would like to lease or licence the commercial café within the Unity Centre.**

The Council noted the report and discussed the benefits of the different agreements.

**RESOLVED:** It was agreed by a majority with two abstentions to lease the commercial café within the Unity Centre.

**2) To consider the lease/licence fee for the commercial café within the Unity Centre.**

The Council noted the report and discussed the options:

**RESOLVED:** It was agreed by a majority, with two abstentions, to implement a fixed fee, indexed by RPI for the lease agreement.

**3) To consider the term of lease/licence for the commercial café within the Unity Centre.**

The Council noted the report and considered the options given the significant investment to be made into equipment for the commercial café.

**RESOLVED:** It was agreed by a majority, with two abstentions, to set the term of the lease agreement to a period of six years, which could be extended to ten years during any subsequent negotiation with the preferred tendering entity. This would include a break clause of three years for the tenant.

**4) To approve the 'Tender Document' for the commercial café within the Unity Centre.**

The Locum Clerk advised the Council that any amendments made prior to or after the agenda item will be incorporated into the final draft copy.

**RESOLVED:** It was unanimously agreed to approve the tender document with the addendum that the opening hours are removed from the tender document and are to be determined by the prospective tenderers. It was further agreed by a majority with one abstention to include a provision for the micro-library within the Commercial Café space.

***As the time was progressing to two hours since the opening of the meeting, it was proposed to suspend Standing Order 3x to be able to complete the further business on the agenda.***

**RESOLVED:** It was agreed by a majority with two abstentions, to suspend Standing Order 3x so that further business can be transacted.

**5) To note that the tender process will be an electronic submission process to a designated email address.**  
This item was noted.

**6) To approve the 'Tender Advert' for publication for the commercial café within the Unity Centre.**

The advert was discussed.

**RESOLVED:** It was unanimously agreed to approve the Tender Document with the addendum to include the opening date within Spring 2026.

**7) To approve the 'Form of Tender' document for the commercial café within the Unity Centre.**

The document was discussed.

**RESOLVED:** It was agreed by a majority with one abstention, to approve the document, with the addendum that references to 'Tenderer' are correct and used in the correct format.

**8) To approve the 'Scoring Matrix' for the commercial café within the Unity Centre.**

The Locum Clerk advised the Council that the scoring band for 'Income' was removed due to the business plan for the Unity Centre stating that there would be no income for the first financial year.

**RESOLVED:** It was agreed by a majority with three abstentions to approve the scoring matrix.

- 9) **To approve the 'Tender Evaluation and Award Criteria' for the commercial café within the Unity Centre.**  
**RESOLVED:** It was agreed by a majority with three abstentions to approve the document.

- 10) **To approve the tender process timeline.**

The tender process timeline was discussed. It was noted that the timeline should state a commencement of tender advertising of Wednesday 26<sup>th</sup> November 2025.

**RESOLVED:** It was agreed by a majority, with one abstention, to approve the timeline.

- 11) **To note that the tender documents will be opened by the Chairman, Vice-Chairman, Locum Clerk and RFO and Assets and Estates Manager for verification purposes after the closing date has elapsed.**

This was noted.

- 12) **To elect a panel of five Councillors to score the tender documents once they have been verified.**

**RESOLVED:** It was unanimously agreed to appoint the following to the panel: Cllr Hodgson, Cllr Owen, Cllr Cattaneo, Cllr Birr-Pixton and Cllr Bros Sabria.

- 13) **To delegate authority to the Locum Clerk and RFO to incur expenditure of up to £3500 for obtaining advice on the lease/licence agreement, including drafting the initial agreement documents.**

**RESOLVED:** It was agreed by a majority, with three abstentions, to delegate authority to incur expenditure of up to £3500 for the purposes stated above.

#### **208/25-26/FC STAFFING MATTERS**

- 1) **To consider the appointment of a Town Clerk and Responsible Finance Officer, as delegated by the Personnel Committee meeting on 11<sup>th</sup> November 2025 (59/25-26/PER 1).**

The Town Council considered both applicants at length and the feedback received from the interview panel for the two interviews that had been held. Two votes were held, and no absolute majority was given to either of the candidates and the second vote was tied, with one abstention.

**RESOLVED:** It was agreed by a majority, with 7 votes in favour to appoint Carla Wilson to the post of Town Clerk and Responsible Finance Officer, who will act as The Proper Officer for the Town Council.

- 2) **To consider the terms and conditions of employment for the Town Clerk and Responsible Finance Officer.**

**RESOLVED:** It was agreed by a majority with two abstentions to approve the terms and conditions of employment for the Town Clerk and Responsible Finance Officer on SCP 37 (£48,226 per annum).

- 3) **To consider the commencement date of the Town Clerk and Responsible Finance Officer's Contract.**

**RESOLVED:** It was unanimously agreed to approve that the commencement date should be Monday 5<sup>th</sup> January 2026, subject to any pre-booked leave.

- 4) **To approve the recommendation that Northstowe Town Council approves the Contract of Employment for the Town Clerk and Responsible Finance Officer.**

This item was discussed.

**RESOLVED:** It was agreed by a majority, with two abstentions to approve the contract with the following amendments to be made:

- Place of work to include the Unity Centre;
- Manager refers to the 'Full Council' in all instances.

- 5) **To receive an update on the Local Government Association Staffing Structure (DMA) review.**

The Locum Clerk provided an update.

- 6) **To consider the Locum requirement for Northstowe Town Council for the period to 30/01/2026 and any future periods where support may be required for the Town Council.**

The Council considered this item. It was agreed to discuss with the incoming Town Clerk what they need in terms of support and bring this back to the future meeting. It was agreed that a period to the 30/01/2026 allows for a suitable handover.

**RESOLVED:** It was unanimously agreed to extend the Locum period to 30/01/2026 and to pick up a further discussion on this soon into the tenure of the new Clerk. The Locum Clerk will investigate what the local County Association can offer in terms of mentorship.

**The meeting was closed by the Chairman at 9:45pm.**

***Signed.....***

***Chair of Northstowe Town Council.***

***Date.....***