

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the meeting held on Tuesday 27 January 2026 at 7pm at The Cabin, Northstowe.

Members: 14 (Seats: 15)
Quorum: 5 Members
Present: 11 Members: Cllr Bros Sabria (Mayor); Cllr Birr-Pixton (Deputy Mayor); Cllr Owen; Cllr Hodgson, Cllr Cattaneo, Cllr Hunter; Cllr Demir and. Cllr Littlemore, and Cllr Hughes, Cllr Kinnera

Town Clerk.

One member of the public.

Cllr Warren-Green and Cllr Navarro (7:00pm).

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

240/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

The Council noted apologies from Cllr Bostock and Cllr Rashid and Cllr Castelino

241/25-26/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.**

Cllr Hughes declared his interest in item 258.1/25/26

Cllr Hodgson declared his interest in item 247/25/26.

242/25-26/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).

Hektor Marden was invited to speak to the meeting in relation to item 247/25-26 about the change of use of the grant monies awarded by Northstowe Town Council. There was £820 remaining of this grant. Hektor spoke at lengths about what has been achieved with the money and why the full amount had not been utilised. There was circa £1300 paid out of Northstowe Hub's reserve and they would like to repurpose that to offset some of these costs and to go to the next Midsummer Festival. It was noted that the current budget will allow for the essential elements of the event, including sound and staging, but remains extremely tight. Any additional funding would be used to enhance the event, allowing it to be improved in scale, quality, and presentation. An additional £820 would be particularly helpful in enabling these enhancements.

243/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

- 1) To receive minutes of the 13th January 2026 Full Council meeting and to resolve to accept these as a correct record.**

RESOLVED: The minutes were unanimously agreed with an addendum to remove the word Chairman and replace with Chair at the close of the meeting

To note the Clerk's Report.

The report was verbal and given by the Clerk.

244/25-26/FC MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing item)

- 1) To note the minutes of the Personnel Committee meeting held on Tuesday 13th January 2026.**

The minutes were noted.

- 2) To note the minutes of the Finance, Governance and Planning Committee held on Tuesday 20th January 2026.**

The minutes were noted.

245/25-26/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

246/25-26/FC COMMUNITY ENDOWMENT FUND

- 1) The Council considered a response received from Homes England in relation to the request submitted to allocate £40,000 from the earmarked reserves for the Unit Centre. It was noted that Homes England has given approval for this request, and the Council is therefore able to proceed with the use of these funds.

247/25-26/FC GRANT FUNDING

- 1) **To approve a change of use to grant conditions for the award of £1,500 awarded to Northstowe Hub.**
RESOLVED It was unanimously agreed with one abstention for this item to be deferred to the February Full Council. Councillors agreed to ask for another Grant application to be submitted for the February Full Council Meeting.

248/25-26/FC COUNCIL FINANCE

- 1) **To approve the quotation from Cloudy IT for a laptop for the Town Clerk.**
RESOLVED It was unanimously agreed approve the quotation from Cloudy IT for a laptop for the Town Clerk and for the Clerk to look at getting an extended Warranty of five years.
- 2) **To consider asking the Assets & Estates Manager to obtain 3 quotes for furniture for the Unity Centre and to bring those quotes back to the Full Council Meeting in February**
RESOLVED It was unanimously agreed to ask the Assets & Estates Manager to look at furniture options for the Unity Centre and to include some soft furnishings.
- 3) **To consider the quotes for the Unity Centre Wi-Fi**
RESOLVED it was unanimously agreed to accept the quote from Nova Hub as the Wi-Fi provider for the Unity Centre

249/25-26/FC PLANNING APPLICATIONS AND CONSULTATIONS

There were no Planning Applications to consider

250/25-26/FC NORTHSTOWE TOWN COUNCIL OBJECTIVES

- 1) **To approve the objectives for Northstowe Town Council and agree to implement this into a five year strategic plan for the Town Council.**

A member explained that the objectives should provide a clear direction for the Council's next phase, particularly in preparation for moving into the Community Centre at the Unity Centre. This would include making the necessary arrangements and creating the conditions required for the Council to operate effectively.

It was noted that the Council's key areas of focus would include:

- Management of open spaces
- Community development
- Governance, including the award, support, and development of community use and related work

Councillor Hughes stated that he was largely in agreement with the objectives as outlined but felt they were not yet sufficiently developed to be formally approved. He proposed that, rather than approving the objectives at this stage, the Council agree to continue working on them and develop them into a more detailed and fully formed plan.

RESOLVED Unanimously agreed that the Council agree to continue working on and fully developing the Council's objectives.

251/25-26/FC NORTHSTOWE TOWN COUNCIL TERMS OF REFERENCE

1) To consider amending the Terms of Reference for the Personnel Committee.

Discussed To make line management of the Town Clerk by the Personnel Committee as a standing agenda item at each Personnel Committee meeting to include delivery, outcomes, and development goals. Rather than delegating this responsibility to the Chair alone through one-to-one discussions, line management is undertaken collectively by the Committee on a monthly basis with the Town Clerk. It was further noted that the current Terms of Reference for the Personnel Committee do not explicitly include line management of the Town Clerk. To change the number of Councillors on who sit on the Committee from 6 to 7 to avoid occurrences of being inquorate. **RESOLVED** to Defer the item and those proposed revisions be brought forward.

2) To consider amending the Terms of Reference for the Finance, Governance and Planning Committee.

RESOLVED not to make any changes to the current Term of Reference

252/25-26/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.

It was reported that two art sessions had taken place during the month. One session was delivered by a volunteer from the community at no cost to the Council. The second session was delivered by a paid tutor experienced in running similar workshops, with all materials included. Funding for this session was met from the Community Lounge budget. Both sessions were well attended and very well received. It was further noted that the Community Lounge is attracting an average attendance of approximately 15 people each Thursday evening.

2) Asset Transfer Working Group.

An update was received

3) Market Development Working Group.

It was noted that there is a proposal to approve the terms of reference and membership that has been brought forward.

4) To approve the proposed Terms of Reference for the Group and membership.

RESOLVED to approve the terms of reference and membership.

4) To receive an update on future work and considerations.

An update was received. To wait until Community Centre is open and future options coming and highlighting Summer Festival and light up Northstowe.

253/25-26/FC UPDATES FROM OUTSIDE BODIES (Standing Item)

1) To receive an update from SCDC Community Development Officers.

The Council noted the update.

2) To receive the meeting notes from Northstowe Phase 1 Open Space Steering Group from December 2025.

The Council noted the update.

254/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

1) Thu 4th Feb. 2026, 11:00 – 13:00 (in person): Northstowe Travel Plan Steering Group.

2) Thu 4th Feb. 2026, 18:00 – 20:00 (in person): Northstowe Community Forum.

3) Thu 4th Feb. 2026, 18:30 – 19:30 (in person): Cambridge Growth Company Presentation and Q&A.

255/25-26/FC DATE OF NEXT MEETING (Standing item)

- Full Council Meeting: Tue 24th Feb 2026, 7-9 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 17/02 at the latest].

- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk

Before the closed session Cllr Warren Green gave an update on the lease for the Unity Centre

Cllr Warren Green noted the long-standing partnership working over nearly four years and confirmed that Anne and the South Cambs team are supportive of the move. Ongoing discussions will continue regarding appropriate partnership support from SCDC.

Members were advised that the lease terms have been approved by the SCDC solicitor and will be signed by the relevant parties before submission to the Secretary of State. Resubmission is procedural due to timescales, with no change expected to the valuation.

It was confirmed that the lease term will increase from 20 to 99 years, providing greater long-term security, with an annual ground rent of £125. The valuation is scheduled for early February and is not expected to delay the transfer.

256/25-26/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 to exclude the press and public for the below items.

257/25-26/FC UNITY CENTRE

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

An update was given verbally and it was suggested that monthly written updates be provided going forward. This had already been requested several times through FC meetings and ATWG meetings.

2) To formally approve the Agreement to Lease for the Unity Centre and to execute the document.

RESOLVED for the documents to be signed and for the final approval for our solicitors to transact those signed documents with this being delegated to the clerk.

3) To receive an update on the Legal Agreements for the Unity Centre.

An update was received

4) To formally approve the Legal Agreements for the Unity Centre.

RESOLVED to defer this item to a future meeting

258/25-26/FC STAFFING MATTERS

1) To receive recommendations from the Personnel Committee in relation to the employment of the following staff at the Unity Centre:

a) 1 X Full Time Supervisor.

RESOLVED to accept the recommendation from the interview panel to appoint Pierfrancesco Di Tucci

b) 1 X Part Time Caretakers.

RESOLVED to accept the recommendation from the interview panel to appoint Kit Un Kuan

c) 2 X Part Time Administration Staff.

RESOLVED to accept the recommendation from the interview panel to appoint Raiyan Syed and Sophie Rhead

2) To consider any recommendations from the Personnel Committee meeting held on Tuesday 27th January 2026.

RESOLVED to make the Deputy Clerk role redundant following a consultation period and for the Deputy Clerk to be paid in lieu of notice.

3) To consider any further Locum arrangements for Northstowe Town Council from 2nd February 2026.

RESOLVED for Jack Turner to finish as Locum Town Clerk from 2 February 2026 and to continue as a Locum RFO in order to assist the Clerk this will be for a six month period after which it will be reviewed.

It was proposed to end the closed session and revert back to public session for the remaining agenda items.
RESOLVED: It was unanimously agreed to end the closed session.

The meeting was closed by the Chair at 21:03.

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

Chair of Northstowe Town Council.

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