

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the meeting held on Tuesday 11th November 2025 at 8pm at The Cabin, Northstowe.

Members: 14 (Seats: 15)
Quorum: 5 Members
Present: 7 Members: Cllr Bros Sabría (Deputy Mayor); Cllr Birr-Pixton; Cllr Hodgson, Cllr Cattaneo, Cllr Owen; Cllr Rashid, Cllr Castellino; Cllr Littlemore.
Locum Town Clerk and Assets and Estates Manager.

The meeting was opened at 8:00 PM; Cllr Bros Sabria assumed the Chair.

184/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

None received.

185/25-26/FC DECLARATIONS OF INTEREST (Standing Item)

To receive any Declarations of Interest with respect to business on the agenda and to approve any Dispensations.

No Declarations of Interest received.

186/25-26/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).

None received.

187/25-26/FC STAFFING MATTERS

- 1) **To consider an increase in hours for the Locum Town Clerk, to 25 hours per week.**

RESOLVED: It was unanimously agreed to increase the hours up to 25 hours per week.

188/25-26/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**

This 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 the following items:

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

189/25-26/FC UNITY CENTRE

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

The Council noted an update from the Assets and Estates Manager. The Solicitor is now reviewing the key documentation received from SCDC's solicitor yesterday and the expected costs have risen by £2,500.

A discussion was had on the preferred booking system which the Assets and Estates Manager stated that Scribe would be the most appropriate. A demonstration for all Councillors interested will be arranged.

Questions were raised around furnishing of the rooms and what provision needs to be met by Northstowe Town Council. The Assets and Estates Manager will look into this.

Councillors asked questions on the advertising and potential booking enquiries, which the Assets and Estates Manager will lean on Councillors for their assistance.

A discussion was had around the Community Lounge using the space and how this would be funded moving forwards.

2) To consider the report entitled 'Commercial Café – Actions Required' and any actions arising from this report.

The Councillors considered the report in full.

RESOLVED: It was unanimously agreed to adopt the following recommendations:

1. To note that no licence or lease shall be signed with any café contractor until the Council's main lease with SDCDC is executed.
2. To approve the specification headings and framework set out in **Section 3** of this report for use by Saffron Developments in preparing the tender document. This will now include '3.9' which outlines the intended use for the micro-library within the café.
3. For the ATWG to lead on conversations, supported by Officers, with regards to a review of the draft tender prepared by Saffron Developments and to report back any feedback to Council.
4. To agree the procurement and governance process set out in **Section 4**, including the appointment of a tender scoring panel and the advertising of the tender (The panel to be fully resolved at the next Full Council meeting)
5. To authorise the Clerk/RFO to procure legal advice regarding the café licence/lease with the successful contractor, ensuring alignment with the Council's head lease and compliance with the Council's Financial Regulations.
6. To request a further report at the earliest appropriate Full Council meeting for approval of the final tender document, scoring matrix, and subsequent decisions to award and execute the contract.

3) To consider the draft hire charges for the Unity Centre and agree to implement these charges until the 31st March 2027.

RESOLVED: It was unanimously agreed to approve the hire charges, as per the below.

PROJECTED CHARGE SCHEDULE 2026			
	Hourly Rate		
	Commercial	Local	Northstowe CG
GF Main Hall 1 + 2 (all)	£85	£65	£50
GF Main hall 1	£45	£40	£25
GF Main hall 2	£45	£40	£25
GF Foyer	-	-	-
GF Café	-	-	-
GF Café Kitchen	-	-	-
GF Community Kitchen	£15	£10	£5
GF Messy Activity Room	£40	£30	£20
GF Community Support Space	-	-	-
FF Collaboration Space	£30	£20	£15
FF Meeting Room 1	£20	£16	£12
FF Meeting Room 2	£14	£10	£8
FF Meeting Room 3	£12	£8	£6
FF Meeting Room 2 + 3	£25	£16	£12
FF NHS Room	£15	£12	£9
FF Community Office	£12	£9	£6

4) To consider and approve the draft business plan for the Unity Centre.

Considerations were given to Caretaker costs, which need to be amended and storage income, which the Assets and Estates Manager is working with CACRE on. The provision of IT and internet services needs to be allowed for within the budgets. The budget document and business plan need to be brought into line.

RESOLVED: It was unanimously agreed to approve the draft business plan for submission to SDCDC, with the amendments as stated above.

190/25-26/FC VEXATIOUS COMMUNICATIONS

- 1) To consider ceasing all methods of communication with a resident, except for legal obligations, for a period of three months.

RESOLVED: It was unanimously agreed to approve the recommendation to cease all communication for three months.

The meeting was closed by the Chairman at 9:02pm.

Signed.....

Chair of Northstowe Town Council.

Date.....