

## **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.....***

## **Northstowe Town Council**

### **Locum Clerk's Report**

#### **Actions Arising from the Full Council Meeting held on 25th November 2025**

**Report to: Full Council**

**Date: 16/12/2025**

**Prepared by: Locum Town Clerk**

---

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

Following the co-option, the newly appointed Town Councillors have been issued with:

- Register of Interests forms for completion and return within the statutory timeframe;
- Induction reading material relating to Town Council governance, roles and responsibilities, and Proper Practices;
- Initial guidance on key policies, Standing Orders and the Code of Conduct.

Induction training is currently being arranged for **January 2026**, in line with best practice for new Members.

---

### **2. MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Minute 195/25-26/FC)**

Council resolved, by majority with six abstentions, to approve the minutes of the previous Full Council meeting as a true and accurate record.

The minutes of the **11th November 2025** Full Council meeting were subsequently amended as agreed and have been published on the Town Council's website.

---

### **3. MINUTES OF PREVIOUS COMMITTEE MEETINGS (Minute 196/25-26/FC)**

#### **a) Lone Working Risk Assessment**

Council approved the recommendation to adopt the **Lone Working Risk Assessment**.

The Risk Assessment has now been circulated to all staff and is in immediate operational use.

---

### **4. OTHER OPERATIONAL UPDATES**

#### **4.1 Town Clerk & RFO Handover**

- Comprehensive handover documents have been provided to the incoming Town Clerk & RFO.
- Contract of employment has been issued, signed and returned.
- Payroll, systems access and laptop set-up have been completed in readiness for their start date.



- A detailed written handover email and supporting documentation have been supplied to the Personnel Committee for reference.
- 

#### **4.2 Unity Centre Café Tender**

- Responding to queries from prospective applicants and collating feedback.
  - Continued promotion of the tender opportunity.
  - Proactive follow-up with potential bidders to ensure a competitive process.
- 

#### **4.3 Unity Centre – Stakeholder & Legal Work**

- Ongoing liaison with the Assets and Estates Manager and the Council's Solicitor regarding legal agreements and operational matters.
  - Multiple stakeholder meetings held to progress development and operational planning for the Centre.
- 

#### **4.4 LGA Staffing Structure Review**

- Receipt and initial review of the LGA staffing structure report.
  - Follow-up queries submitted to ensure clarity before future consideration by Personnel Committee.
  - Review of Unity Centre staff job descriptions against recommendations.
- 

#### **4.5 Human Resources**

- Investigation of a staffing matter to ensure appropriate support for the employee and compliance with Council policies.
  - Routine HR support provided as required.
- 

#### **4.6 Scribe Accounting System**

- The Scribe system is fully up to date.
  - All financial records have been reconciled with supporting documentation.
- 

#### **4.7 General Correspondence**

- Management of day-to-day correspondence, including responses to residents, stakeholders and partner organisations.
- Circulation of relevant correspondence to Members or Committees as appropriate.

---

#### **4.8 Committee Administration**

- Full administrative support provided to Committees, including preparation and distribution of agenda packs, reports, and follow-up action notes.

---

#### **4.9 Budget Setting 2026/27**

- Working with the Finance & Governance Panel to produce draft budget documents.
- Engagement with South Cambridgeshire District Council regarding the precept process.
- Gathering feedback from Members to refine draft proposals ahead of final approval.

---

#### **4.10 Internal Audit Preparation**

- Liaison with the Internal Auditor to schedule the **2025/2026 Interim Internal Audit**.
- Compilation of required financial and governance documents in preparation for the audit.

---

#### **4.11 Website – Aubergine Upgrade**

- Attended training on the new Aubergine website system.
- Participated in a planning meeting regarding the structure, content migration and configuration of the new website.

---

#### **4.12 Assets & Estates Manager – Probation Meeting**

- Held a probation meeting with the Assets and Estates Manager.
- Provided feedback, confirmed expectations, and reviewed progress against probation objectives.

---

### **5. Recommendation**

Members are asked to **note this report**.

## **NORTHSTOWE TOWN COUNCIL - PERSONNEL COMMITTEE**

**MINUTES** of the meeting held on Tuesday **9<sup>th</sup> December 2025** at The Cabin, Northstowe

**MEMBERS:** 6: Cllr Hodgson (Chair); Cllr Littlemore (Vice-Chair); Cllr Birr-Pixton; Cllr Cattaneo; Cllr Rashid; Cllr Susarla.

**QUORUM:** 3 Members.

**Present:** 2 Members: Cllr Littlemore (Chair); Cllr Birr-Pixton.

Locum Town Clerk.

Members of the public: 0

Apologies: Cllr Hodgson, Cllr Cattaneo, Cllr Susarla and Cllr Rashid.

Absent: Cllr Kinnera.

**Due to only two members being present at this meeting, the meeting was inquorate and no business was transacted.**

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

***Chair of Personnel Committee.***

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

# **NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE**

## **MINUTES of the meeting held on 9<sup>th</sup> December 2025 at The Cabin, Northstowe**

**MEMBERS:** 8: Cllr Owen (Chair); Cllr Littlemore (Vice-Chair); Cllr Birr-Pixton; Cllr Castelino; Cllr Hughes; Cllr Hunter; Cllr Kinnera; Cllr Cattaneo.

**QUORUM:** 4 Members.

**Present:** 6 Members: Cllr Owen (Chair); Cllr Littlemore; Cllr Birr-Pixton; Cllr Hughes; Cllr Hunter and Cllr Castelino.

Locum Town Clerk and Cllr Susarla (19:05).

Members of the public: 0

Apologies: Cllr Cattaneo.

Absent: Cllr Kinnera.

The meeting was started at 7:00 PM by the Chairman of the meeting.

### **60/25-26/FGP APOLOGIES (Standing Item)**

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

The committee noted apologies from Cllr Cattaneo.

#### **2) To note that Cllr Oluwasanya has resigned from the Town Council, thus creating a vacancy on this committee.**

This was noted by the members present.

### **61/25-26/FGP DECLARATIONS OF INTEREST (Standing item)**

#### **1) To receive any Declarations of Interest and to approve any dispensations in relation to items on the agenda.**

Cllr Ian Hunter declared an interest in item 65.

### **62/25-26/FGP 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 (for up to 15 minutes in total; maximum 3 minutes per person).**

No questions were received.

### **63/25-26/FGP MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)**

#### **1) To receive draft minutes of the 18<sup>th</sup> November 2025 Finance & Governance Committee meeting and to resolve to accept these as a correct record.**

**RESOLVED:** It was agreed by a majority with 1 abstention to approve the minutes as a true and accurate record.

### **64/25-26/FGP FINANCE (Standing Item)**

#### **1) BANK STATEMENTS & BALANCES**

##### **i) To receive Bank Statements to 30<sup>th</sup> November 2025.**

The bank statements for the Unity Trust account had been received.

##### **ii) To approve, and for the Chair to sign, the Bank Reconciliation to 30<sup>th</sup> November 2025.**

**RESOLVED:** It was unanimously agreed to approve the bank reconciliation, which will be duly signed by the Chairman at the next opportunity.

#### **2) RECEIPTS AND PAYMENTS REPORTS**

##### **i) To receive the Receipts and Payments Report, dated to 30<sup>th</sup> November 2025.**

The committee noted the report.

##### **ii) To note the detailed budget summary as of 30<sup>th</sup> November 2025.**

The committee noted the report.

- iii) **To note the balance of the Town Council's reserves as of 30<sup>th</sup> November 2025.**  
The committee noted the report.

### 3) EXPENDITURE

- i) **To approve retrospective and new payments; see expenditure ledger report for payments overview.**  
**RESOLVED:** It was unanimously agreed to approve the payments as below.

#### Northstowe Town Council PAYMENTS LIST

3 December 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
133	Locum Clerk Fees	12/12/2025		Unity Trust Current /		Locum Fees - November 2025	SLCC Enterprises Ltd	S	3,168.00	633.60	3,801.60
134	IT Hardware, Software & Supp	12/12/2025		Unity Trust Current /		Scribe Bookings - Set Up	Scribe (Starboard Systems	S	279.00	55.80	334.80
135	Office Maintenance	12/12/2025		Unity Trust Current /		PAT testing	Safe Switch Electrical	S	107.50	21.50	129.00
136	Market Management	12/12/2025		Unity Trust Current /		market / event management	Phoenix Events East Ltd.	S	161.25	32.25	193.50
137	Solicitor/consultants	12/12/2025		Unity Trust Current /		Cafe Tender Assistance	Saffron Developments	S	3,000.00	600.00	3,600.00
138	HR Support Services	12/12/2025		Unity Trust Current /		Payroll	DCK Payroll	S	133.00	26.60	159.60
139	IT Hardware, Software & Supp	12/12/2025		Unity Trust Current /		Scribe Booking System Fee	Scribe (Starboard Systems	S	32.00	6.40	38.40
140	IT Hardware, Software & Supp	12/12/2025		Unity Trust Current /		IT support contract	Cloudy IT	S	351.84	70.37	422.21
141	Hire of office space/council cha	12/12/2025		Unity Trust Current /		office and room hire	South Cambs District Coun	X	489.50		489.50
142	Deputy Clerk Salary	22/12/2025		Unity Trust Current /		Staff salary		X	1,614.41		1,614.41
143	Assets and Estates Manager Sa	22/12/2025		Unity Trust Current /		Staff salary		X	2,727.48		2,727.48
144	Employer Pension Contributions	12/12/2025		Unity Trust Current /		Pension Contributions	The Pensions Trust	X	697.34		697.34
145	Employer NIC Contributions	12/12/2025		Unity Trust Current /		Tax and NIC payments HMRC	HMRC Cumbernauld	X	1,866.93		1,866.93
<b>Total</b>									<b>14,628.25</b>	<b>1,446.52</b>	<b>16,074.77</b>

#### 65/25-26/FGP PLANNING APPLICATIONS AND CONSULTATIONS (Standing item)

**To consider submitting consultation responses to the following planning applications:**

**Application details can be accessed via the [South Cambs. Planning Portal](#).**

- 1) [25/04485/REM - Land South Of Northstowe Secondary College Stirling Road Northstowe Cambridgeshire CB24 1DJ - Approval of Reserved Matters.](#)

Cllr Hunter declared his interest but was invited to speak on this item by the Chairman. Cllr Hunter spoke in depth about the co-housing part of the development and the benefits of this.

Cllr Birr-Pixton raised a number of points including the provision of public transport ensuring that all residents have access to this, parking, ensuring adherence to the planting schedule, provision of swift and bat boxes to ensure they are installed correctly, to re-establish the tree network with a more robust species and concerns around the sustainability of the development. Tree maintenance schedules must be adhered to.

Cllr Littlemore raised concerns over the affordable housing cluster elements of the development, and this will need looking into due to historical issues that have been raised. Cllr Littlemore would welcome some clarity on the distribution of units per bedroom that have been made available to ensure that people can downsize appropriately, when and if required.

Cllr Hunter stated that he has raised concerns already about the planting of mature trees and he was given the response that more established trees take a very long time to grow and saplings are preferred due to their continuous growth.

**RESOLVED:** It was agreed by a majority with one abstention to support the development overall with the comments above.

#### 66/25-26/FGP APPLICATIONS WHERE NORTHSTOWE TC PROVIDED COMMENTS AND A PLANNING DECISION HAS BEEN MADE SINCE (Standing item)

No applications were received.

#### 67/25-26/FGP UNITY CENTRE WIFI.

- 1) **To consider the quotation report on the provision of WiFi for the Unity Centre.**  
This item was deferred to the Full Council meeting on 16<sup>th</sup> December 2025.

#### 68/25-26/FGP BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR

- 1) **To review the draft budget plan for the 2026-2027 financial year.**

#### Administration.

No changes were made.

**Civic and Democratic.**

No changes were made.

**Communications and PR.**

No changes were made.

**Community Projects.**

No changes were made.

**Grants.**

No changes were made.

**Highways.**

No changes were made.

**Income.**

No changes were made.

**Legal.**

No changes were made.

**Unity Centre.**

No changes were made.

Councillors discussed at length the budget document and the revisions that had been made so far. There was a general consideration given to the fact that the Unity Centre would be starting up fully within the next financial year so it would have been prudent for the Town Council to maintain their robust reserves as well as a robust budget to ensure that any issues can be dealt with effectively. Consideration was given to the Town Council's plan for the Unity Centre and if this plan was fully realised, then the Town Council would be in a more advantageous position at the end of the 2026-2027 financial year.

**RESOLVED:** It was unanimously agreed to recommend the 2026-2027 financial year budget plan, unamended, to Full Council on Tuesday 16<sup>th</sup> December 2025. The budget would be a matched budget of £458,426 with a Precept of £227,626. The breakdown can be seen below.

Financial Year	2024/2025 AGREED	2025/2026 AGREED	2026/2027 PROPOSED
Precept Required	144,786.44	169,586.96	227,626.00
Increase per year (£)		24,800.52	58,039.04
Increase per year (%)		17%	34%

<u>ADJUSTED BASIS</u>	2024/2025 Financial Year	2025/2026 Financial Year	2026/2027 Financial Year PROPOSED	Difference vs Previous Year
Band D Equivalents	1472	1605	1,649	44
Precept per Band D Equivalent (£/annum)	£98.36	£105.66	£138.04	£32.38
Precept per Band D Equivalent (p/week)	188.64	202.64	264.73	62.09
Increase per year (% per annum)		7%	31%	

**69/25-26/FGP DATES OF UPCOMING MEETINGS** (Standing item)

a) Full Council: Tuesday 16<sup>th</sup> December 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

*[Final versions of motions & papers to be received by 11/12 at the latest].*

b) Finance, Governance and Planning Committee: Tue 20<sup>th</sup> January. 2026, 7-9 pm; The Cabin, Northstowe CB24 1FD.

***[Final versions of motions & papers to be received by 14/01 at the latest].  
For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)***

The dates were noted.

The meeting was closed at 19:37 by the Chairman.

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

***Chair of Finance, Governance and Planning Committee.***

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

Longstanton ward district councillor report DECEMBER 2025  
longstanton parish council (1st Dec 2025)  
OAKINGTON & WESTWICK PARISH COUNCIL (8th Dec 2025)  
NORTHSTOWE TOWN COUNCIL (16th DEC 2025)  
Cllr natalie warren-green

#### My Local Activity Highlights

In November I was on bereavement leave for some of the time, however I kept my case work up to date and a couple of things to mention related to my activity on the ground, which I think may be of interest across the Ward, include:

Spending time with SCDC Empty Homes officer in Oakington, where activity on bringing empty homes back into use is active and positive. People are responding well in the village to the initiative, and to understanding the value of bringing houses back into use to residents, the implication of government levies of keeping some homes empty (probate policy/law), as well as understanding how businesses involved in bringing homes back into use can benefit from VAT breaks as a result of working on these. See <https://www.scambs.gov.uk/housing/empty-homes> for more information about how to bring empty homes back into use.

Working with our Principal Operations Manager – Environment, to understand the early analysis of the initiative Anti Littering Trial on the B1050, which some of you will have seen mentioned in the Press. After just three weeks the trial was proving successful with a comparison made that prior to the trial in three weeks an average of 13 bags of litter were collected by the team every three weeks and at the end of the first three weeks of the trial the team collected just 7 bags of litter and one small chest (fly tip). The trial has been stopped now until the new year in response to some concern being raised by a resident about the look of the eye signs being used on the B1050 which you may have seen appear in the Local and National Press. Given the early success of the trial in reducing litter, we will be looking at how we may approach the trial with a different look in 2026 with the aim of reducing litter in our ward.

#### SCDC Update

##### Postal Voters

If residents previously had a postal vote and wish to continue to have one, they should reapply now if they have not already done so. [www.gov.uk/apply-postal-vote](http://www.gov.uk/apply-postal-vote) . If you have any questions or wish to cancel your postal vote, please email [elections@scambs.gov.uk](mailto:elections@scambs.gov.uk)

##### Draft Local Plan – Consultation Commences 1st December

Local Plans are a statutory requirement for all Councils and form an important part of any future plans for the area and SCDC and Cambridge City Council are working together to create a single updated version for the ones adopted in 2018. The Local Plan is vitally important because it will show where new homes and workplaces could be built over the next 20 years - and how essential community facilities and public services would be developed to support the expected growth. It is even more critical this time, given the Government's recent announcement of its plans for a Development Corporation and for substantial additional investment in our area to drive forward its ambitions.

The developing draft Local Plan will open for public consultation on 1st December and remain open until 30th January 2026. There is much to read but it is all quite accessible and the summaries are useful. For our Ward, the information on Northstowe will be of most interest, as well as the context of the planned growth to be seen in Waterbeach, Bourn, Cambourne, NE Cambs, and the wider consequences of living in an area to which companies and people wish to move which are well covered in the Plan. There will be a number of public briefings, including ones for parish councils which Clerks will be aware of. Please exercise your right to comment.

All relevant documents and the link to comment should appear here on 1st December: [Home | Greater Cambridge Shared Planning](#)

If you have any questions, please contact the Planning Policy Team:

[localplan@greatercambridgeplanning.org](mailto:localplan@greatercambridgeplanning.org)

##### Food collections update

Early next year, the Greater Cambridge Shared Waste Service will begin rolling out its scheme for the weekly collection of food waste. This is to comply with new government policy, and the government is funding the new arrangements, not council tax payers. The first collection rounds will be operational in January 2026 as part of a staged approach and Clerks will be made aware of the timing of the roll out ward by ward.



The council will soon begin a campaign to explain what the changes are and how they will affect people, using direct communications (post/hand delivery) as well as electronic means to ensure that the information reaches everyone. 5L kitchen caddies and 23L outdoor wheely bins will be provided to contain the food waste and collection days will not change. The food waste will be processed locally in a separate process to those used for black and green bin waste and will produce biogas which will be used to generate electricity. A by-product of the process will be soil improver. I will share more information to you as and when I receive it.

#### Local Government Review (LGR) update

As I mentioned in earlier reports, the government has decreed that all county, borough and district councils are to be abolished across the nation and the services they provide taken by fewer, larger unitary councils. Following discussions with all councils in Cambridgeshire and Peterborough, a number of different options have been worked up which were recently discussed by SCDC at an Extraordinary Council Meeting. Following debate, the council voted to propose that "Option B" be recommended to government which would see South Cambridgeshire and Cambridge City form a unitary council with a second unitary being formed by East Cambridgeshire, Fenland, Huntingdonshire and Peterborough. The other Cambridgeshire councils favour different options, and they have presented their own cases to government. The final decision rests with the Secretary of State, and he is likely to announce his decision in spring 2026 but it will take until 2028 for the new unitary councils to become active. Elections next May for South Cambs District Council seats will take place as normal whatever the outcome.

#### Award for the Local Planning Authority

The Greater Cambridge Shared Planning service (a partnership between Cambridge City and South Cambridgeshire District councils) has recently been crowned Planning Authority of the Year by the Royal Town Planning Institute (RTPI). This national award is for planning excellence and follows the award of Planning Authority of the Year (East of England) earlier this year. The RTPI Awards are among the most respected accolades in the planning profession. Everyone at South Cambs is immensely proud of the planning team.

#### Our Member of Parliament

Ian.Sollom.MP@parliament.uk Ian is active across the constituency, and continues to hold regular surgeries which we will keep you informed of for residents. His office staff answer emails as soon as practically possible. He welcomes correspondence from residents requiring his assistance.

councils, responsibilities and

government funded organisations

If you have a problem or concern do not worry too much about who can solve it just ask the question and we will endeavour to signpost to the right person. The organisational structure of Cambridgeshire is complex, but it is important to identify where responsibility lies.

#### Contact details

Please do not hesitate to contact me if you have any questions about the above, or any other matters.

Cllr Natalie Warren-Green for Longstanton Ward including Longstanton, Northstowe, and Oakington & Westwick Email: [cllr.warrengreen@scambs.gov.uk](mailto:cllr.warrengreen@scambs.gov.uk)

For those on social media we have a highly active Facebook group:

<https://www.facebook.com/groups/2066298150052161/> - Longstanton, Oakington and Northstowe



Outlook

---

**Baby Hub and Food Bank support funding**

---

**From** Hektor Marden <hektor@northstowehub.org>

**Date** Mon 12/8/2025 1:02 PM

**To** Jack Turner <jack.turner@northstowetowncouncil.gov.uk>

Good afternoon Jack,

I hope you're keeping well. I'm getting in contact about the £1500 funding that NTC has provided us for support of Halal provisions for the Food Bank, and then through an agreement for a change of use of £1000 of this funding, also for our Baby Hub young parents support group.

As I understand from Val at the Food Bank, the Halal provisions are thankfully no longer required, as the families who were in most need are now in a more stable financial position.

And we've unfortunately now called timed on our Baby Hub project, as other groups have sprung up which are meeting that need in the community.

Of the £1500 total funding, we've spent £180 on room hire for the Baby for the first half of the autumn term, leaving £1320 unspent.

If the council would consider discussing a further change of use for some or all of the funds to support our other community projects that would be very welcome (especially as support for events like LUN and the Midsummer Festival, as LUN in particular has required significant outlay from our own reserves to deliver, in the range of ~£1300).

However, we understand if at this point returning the remaining funds in full is preferred, as they have not been spent upon their original agreed purpose.

Could I ask you to bring this to the council for discussion, please? I'm of course very happy to attend a meeting if it would be useful to talk this over with councillors further when convenient.

I look forward to hearing from you.

Best,  
Hektor

GENERAL INFORMATION:

FINANCES:

TOWN COUNCIL ACKNOWLEDGEMENT

IMPACT:

OTHER

FEEDBACK ON GRANT SCHEME

Please send your report and all associated documents by email to  
[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) THANK YOU!

## Key goals/objectives

### NTC manages Open Spaces and Facilities

1. Verge management license - 2027
2. Open spaces – phase 1 freehold - 2029
3. Open spaces – phase 2 stewardship agreement - 2026-2027
4. Open spaces – other areas - 2028-2029
5. UC management - 2026
6. UC freehold - 2036

### Strategic Objective: NTC Governance and Role in Community

7. Surgeries – 2027
8. In-house community engagement staff – year? (need to have a conversation with SCDC – after LGA review and UC)
9. S106 accountability – 2026
10. LCAS Bronze accreditation – 2027
11. Town Plan - 2028

### Youth Work

12. Funding for youth work (external partners) – 2026 – increase over time
13. Youth building – 2030
14. Ensure future built environment, facilities and NTC-led initiatives cater for youth (planning applications and external partnerships) – 2026
15. Youth/Junior Council – 2027
16. In-house youth worker – year?

## **CDO's Report for December 2025**

### Northstowe Community Forums 2025

The next forum will be on Wednesday 4 February 2026 starting with a drop-in at 6:00pm and presentations at 6:30pm. Agendas are usually advertised the week before and questions can be asked during the evening by attendees as well as submitted in advance to: [northstowe.community@scambs.gov.uk](mailto:northstowe.community@scambs.gov.uk).

### Community Networkers

There was no Community Networkers in December as there was a Forum. The next meeting will be on Wednesday 14 January 2026. Representatives from all community groups are welcome to attend.

### Northstowe Art Show 2026

The event will be looking for funding and volunteers.

### 60+ Group

The group meets every couple of weeks on a Thursday morning and is open to residents from Northstowe, the surrounding villages and anyone interested in finding out more about the area. The next gathering is on Thursday 8 January. Future dates will be advertised on community noticeboards and Northstowe Facebook pages.

### Northstowe Players

The drama group usually meet on Thursdays 7-9pm at The Cabin. Please contact the group if you are interested in finding out more.

### Menopause Support Group Meetings

The menopause group meetings are free and take place monthly on a Wednesday evening. The next meeting in December is a social event, time and place to be confirmed. Future meetings will be advertised on Northstowe Facebook pages and community noticeboards.

### Northstowe Social Walking Group

The next walk is the Advent Window Walk which takes place on Friday 19 December starting at 4pm from The Cabin, Northstowe. Future walking dates, routes and themes will be advertised on the Northstowe Community Facebook pages and community noticeboards.

#### Meetings with CDOs

We are available if residents would like to set up a meeting, whether this is within working hours or not. Most people drop in on an ad-hoc basis and we are always happy to make time to see them.

#### Kickstart Fund

No applications at the moment.

#### Northstowe Community Activation Grant Fund

SCDC are administering the Northstowe Community Activation Grant Fund on behalf of Homes England. More information about the fund can be found on our website.

[Northstowe Community Activation Fund - South Cambs District Council](#)

#### Cognitive Training for the Elderly

Drop-in sessions for elderly focus on preventing cognitive geriatric illnesses with a local volunteer who has previous experience on the topic of cognitive training.

#### Welcome Pack Delivery

Where possible, we engage residents in conversations regarding their new community, ask how they are settling in, and provide information on up-coming events.

#### Marleigh

Mihaela is splitting her time between Northstowe and Marleigh, a new development on the edge of the city with a view to sharing learning and best practice between the two sites. Mihaela joins Michele at The Cabin every Thursday.

#### Hallmaster

All room bookings for The Cabin (up to the end of February 2026) are made through Hallmaster. If you would like to see room availability, size and capacity or make a booking please go to: [The Cabin - South Cambs District Council \(scambs.gov.uk\)](https://scambs.gov.uk).

We often meet residents and organisations to show them around The Cabin and discuss their option for room hire.

#### Meetings attended with external agencies

- Attending and contributing to the Northstowe Support Partnership meeting.
- Part of the Northstowe Health and Wellbeing Group.
- Liaising with BPHA to support their services in the community.
- Part of the Northstowe Tenure Integration Group.
- Recurring meetings with Smart Journeys discussing Sustainable Travel Plan.
- Part of the Northstowe Partners Communications Group which promotes Northstowe and events; this includes Henbe Communications (supporting Homes England).
- Participate in the Proactive Neighbourhoods – South Cambs MAF meetings
- Part of the Northstowe Social Value Steering group.
- Part of the Northstowe & Longstanton Heritage Steering Group
- Part of the Western Park Pavilion Management Group
- Part of the Pathways for Young Parents Group.
- Supporting Voi with their expansion within South Cambridgeshire and participating to various stakeholder meetings.
- Community Development Roadshow: The purpose of the meeting is to exchange best practice in Community Development, uniting Community Development workers from Town, District, County, and the private sector in this region.

#### Meetings with Community Groups

- Supporting Cambridge Skills with a 'Ready Steady Slow Cooker' course which includes basic maths skills.
- Supporting and promoting the Social Walks through discussions including external agencies, social media and promotional event materials.
- Participating in the Northstowe Youth Partnership, sub-group meeting.

- Supporting and promoting the Cognitive sessions to external partners such as the NHS
- Working with Northstowe Arts for a 2026 Art Exhibition

Other work:

- Northstowe Community Forum - part of the team organising, hosting and presenting community news and updates.
- Working with colleagues for the social and economic benefit of the community.
- Assisting with the formation of new community activities.
- Discussing ideas and plans for future events.
- Processing bookings at The Cabin for community groups, individuals and businesses on a daily basis including raising invoices, checking payments and following up requests.
- Part of the SCDC Growth Team meetings and workshops.
- Signing up new keyholders for The Cabin.
- Supporting residents with welfare connections.
- Testing the alarms and emergency lights at The Cabin on a regular basis.
- Part of various community WhatsApp groups i.e. Cabin Keyholders, coordinating out of hours access arrangements for The Cabin.
- Collecting food for the community larder on Wednesdays and Thursdays and making this available for collection from The Cabin.
- Designing promotional material and updating social media.
- Writing reports and articles for local publication.
- Evening and weekend meetings and events in furtherance of the above.
- Maintenance work at The Cabin – being onsite when work is carried out i.e. 6 monthly lighting test, water testing and Wi-Fi.

If you would like to get involved in any projects or activities, or help with other volunteering opportunities please contact us on

[northstowe.community@scambs.gov.uk](mailto:northstowe.community@scambs.gov.uk)



Northstowe Phase 1 Open Space Management & Maintenance  
Steering Group Meeting

23 September 2025

Teams Meeting - Time: 12noon

Attendees

(AL) Adam Lewis, Greenbelt

(JBP) Cllr Joe Birr - Pixton, Northstowe Town Council

(TP) Tam Parry, Cambridgeshire County Council

(LM) Luke Mills, Greater Cambridge Shared Planning

(LH) Lee Heykoop, Homes England

(MES) Michele Eidevik-Skinner, South Cambridgeshire District Council

Apologies

(AWy) Cllr Andrew Wycherley, Longstanton Parish Council

(KS) Katherine Snell, Urban & Civic

(LD) Liz Davy, South Cambridgeshire District Council

TC = Town Council, PC = Parish Council, LPA=Local Planning Authority, AW = Anglian Water, HE  
= Homes England

AGENDA

Next Meetings:

December 2025

March 2026

June 2026

September 2026

December 2026