

Northstowe Delivery Group

Date: Thursday 15th June 2023

Time: 11:30-12:30

Venue: Virtual Meeting

Attendees:

Cllr Bill Handley (BH)	Lead Cabinet Members for Communities (Chair person)
Cllr Richard Owen (RO)	Northstowe Town Council and Mayor of Northstowe
Cllr Natalie Warren-Green (NWG)	SCDC Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Cllr Firouz Thompson (FT)	County Councillor for Longstanton, Northstowe, Over, Oakington & Westwick
Mark Nokkert (MK)	Clerk to Northstowe Town Council
Cllr Tom Bygott (TB)	SCDC Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Cllr Paul Littlemore (PL)	Northstowe Town Council and Deputy Mayor of Northstowe
Anne Ainsworth (AA)	Chief Operating Officer and Senior Responsible Officer for the Northstowe Programme at SCDC
Kate Swan (KS)	Project Development Lead, Commercial Development & Investment
Peter Campbell (PC)	Head Of Housing
Montserrat Valverde	Executive Assistant (Minute taker)
Dean Harris	Homes England (Guest)

Apologies:

Kirstin Donaldson (KS)	Service Manager - Acquisitions & Development
Sophie Gerrish	Executive Assistant (Minute taker)

1. Apologies & Introductions

Apologies were reported Sophie Gerrish and Dean Harris was introduced to the group

2. Minutes of the Previous Meeting and actions

Members of the Group agreed the minutes from the previous meeting as an accurate record.

Actions from previous meeting:

- KS to ascertain in any further CCTV policy information from SCDC is required for PL/RO
Complete
- KD to share the plans of where the CCTV will be placed and to share those plans with the group at the next meeting
Action to be carried over to the next meeting
- AA to send an update to FT regarding the latest position re the Gym
Complete
- KS to set up initial meet and greet meeting to discuss governance begin initial introductions with Pathfinder School, NSC, Town Council and SCDC
Complete
- AA to confirm if County are to attend the Home England Meetings
Complete
- KD to confirm with Clare Gibbons the opening times for the Interim Building
Complete
- RO to raise to the Town Council the desired solution of how the Interim Building is to be managed and report this decision back to KS and Clare Gibbons
Complete
- KS to agree with AA for a meeting to be arranged between The Town Council outside of the forum to discuss the management of the Interim Building
Complete
- KS to confirm LNQ's attendance to the next Northstowe forum to the group and what they are intending to present
Confirmed and complete
- FT to manage communications with Heritage, inclusive of the request of the piece of public art that was commissioned through the Heritage Centre Project to be installed the Temporary community Centre. These comms to be triangulated
Complete
- KS to liaise Tom Horn to begin crafting a press release around the opening of the Interim Building whilst ensuring County and Town council are given plenty of opportunity to feed into the press piece before it is released
Complete
- Any interim name suggestions to be fed into MK
Complete, action to be carried forward by AA and KS

3. Updates

Homes England:

Dean Harris provided Homes England overview and updates to the group:

- Active and building on phase 2B
- Discussions are ongoing with KS regarding the Civic Hub within the future Town Centre
- The current focus is opening the road for the end of July, with the desire to share an exact date at the NS Forum on the 12th July
- Also planning on sharing some initial proposals for the sports Hub East at the Forum, which is in line for delivery slightly earlier than the section 106 agreement requirement
- Town/Parish Meetings have been scheduled inclusive of members of the NDG (FT, NWG), District Councillors and Community Development Officers with the desire to establish a more transparent and open working relationship

Pavilion:

KS provided Pavilion overview and updates to the group:

- Work is ongoing
- Project completion date is now pushed back to 31st August due to supply delays hindering delivery.

Interim Community Building:

KS provided Interim Community Building overview and updates to the group:

- Work in ongoing
- Delays centered around utilities are being addressed. Work is in progress to ensure everything is completed as soon as possible
- Water connection to be confirmed with Anglican Water suppliers early next week
- Awaiting npower to connect the electricity, the New Build team are following up on this daily
- Works continuing with the disabled access to the rear garden
- KS, KD and Carter Jonas reps are working closely with the facilities management team to ensure everything is completed from a facilities perspective prior to the building opening
- No opening date is being publicised at this time, but it is looking hopeful for an opening date in July

Permanent Community building:

KS provided Permanent Community Building overview and updates to the group:

- Finalising the latest version of the floor plan and layout with the architect team

- A pre-panning meeting has been scheduled for Monday 19th June with the Planners and Urban Design to share plans, highlight any major issues and ensure everything is on track for a planning submission at the end of July

Civic Hub:

AA shared with the group the successful and extremely positive Library visits that took place on 1st June with County and City Council colleagues

4. Governance

CG provided Governance overview and updates to the group:

- With reference to the papers shared with the group ahead the meeting, the timeline suggests the building will be opening on the 10th July providing the utilities issued are resolved
 - In order to allow the services that are expected to be delivered from the temporary community centre to go ahead, there have been licences drafted to occupy for the following services:
 - Child and Family Centre**
 - **Health visiting team**, although there are still some communication issues around dealing with CPFT, which is on track to be resolved
 - **Cambridge University Hospital Trust and Midwifery service**, engagements have been made with the desire for their services to be delivered from the NHS room within the building.
 - Talking therapies team**, at CPFT are very keen to have the NHS room in the building once a week for their services.
 - **Sessional Childcare**, currently out to tender at present, a contract has been offered by County's place planning team for up to three days per week
 - A lease agreement has been drafted to offer to the Town Council as soon as an energy performance certificate has all been agreed. This will need to be signed off by MK when the time is right
 - The District Council will maintain day-to-day management of the facility. As previously mentioned in depth discussions are underway with Carter Jonas to put together a facilities management package, which should mean that all processes run smoothly from the building opening day
 - A web page is ready to go live which will contain a booking calendar, so the public will be able to see what activities are going on and when the vacant slots might be so they can make their booking. This will also include details of the travel information, which was a requirement of our travel plan approved as part of the planning application
 - All the finances are going to be dealt with by the District Council, **the hire fees** have been agreed which relate to the fees for usage of the rooms. This decision has been published and accepted
- ## Sports Pavilion & Pitches:
- As indicated in the highlight report, completion is expected for the end of August
 - The issue regarding the disjointed nature of land ownership between the pitches and the Pavilion building needs to be overcome. Therefore, there are currently discussions concerning a freehold land transfer of the sports pitches from L&Q to the District Council, to unite those two elements of the facility

- Currently in the process of securing a Commercial Operator to run this facility, bringing in a sports specialist. A thorough specification is being drafted to incorporate within the invitation to tender with good support from the Town Council and its working group to work
- A Management Board is being constructed which is analogous with the Management Board for the temporary Community Facility comprising of the District Council, the Town council, the Northstowe Sports and Wellbeing Group, and Long Stanton Bowls Club, who will be offered a licence to look after the Bowling Green
- The soft market testing with potential operators did indicate that operators might only be interested in quite a short-term contract, maybe of the scale of 3 + 1 + 1. However it will be made clear that there is still opportunity for proposals from the Town Council or alternative bodies to look at long term curation of the Sports facilities

Highlight Report & Risk Register

These documents remain quite detailed and commercially confidential. However, if the Town Council would like a presentation that goes into more detail about the progress of the projects and the risk register, AA confirmed that Officers would be happy to do this at a future meeting. Similarly, any questions in the interim to be sent into KS.

5. Northstowe Forum

KS presented Forum overview and updates to the group:

- The agenda is being comprised
- FT confirmed there is not a large update to report and is intending to put any updates on social media
- Fire safety needs to be signed off before it can be confirmed if the next Northstowe Forum can take place in the Interim Building
- NWG highlighted the need to address the 'town shops' updates to the community. It was agreed by the group that this needed to be mapped out more clearly with accurate updates before presenting to the wider community

6. Communications

It was agreed by the group there are no issues currently that need to be highlighted

7. Dates for future meetings

The next meeting was agreed as 13th July

8. AOB

- It was agreed that Dean Harris will be invited to Delivery Group Meetings as and when appropriate for updates.

- AA suggested, taking into account the group was established a year ago in the Summer, the terms of reference, invitee list etc should be reviewed to ensure everything is fit for purpose and no changes are needing to be made. The group agreed
- PL suggested the Faith Land Group should be included in the highlight report from a tracking perspective. The group agreed

ACTIONS:

- KS and FT to liaise on Phase1 map for Northstowe News and the Community communication and explore ways this can be displayed and sent out
Ongoing
- KD to share the plans of where the CCTV will be placed and to share those plans with the group at the next meeting
Action carried over from previous meeting
- KD to circulate further Interim, Pavilion and Civic Hub updates to the group as appropriate after the Forum
Ongoing action
- Once plans have come through for permanent building KD & KS to explore options to display the plans on the hoarding
- AA and KS to led on the Interim Building name project with the desire to get the Community's lead on this project
- FT to chase up and report on the robots in time for the next Northstowe Forum
- All group members to send to SG any changes they wish to make to future meetings to ensure the agenda is accurate and as beneficial as possible for the next 12 months. This will be an added agenda item in September's meeting