

Northstowe Delivery Group

Date: Thursday 16th March 2023

Time: 11:30-12:30

Venue: Community meeting room- Northstowe Secondary College

Attendees:

Cllr Paul Littlemore (PL)	Northstowe Town Council and Deputy Mayor of Northstowe
Cllr Richard Owen (RO)	Northstowe Town Council and Mayor of Northstowe
Mark Nokkert (MK)	Clerk to Northstowe Town Council (Hybrid)
Cllr Firouz Thompson (FT)	County Councillor for Longstanton, Northstowe, Over, Oakington & Westwick
Anne Ainsworth (AA)	Chief Operating Officer and Senior Responsible Officer for the Northstowe Programme at SCDC
Kirstin Donaldson (KS)	Service Manager - Acquisitions & Development
Kate Swan (KS)	Project Development Lead, Commercial Development & Investment
Sophie Gerrish	Executive Assistant (Minute taker)- Virtual

Apologies:

Cllr Bill Handley (BH)	Lead Cabinet Members for Communities
Cllr Tom Bygott (TB)	SCDC Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Cllr Natalie Warren-Green (NWG)	SCDC Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Peter Campbell (PC)	Head of Housing

1. Apologies & Introductions

Apologies were reported for Cllr Bill Handley, Cllr Tom Bygott, Cllr Natalie Warren-Green and Peter Campbell. Sophie Gerrish joined the meeting virtually. It was highlighted that the focus of the meeting was to give updates on the Permanent Community Building. It was also noted that the risk register was an added agenda item.

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:

- PL to share the Sports Pavilion CCTV addition with the Town Council to ensure this information is added to their report.
PL confirmed this has been flagged and they are looking into what implications CCTV has as a data processor. PL asked for some advice from the District Council of any policies around collection of CCTV items. Actions taken for next meeting (see actions section of minutes)
- SG to arrange a meeting for FT, AA, BH and KD to meet regarding the Northstowe retail options
Completed- Meeting scheduled for Wednesday 5th April. Discussion arose regarding the issue that there was a lack for space for other business uses in Northstowe. It was agreed that this would also be discussed in a separate meeting to be arranged
- Any further comments on the Draft Proposal for the interim building to be sent into SG
Completed
- PL and AA to pick up offline to discuss the process of bringing the proposal to the attention of the Town Council
PL and AA agreed to pick this up outside of the meeting
- FT to pick up with EB on a group to take part in the 'Time Capsule' event
This event had been postponed and another date is being arranged. FT confirmed she has been in discussion with EB on what this event can include
- Northstowe Flyer to be shown to PL and Town Council members before wider circulation
Confirmation that this will be done for the next Forum in July; Ellen from the Community Development Team to liaise with NDG members on this.

3. Updates

Pavilion:

Kirsten to update the group and community at the next Forum.

Interim Community Building:

- KD confirmed fencing will begin on 27th March
- It was confirmed letters have been delivered to the local Community to inform them of the process updates.
- It was highlighted that the minutes of the NDG to be shared with the Communities team.

Permanent Community building:

KD and KS reported on the Permanent Community building to the group

- KD and KS attended an Initial planning meeting with the design team, employer's agent Henry Riley along with the Communities and Investment team.
- The Design Team were asked to take the space of what was agreed with Stakeholders, members etc (parcel 2) and see how this could be transferred into the new location.
- Five draft options were collated and it was confirmed that the meeting discussion was extremely positive and balanced.
- A more accurate plan is being drawn up from the outputs of the meeting and is being presented to Stakeholders next week to gain their thoughts and initial views on the how the spaces would be used and things to consider, to aid the next stages of the design.
- KD and KS showed the draft plans to the group and reported in detail each draft version of the Permanent Building, pointing out the differences and varying layouts between them.
- It was highlighted that the two elements being balanced are space for the Community whilst also ensuring that the design ultimately will meet planning requirements.
- It was confirmed that the building will be the size of the Sports Pavilion but on two floors.
- The Café/communal sitting area is extremely important for the final draft, with the desire to ensure a welcoming Community space.
- AA emphasised the importance of ensuring all the space and elements within the building are used and are going to be beneficial to the community, not just from a visual but from a practical perspective also.
- AA was conscious of the acoustics, as there is a wide mix of private and public space.
- The group agreed across all drafts the importance of outdoor space and weather resistant areas.
- AA stressed the importance of having a good consultation that endeavoured to hear ideas and reflections from the Community and user groups
- It was confirmed the WC within the Building will be comprised of Male, Female, Family, Baby changing and Neutral door cubicles.

Civic Hub:

An update to be provided at the next meeting.

4. Governance

AA and PL to pick this up outside of the meeting.

Highlight Report & Risk Register:

It was agreed that any comments and queries are to be sent in via email. 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.

5. **Northstowe Forum**

AA confirmed the agenda items are the Interim Community Facility, the Community Facility and Homes England will be presenting on the Town Centre. This should allow more time for questions as previously agreed.

6. **Communications**

Nothing to report at this meeting.

7. **Dates for future meetings**

Future meeting dates were agreed for the remainder of 2023.

8. **AOB**

- FT reported there has been a lot of queries raised around Northstowe Gym. AA to send FT an update from the conversations that have taken place with the Council.

ACTIONS:

- KS to gather CCTV policy information from SCDC Facilities team and share with PL
- KD to share the plans of where the CCTV will be placed and to share those plans with the group at the next meeting
- FT to check with the County Council Facilities team about the CCTV process they have in place and share with PL
- AA to send an update to FT regarding the latest position re the Gym
- KD to circulate further Interim, Pavilion and Civic Hub updates to the group as appropriate after the Forum