

Northstowe Delivery Group

Date: Thursday 19th October 2023

Time: 11:30-12:30

Venue: Virtual Meeting

Attendees:

Cllr Bill Handley (BH)	Lead Cabinet Member for Communities (Chair)
Cllr Paul Littlemore (PL)	Northstowe Town Council and 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
Kirstin Donaldson (KS)	Service Manager - Acquisitions & Development
Clare Gibbons	Growth Manager - Communities
Sophie Gerrish	Executive Assistant (Minute taker)

Apologies:

Mark Nokkert (MK)	Clerk to Northstowe Town Council
Cllr Richard Owen (RO)	Northstowe Town Council
Cllr Natalie Warren-Green (NWG)	Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Cllr Tom Bygott (TB)	Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Cllr Firouz Thompson (FT)	County Councillor for Longstanton, Northstowe, Over, Oakington & Westwick

1. Apologies & Introductions

Apologies were reported

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:

MW	To share the CCTV plans with the Town Council before the next meeting Ongoing now to sit with KD - Closed
KS/FT	Liaise on Phase1 map for Northstowe News and explore ways this can be displayed and sent out Ongoing
ALL/CG	Any Interim Building name suggestions to be sent into CG ahead of the celebration event on 30th September for the public to vote Complete- confirmed name 'The Cabin'
KD	To alert 3C Building Control that the information on the website for Street Naming and Numbering requires updating in light of recent policy update – Heather Jones to be contacted Complete
Homes England	To organise the Southern access road naming competition Ongoing

3. Terms of Reference (AA)

AA presented a slightly revised version of the Terms of Reference for the Group.

When the Group was established it was agreed that after a year, the Terms of Reference would be reviewed so that the group could consider whether they were still appropriate.

It was agreed that the Terms of Reference would broadly stay the same, but that a section on when the meeting was quorate would be added. It was noted that partners like Homes England had begun to regularly attend the meetings, which was seen as positive.

It was noted that progress had been made on the development of the buildings the Council is responsible for, but there are still some challenges which the group needs to continue to have oversight of, particularly in relation to the Civic Hub and the second Pavilion. It was therefore agreed that the group would retain its focus on the Council buildings and would not at this point widen the membership or agenda too broadly. However, areas in which SCDC remain directly

involved, such as the Faith Land, would be on the agenda as appropriate, in respect of the bidding process for the land.

4. Updates

Pavilion (CG)

- Completion on the land and the freehold land transfer of the Western Park pitches is expected today (19th October). This will enable SCDC to move to offer the licence agreement to Longstanton Bowls Club and with respect to the external operator, this should enable the offer of the leasehold of the Pavilion and the remaining pitches (other than the bowls green) to Elite Sports UK
- Still in process of receiving and assembling all the operating manuals and certifications that are needed to compile to include as part of the contract and part of the leasehold agreement. Until these have been shared with the operator the contract cannot be completed
- Whilst that contract remains unsigned, Elite Sports UK is still proceeding (at risk) in getting their mobilisation plan underway. They have been recruiting for the staff they need to run the pavilion
- They've had their tour of the building and introduction to all of the systems which has all gone to plan
- Last few minor details are being completed including the path for the Bowling Green
- An EPC certificate is vital for practical completion and it has been confirmed that it is EPC rated A, thus the highest rating it can be for energy efficiency
- In relation to the previously mentioned Elite Sports Grand opening, SCDC have suggested the Chairman of the Council is involved

The Cabin (CG)

- Continuing to attract further licence holders for substantive use of the building, including the confirmation of midwifery services to use the NHS room four days a week. Including the health visitor one day a week, this means that the NHS room is occupied Monday-Friday
- Continuing to build on ad hoc bookings in addition to the regular community activity bookings, so the facility really is beginning to thrive
- Update regarding the management board; The County Council really is sticking to the position that it has maintained to date, that it doesn't want to provide a representative to the management board. After seeking Legal advice concerning the Memorandum of Understanding, the advice suggests we need to start again on the Memorandum of Understanding, eliminating the contribution of the County Council and potentially offering other license holders that have substantial use of the building to join us on that management board as a substitute representative

Permanent Community building (KD)

- The planning application was submitted in September

- The public consultation period is now closed; The design team have been working on some issues that have come out of the consultation
- Aiming for a determination on that application before the end of the year
- Currently got soft market testing out for a contractor and a PIN notice went out earlier this week and there have been quite a few positive responses to it already. The reason for this soft market testing is really testing the procurement approach, before the tenders are issued in early December
- All being well, we are planning for a 'Start on site date' of quarter two next year (2024) and a completion date of quarter three the following year (2025), thus in line with the planning consent for the temporary building which would mean that there would be no gap in provision

Civic Hub (KD)

- In continuing conversation with Homes England regarding the red line boundary. Homes England have ceased their negotiation with the company who were previously their preferred partner to deliver the Town Centre
- Homes England are now planning to deliver key items within the Town Centre themselves and this has had implications for the Civic Hub timeline
- Both SCDC and Homes England are engaging with the local planning authority
- A huge amount of work has gone into the specifications for the civic hub and what the space allocation within that will look like, working closely through the blueprint process with health and other partners
- In the coming months the aim is to go through the blueprint again and turn it into a schedule of accommodation. That will be discussed with the Civic Hub core Group in order for the various key stakeholders (namely health, Libraries and the Town council) to add their comments
- In terms of the Eastern Hub sports Pavilion, Homes England have submitted a reserved matter application for groundworks that impacts on the site and the red line for the Pavilion. SCDC have formally responded to the consultation on that planning application

Enterprise Zone and Local Centre (AA)

- There are ongoing discussions with external advisers who have experience of this type of commercial build.
- SCDC have also spoken with local businesses who have expressed an interest in the local centre. In some cases it became apparent that some companies are more interested in the Town centre. SCDC have forwarded these enquiries onto Homes England. This reinforces the need for SCDC and Homes England to work together to ensure that we coordinate our marketing of the town and local centre at the appropriate points.
- The next step will be consideration of the options. This will be reported back to the group.

5. Governance (AA)

Covered in earlier item updates about the buildings.

Highlight Report & Risk Register (All)

These documents were shared with the group ahead of the meeting and comments were invited. The group discussed how they would like completed actions displayed going forward. It was agreed that completed actions should remain on the report for transparency and audit but changed to a purple highlight whilst the live Risks should remain red. It was also agreed to move completed risks further down the list thus allowing urgent risks to reside at the top.

6. Northstowe Forum (All)

- The consensus was that the previous forum was successful
- It was noted that the update on the Heritage Annex was difficult but the honesty with which this was presented was appreciated
- It was suggested that the County Council should be more involved – it would be good for attendees to hear more about their services and activities in Northstowe
- An uptake of interest in the forum from residents was noted
- CG noted that in the next forum (scheduled for January 24th 2024) there is some interest in Health featuring in the agenda. CG asked the group what other items they wish to be included (see actions page 7)
- BH noted that Homes England need to be more prominent at these forums
- The Forum pre-meets will continue. This allows all presenters to come together and update each other before the Forum. All presenters are invited and these pre meetings have proven to be successful, however it is impossible to control what is then said on the day

7. Communications (AA)

Covered throughout the meeting. In reference to previously mentioned FAQs updates, Officers are looking for gaps and are keen to get to a position where the FAQs link across to Partner pages and updates that Partners may provide as well. This remains a work in progress.

8. Dates for future meetings

The next meeting was agreed as 16th November and then 21st December

9. AOB

- It was agreed that the NDG meetings going forward should be virtual. However, when the agenda would benefit from a face-to-face meeting, ie. When building plans may be discussed, meetings will be arranged in person.

ACTIONS

MINUTES

KD	To share the CCTV plans at the Pavilion with the Town Council before the next meeting
ALL/CG	All members to feed into CG any agenda items they wish to be included in January's forum