

Northstowe Delivery Group

Date: Thursday 16th November 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
Cllr Natalie Warren-Green (NWG)	Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Cllr Firouz Thompson (FT)	County Councillor for Longstanton, Northstowe, Over, Oakington & Westwick
Cllr Richard Owen (RO)	Northstowe Town Council
Mark Nokkert (MK)	Clerk to Northstowe Town Council
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:

Anne Ainsworth (AA)	Chief Operating Officer and Senior Responsible Officer for the Northstowe Programme at SCDC
Cllr Tom Bygott (TB)	Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)

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. PL requested the Faith Land piece to become a regular item on the Highlight report for continued oversight. FT raised the desire to have the Community Café and Gym to the highlight report but it was agreed that in line with the Terms of Reference of the Northstowe Delivery Group this was not a suitable addition, as it is not something the group are responsible for.

Actions from previous meeting:

KS/FT	Liaise on Phase1 map for Northstowe News and explore ways this can be displayed and sent out Removed- FT to advise the group on any updates
Homes England	To organise the Southern access road naming competition Removed- PL to advise the group on any updates
KD	To share the CCTV plans at the Pavilion with the Town Council before the next meeting Ongoing and updated- See page 7
ALL/CG	All members to feed into CG any agenda items they wish to be included in January's forum Covered in the Northstowe forum section of the meeting

3. Updates

Pavilion (CG)

- Freehold Land transfer now complete
- The Licence agreement has been offered to Longstanton Bowls Club and the Heads of Terms have been agreed with Elite Sports for taking on the leasehold of the Pavilion and the Pitches. They have the completed leasehold agreement paperwork and the relevant notices have been served to them, of which we are expecting an imminent response and are hopeful for a sign off of that lease next week
- They are continuing to mobilise at risk and have got a very healthy interest in the four posts that they've been advertising. They will start moving into the Pavilion and working from the Pavilion as soon as they have the keys. Following this they will be setting up within around two to three weeks' time
- Elite Sports will be holding an event during which they will be inviting potential user groups to come and have a look at the premises and to meet the members of staff. There will be some element of ceremony to which all sports pavilion management board members will be invited to

inclusive of the Town Council as well as the District Council, Longstanton Bowls Club and Northstowe Sports and Wellbeing Group

- In January 2024, we anticipate a general Community Activation Day where members of the Community will come and see the activities showcased and be able to sign up for those, meet the team and meet the various sports groups. A fitting time to really capitalise on that desire in the new year to put New Year's resolutions into action and become involved in lots of sports and wellbeing activities
- They have their booking App and various technical underpinning for other providers and are already having conversations with various groups that have expressed an interest
- As part of the specification, SCDC provided a list of activities and providers that we have requested they provide space for - as an example, Park Play is one of the activities listed as being an obligatory group to accommodate

The Cabin (CG)

- Continuing to experience frequent bookings
- We have had reports from the Midwifery service that operates in The Cabin four days a week that it has been incredibly well received by residents that really appreciate having the ability to access that service on their doorstep
- In terms of the range of services that are being delivered and appetite for continued use by community groups, things are going well as they should
- In terms of security of the building one thing to flag is the proposal to introduce CCTV. A summary of a proposed Service to members of the Management Board will be submitted for consideration.
- An app will also provide a live stream of security which can be accessed via phone. The CCTV also comes with additional lighting, which will improve the illumination down the side of building, the Cycle store and towards the back gate

Permanent Community building (KD)

- Hopeful that the application will go to planning committee on the 13th of December
- SCDC continue to work with the design team on ER's (Employers requirements) that look at some of the more detailed elements within the building. For example, provisions of floor boxes, sockets, the collaboration and space floor coverings as well as slightly more design elements around acoustics. We are hoping to issue the tender for these aspects before Christmas
- Flagging that because we are going through this process around the Christmas period, Builders, Contractors etc do close for a full two weeks over Christmas. Therefore there will be a slight extension of the procurement timeline probably towards the end of January 2024, maybe the first week in February 2024

Civic Hub (KD)

- The Development team are working on the outputs of the Blueprint consultancy work and turning it into a format that will resonate to all of the stakeholders. For example, what does it look like in terms of rooms for Health, for the community, Cafe spaces and Library spaces etc. This will then go back to the Civic Hub project core group that includes all of those stakeholders and is required by the Section 106 agreement
- Meanwhile, there is work ongoing on some high level principles around the integrated model. Essentially bringing in what came through the Healthy New Town's Programme, the integrated model of care and how that translates into all of the elements that make a building work. For example the Operation of the building, the Governance, the Design and then sitting across all of that is those Green principles
- This same Net Zero aspirations that relate to the Community Building will also be applied in the Civic Hub building. Health colleagues are signed up to this and they have a carbon 2050 plan which we are hoping to integrate all together
- Regarding the red line for the building, unfortunately, this is not an element that is within SCDC's control. However, we continue to work with Homes England and the Local Planning Authority to move this forward
- MK asked what the Town Council involvement would be in the Civic Hub developments. After confirmation of section 106 it was confirmed they will be added to the Core Delivery Group meetings inclusive of the District Council, Health and County Council. The outputs of this Core Delivery Group Meeting will be reported back to the Northstowe Delivery Group
- It was confirmed there will not be a dedicated Council Chamber but there will be a large space which the Town Council can use as their Chamber for their meetings

Enterprise Zone and Local Centre (KD)

- A paper is currently being written which outlines the delivery options for that parcel. The intention is that the Local Centre would be prioritized over the Enterprise Zone (if required) thus meaning it would either come forward first or at the same time as the first buildings on the Enterprise Zone
- There have been a number of conversations with Businesses who initially expressed interest in the Local centre but subsequently are clear that they wish to be based in the Town Centre
- PL highlighted that he has queries from Councillor's which he will send via email to AA and BH for a written response

4. Governance (KS)

Covered throughout the meeting during the updates of each individual building.

Highlight Report & Risk Register (KS/All)

These documents were shared with the group confidentially ahead of the meeting and comments were invited. KS invited the group to have an open conversation about how members would want the Highlight report and Risk register presented. It was agreed that the reports should remain as an agenda item and continue to be shared with Group members. The reports remain an internal piece of work and questions that arise from the report will be discussed in the meeting and minuted for wider circulation.

5. Northstowe Forum (CG)

- The next Community Forum is scheduled for 24th January 2024
- A flyer will be issued promoting the forum week commencing 8th January 2024 which will include the Forum dates for the entire year (four dates in 2024)
- It has been asked if the Forum can be delivered in a hybrid format. At this stage the technology available in the Cabin would not guarantee the quality of the broadcasting. It remains an aspiration for Forums in the future
- The Community Forum agenda items currently include Luke Mills (planning slot GCPS), Homes England update (Keepmoat, Town Centre, Eastern Sports Hub), Elite Sports (an introduction to the team and the facility), Health Update (David Parke and/or ICB commissioning colleagues), Community Buildings update (Phase 1 Community Centre and Civic Hub), Town Council (standing item) and Community Development (standing item)
- FT requested the following agenda items - County update (pre-school child care, Education Campus development, Café and Gym) and Highways update (roads adoption and connectivity). MK requested that L&Q and Greenbelt be present (having recently issued their management charge bills) for both pre and post forum drop-ins and to answer questions in the forum itself

6. Communications (AA)

Covered throughout the meeting in updates. It was confirmed that the Sport Pavilion update will be communicated to residents before Christmas which will be covered by a press release.

7. Dates for future meetings

The next meeting was agreed as 21st December 2023. Due to limited members in attendance at this meeting it was agreed to schedule virtual meetings until March 2024 and then assess the requirements of hybrid or in person meeting at January's 2024's Northstowe Delivery Group Meeting.

8. AOB

KD provided a Phase two Sports Pavilion update to the group:

- A meeting has been arranged with Sport England who objected to the application, to work together to come to an agreed arrangement

CG provided a Phase 1, Faith Land update to the group:

- At present there were 49 occupations on H13 in this week's occupation study and the number that is 69 for the trigger to be met. Given the rate of house sales this number is anticipated to be delivered towards the end of March
- The area of land needs to meet the requirements that are set out in the Section 106 which states it needs to be serviced land and suitable for development
- At the point of transfer L&Q will need to trigger a certification process which allows us to check the quality of the land against those requirements set out in section 106. If the state of the land is unsatisfactory an improvement can be requested. This may push back the available start date for any bidding process
- We will be working closely with Faith Groups to ensure they are aware of this timetable, allowing them to formulate their visions to support any bid they wish to put forward

ACTIONS

KS	To add the Faith Land process to the Highlight report
ALL/CG	All members to feed into CG any agenda items they wish to be included in January's forum
ALL	To decide after each Northstowe Delivery Group meeting if Homes England are to be invited to the next Delivery Group meeting, depending on the meeting subject matter at that time
KD	New Build team to provide Northstowe Town Council with "as built" drawings for CCTV for the Western Park Pavilion once these have been provided by sub-contractor Laressi
KD/RO	KD to confirm to RO whether battery storage has been included in the planning for the Permanent Building
PC	Provide details on the plans for the Retail units
PC/KS	Provide an update on the progress on our social housing acquisition from Keepmoat at the next meeting
KD/MK	To arrange an informal Town Council meeting
SG/KS	To ensure the Risk Register and Highlight Report are shared with core members of the Northstowe Delivery Group only
CG/FT/ALL	To send into CG Keepmoat Housing Block suggestions to Clare Gibbons and members to ask Northstowe Horticultural Association for their suggestions

