

DRAFT Notes

Northstowe Phase 1 Open Space Management & Maintenance

Steering Group Meeting

14 December 2023

Teams Meeting - Time: 10:00 am

Attendees

- (EC) Ellen Cox – Communication and Communities (chair)
- (CG) Clare Gibbons – Communication and Communities
- (MS) Mihaela Stan, SCDC – Communications and Communities
- (AWy) Cllr Andrew Wycherley, Longstanton Parish Council
- (SS) Stephen Sage, L&Q Estates
- (RW) Robin Waddell, Greenbelt
- (SC) Steven Carlow, Anglian Water
- (SF) Stuart Field, L&Q Estates

Apologies

- (LM) Luke Mills, Greater Cambridge Shared Planning
- (TP) Tam Parry, CCC Transport
- (MM) Cllr Majdi Mgaida, Northstowe Town Council
- (NW) Niki Wagstaff, Homes England
- (LH) Lee Hillam, SCDC - Principal Operations Manager, Environment Operations
- (MN) Mark Nokkert, Clerk, Northstowe Town Council
- (CBS) Cllr Carla Bros Sabria, Northstowe Town Council

TC= town council PC=parish council LPA=Local Planning Authority AW = Anglian Water

	Notes	Action
1.0	Apologies received.	
2.0	Minutes and Actions of Previous Meetings	
2.1	Notes of previous meeting with comments were agreed.	
3.0	Matters arising not picked up in later agenda items	
4.0	Escrow Like Account <ul style="list-style-type: none">- EC explained that these works would have come to the management board to discuss previously, but it was never drawn down on the funds- There is an additional cost for the container as this will initially be dropped at the car park and will then have to be moved, The Football Foundation will be able to contribute 75% towards this cost and should hear back from them before Christmas.- EX explained that overall approval will be needed and finance will deal with this.	

	<ul style="list-style-type: none"> - Action: EC to liaise with SCDC'S finance director who will liaise with L&Q's. 	
5.0	Terms of Reference/Reporting	
5.1	<ul style="list-style-type: none"> - EC shared a copy of the Terms of Reference of the group on the screen - One of the terms is to receive and review monthly updates from Greenbelt and these can be shared with the group prior to the meeting and questions can be asked at the meeting - Anglian Water are also to provide a short report detailing management and maintenance taken each month - The TC have asked that this is shared with them and they'd like to be able to share it on their website for the residents' benefit - SC is not the asset owner, though representing AW, so asked that EC share the part of the Terms of Reference to be able to take this further and share with managers for review to understand what they need to do going forward. Action: EC to share Appendix 11 with Anglian Water. - Any work that is not routine work by Greenbelt, the Town Council would like to be made aware of, for example tree planting. This would help the Town Council assist with customer enquiries and publish them on their website for the residents' benefit - Greenbelt aims to advise in advance about all unplanned works before they're scheduled to take place. The challenge is that sometimes it is difficult to anticipate these works but are happy to look into getting the Town Council any confirmation they ask for in advance - Greenbelt had a drop in session for residents on Tuesday and one of the main discussion points was around non routine items and the proposal that the escrow account is used for these kind of works, however this wasn't considered before as it was assumed residents should cover this. If this is relied on once, the expectation might be from residents that this is done going forward too . - RW also clarified that at some point, once trees are established, then remedial work will go down - For H1 residents were charged more than they should have been, as there is a cap on the plots. - Town Council also raised if the billing month can be changed to a different month. RW will look into this and discuss with billing to understand if this would be possible. Currently it lined with when Greenbelt took on Pioneer Park/Western Park from L&Q. 	

	- EC suggested that a meeting with the Town Council might be useful to understand what type of enquiries they receive from residents and possibly provide them with a template to have on record. Action: RW to update current template for January and then feedback can be provided.	
6.0	Maintenance and Management Update – Greenbelt Monthly update	
6.1	<ul style="list-style-type: none"> - Greenbelt are addressing the light issues at the entrance to the site and a contractor was asked to have a look - The Christmas tree was donated again - A drop in session was held 2 days ago - Residents appreciated some of the spring bulbs planted a few years ago and more will be planted at no costs to residents – Tom did this himself - The audit for remedial planting is still ongoing and will try to split this into numbers such as species etc for the TC’s benefit - Kingfisher pond report – Greenbelt are waiting to see a draft - Litter bins – some are half full for most of the year and others are overflowing – no decision was taken yet, but will decide if repositioning or adding more bins is needed. - Greenbelt are sifting through the pot transfer for 2 housebuilders who have made their decisions on charges – mainly the housing association plots - and will try to put some restrictions in place and sort this out with the house builders. - Getting close to concluding the contract for H9, good engagement within the house builder contract. - EC mentioned that she has noticed in the contract about 200 less bills than occupations. - RW advised this is being chased with the housebuilders to identify these households and resident names. Once this is done, there will be a credit balance to these residents. 	
7.0	Western Park	
7.1	Sports Pavilion Update <ul style="list-style-type: none"> - CG advised that progress is being made with the Sports Pavilion, the contract with Elite Sports was issued this week and is expected back by the end of the week. - The lease agreement was signed and sealed on Friday. - Elite Sports wanted to sort a few issues before taking over: to complete the electrical connection on the lights next to the MUGA to an internal electric switch – this work is scheduled to be done before Christmas. - Longstanton Bowls Club have taken delivery of their lawn mower and actively managing the bowls green. 	RW

	<ul style="list-style-type: none"> - CG clarified that Elite Sports will have responsibility from when the contract and lease hold are complete which is due to happen Monday, but opening the pavilion and taking booking will happen after Christmas. - Greenbelt to make contact with Elite Sports to ensure a smooth transition. 	
7.2	Sports Pitches remedial work <ul style="list-style-type: none"> - Greenbelt have commissioned Brookfield. Waiting for a date. 	
7.3	Peppercorn Drive access	
7.4	Prentice Close Kissing Gate <ul style="list-style-type: none"> - AW spoke to the police a couple of weeks ago. - AW would like Northstowe to be involved in discussions and will liaise with Northstowe Town Council in this regard. - AW informed the next step is to have a face to face conversation in the new year. 	
8.0	L&Q Update on Works LEAP 4 Flooding	
8.1	<ul style="list-style-type: none"> - SS advised that LEAP 4 Flooding is not an issue, it is just some local standing water in a depression in LEAP 4 and they are aware of it; L&Q will address this in spring next year before handing over to Greenbelt - L&Q are carrying out works on LEAPs 3, 4 and the Southern Green Way to replace plants and this is expected to be completed by Christmas. - Broken lights in the Water Park near Taylor Wimpey H 13 – this was completed by the contractor, but L&Q will need to go out and double check - Hatton Roads Pond landscaping works scheduled for January. - AW asked if the cycle works alongside B1050 cycle path were received. SS advised this was received but asking the council about funding and looking at priorities 	
9.0	Kingfisher Pond- Procurement for ecological consultant	
9.1	<ul style="list-style-type: none"> - King Fisher pond report – Greenbelt are waiting to see a draft before Christmas to share out with SS and SCDC before sharing with the TC 	
10.0	Phase 1 Lake	
10.1	Anglian Water Updates <ul style="list-style-type: none"> - SC mentioned the wooden bollards at the main entrance and thanked SS for installation. However, one of the padlocks was cut open, this will be replaced but a combination lock will not be used 	SC

	<p>again as AW have a lock that is patented by AW and asked if this would be a problem for anyone</p> <ul style="list-style-type: none"> - SS asked when this will be put into place as access to the pumping station will be needed by the contractor. - SC will find out what the expectations are and inform SS - 2 of the viewing platforms need to have holes refilled and will be reinstated in a way that it doesn't happen again. - The large areas of grass have now been brought down to level. - Signage work is progressing and AW will share ASAP. In the interim at the Park and Ride entrance and Stirling Road entrance signage will be installed to say no horses/motor vehicles allowed. 	
12.0	AOB	
12.1	<p>- EC asked SS for clarification regarding works to the allotment path in regards to an email from Cllr Thompson</p> <p>- SS advised it is on their the list. There is no obligation for L&Q to do this work but it was decided it will be done by them in the new year. A s278 short form needs to be completed.</p>	
13.0	Next meeting: Thursday 11 January 2024	