

DRAFT Notes

Northstowe Phase 1 Open Space Management & Maintenance

Steering Group Meeting

24 February 2022

Teams Meeting - Time: 10:00 am

Attendees

- (CG) Clare Gibbons, SCDC – Communications and Communities (**CHAIR and drafting notes**)
- (EB) Ellen Bridges, SCDC – Communications and Communities
- (LM) Luke Mills, Senior Planner (Strategic Sites)
- (SS) Stephen Sage, L&Q Estates
- (SF) Stuart Field, L&Q Estates
- (DM) Douglas Mlambo, Anglian Water
- (RO) Cllr Richard Owen, Mayor, Northstowe Town Council
- (TP) Tam Parry, Northstowe Transport Planner, Cambridgeshire County Council
- (RW) Robin Waddell, Greenbelt

Apologies:

- (LH) Lee Hillam, Principal Operations Manager (Awarded Water Courses/Environment Ops) SCDC
- (AWy) Andrew Wycherley, Longstanton Parish Council
- (MN) Mark Nokkert, Clerk, Northstowe Town Council Anywhere

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

| | Notes | Action |
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| 1.0 | Introductions | |
| 2.0 | Minutes and Actions of Previous Meetings | |
| 2.1 | Notes of previous meeting were not agreed (oversight of the chair). | CG |
| 2.2 | Table Tennis Tables: EB reported that the licence agreement plan was signed and sealed by SCDC, now just waiting on return of the document from L&Q. Action: Licence agreement to be signed by L&Q EB stated that the installation could be booked following the signing of the licence agreement. The installation will take place once the drainage has been resolved. SS suggested that the original licence agreement for Pioneer Park could now be dissolved, but CG said this was still needed as it was varied to retain the outdoor gym element, so ending that agreement would render the outdoor gym unlicensed. SS to confirm with L&Q solicitors. | EB/SS SS |
| 2.3 | Riparian drain leading off Kingfisher Pond: LH had previously recommended that L&Q undertakes some desilting along the riparian drain. Stephen Sage to assess whether any work is warranted at this time. Action SS | SS |
| 3.0 | Greenbelt update | |
| 3.1 | RW reported that there are still very few queries arising given the scale of the site – as evidence by the enquiries records circulated. Action carried forward, RW to provide a list of site wide and parcel specific charges. | |

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| | <p>The Green wall and sign:</p> <p>Although the insurance company has made a site visit, a visit by the loss adjustor is still to happen. Ready to go with a preferred contractor, subject to the agreement of the insurance company.</p> <p>RW ran through the reporting pro-forma (circulated).</p> <p>Outstanding action RW to highlight any discrepancies in the occupations list and forward to SCDC.</p> <p>RO reported that the Town Council had received reports of residents not receiving the initial bill from Greenbelt – these reports seemed to be concentrated in small pockets, e.g. Wellington Rd on H7, which could correspond to lost post. RW urged residents to contact Greenbelt directly if they contend that they did not receive the initial bill.</p> <p>RO requested that RW provides a figure for the % of properties which have not paid their bill. RW to provide a message for the Northstowe.Community Facebook page to help residents know what to do if they receive a final warning for payment without receiving the initial bill.</p> <p>Action RW</p> | <p>RW</p> <p>RW</p> <p>RW</p> |
| <p>4.0</p> | <p>L&Q update on works (SS)</p> | |
| <p>4.1</p> | <p>SS was keen to progress with the certification process and serve notice on the LPA for the Western Park pitches. LM explained that if the lining and nets etc were part of the specification and they were not in place, then the completion certificate could not be awarded. SS acknowledged that without storage in place the additional equipment could not be secured when not in use. EB said that SCDC was about to procure an independent inspector and this service would be used by the LPA to assess the facility. EB said discussions were ongoing with the Cambridgeshire FA re. funding for storage containers, but they would need to be correctly sized, and a licence granted by L&Q to erect the container. EB to send draft text for the licence agreement for consideration by L&Q,; however the location plan for the licenced area needs to be accurately defined.</p> <p>There was agreement that the focus should be on the best outcome – one which could bring the pitches into use at the earliest opportunity. SS may serve notice to the LPA, in the hope that the inspector could approve the facility pending remedial work, which would then start the one year’s maintenance period, at the end of which a final certificate might be issued.</p> <p>RO reminded SS that the large amounts of plastic and polystyrene has collected in the ditch linking the busway and waterpark was still present and perhaps worse following recent storms. SS said that housebuilders should be preventing items blowing over from their sites and had written to those responsible, but L&Q had this in hand and had instructed their maintenance contractor to remove the rubbish – the work is expected to happen this week.</p> <p>RO reported that the primary school had presented to the town council the work they had done to create posters to dissuade residents from littering and speeding. RO asked L&Q whether their posters, suitably and robustly laminated, could be placed on L&Q’s lamp posts. SS agreed to this along any spine road, providing they were placed above 2.2m from ground level.</p> | <p>LM/EB/SS</p> <p>SS</p> |
| <p>5.0</p> | <p>Allotments</p> | |

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| 5.1 | CG explained that the process re. confirming that L&Q had discharged their responsibility under the s106 agreement to set up the escrow like account would require L&Q to formally write to the LPA, this could be done by directly e-mailing the letter to Philippa Kelly. Action SF | SF |
| 5.2 | EB reported that the procurement process to secure a contractor to solve the drainage issue across the allotment tracks and hard standing was open. The work could only be carried out once the standing water was dried up. | EB |
| 5.3 | EB said the NHA were requesting permission for a coordinated delivery of bagged soil improver to the allotment land, which would need to pass through L&Q land. SS was happy for this to happen; EB to coordinate with NHA to identify a date. Action EB to liaise with NHA and SS | EB/SS |
| 7.0 | Cycle connections | |
| 7.1 | Temporary Path to P&R CG reported that she had advised the business team of the concerns regarding the safety of the path and had put forward the request for lighting to be installed. However, the response was that there were no plans to install lighting, at this time. | CG |
| 7.2 | Surfacing of the Busway crossing to Rampton. No update was available. | |
| 7.4 | Homes England Waterpark Connection TP had been seeking information about the timing of the completion of the approach road to the pumping station. No update available. | |
| 7.5 | Cycleway alongside the B1050. SF reported that Simon Manville had shared with L&Q the cycle path proposal across land forming the 3 rd works, which will be accompanied by a formal request to designate the part as Highway, and this is currently under consideration by L&Q. Action with SF | SF |
| 8 | General ASB | |
| 8.1 | CG had contacted Anglian Water re. Graffiti on pumping station – DM reported that he would dispatch a staff member to deal with this – MN to advise on the exact location. Action DM/MN CG had previously proposed a call off-contract to which all partners could call upon to ensure speedy resolution to further incidents. AW had reported prior to the meeting that LPC would be interested in being a party to this agreement. CG and LH to further discuss. | CG/LH |
| 9 | Waterpark | |
| 9.1 | DM reported that the s104 agreement with L&Q was in place. Anglian Water would receive a commuted sum to assist with management of the waterpark, but was interested in working with the Town Council and others to explore what sort of management solution might work best when they become responsible for this at the end of the maintenance period. Anglian Water and L&Q are in regular discussion and will meet again to advance this matter. Action DM | DM |
| 10 | Community Bookings | |
| 10.1 | EB reported that the mobile library service was set to become a regular feature at The Green, now scheduled to attend the second Friday of every month. A mobile barber had expressed an interest in pitching at Northstowe. | All note |

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| | An enquiry had been received from Kidz Zone, which provides a travelling fun fare. EB to continue to liaise – no objections were raised. | |
| 11 | Western Park governance | |
| | <p>EB and CG had met with MN, RO and PL to initiate discussions regarding the future governance arrangements of the Western Park and Sports Pavilion.</p> <p>EB reported that the interim management arrangements were still in development; Schoolhire.co.uk were willing to offer a preferential rate, linked to the CMAT account. This would allow for the service fee to be taken at source from the booking fee and for the charges made to be routed into a separate account.</p> <p>CG suggested this account be held separately by SCDC and retained as a contribution to future management and maintenance of the sports pitches and pavilion, as opposed to being routed into the Escrow account or provided to Greenbelt to offset the management charge. This was agreed. EB to move this forward. Action EB</p> | <p>EB</p> <p>All note</p> |
| 10 | AOB | |
| 10.1 | SF noted that the Phase 1 housebuilders had agreed they would no longer be taking a collective promotional approach, which is currently served by a contract with Unsworth Sugden. There may still be scope for joint work between L&Q and HE. EB was aware and will ensure follow up with L&Q and Homes England. Action EB | EB |
| 10.2 | It was noted that Homes England is asking for suggestions for names for the Waterpark on Phase 2, which may lead to an interest in renaming the Phase 1 Waterpark also. CG suggested that if this had any implications for addresses then the Address Management team at SCDC would need to be brought in as this is a process strictly governed by policy. | All note |
| 10.3 | SS requested that SCDC provide an update on the Sports Pavilion car park. CG to pass on the enquiry. Action CG | CG |
| 10.4 | SS asked if any groups had shown an interest in taking on the bowling green. EB reported she had a meeting planned with Longstanton Bowls and would report back to the group next meeting. Action EB | EB |
| 12 | Next meeting – 24 March 10AM. | All note |