

## Northstowe Delivery Group

**Date:** Wednesday 7<sup>th</sup> December 2022

**Time:** 11:00am – 12:00pm

**Venue:** Activity Studio 2 (Gym), Northstowe Secondary College

**Attendees:**

Cllr Bill Handley (BH)	Lead Cabinet Members for Communities (Chair Person)
Cllr Natalie Warren-Green (NWG)	SCDC Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Cllr Tom Bygott (TB)	SCDC Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Cllr Paul Littlemore (PL)	Northstowe Town Council and Deputy Mayor of Northstowe
Cllr Richard Owen (RO)	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
Mark Nokkert (MK)	Clerk to Northstowe Town Council

**Apologies:**

Cllr Firouz Thompson	County Councillor for Longstanton, Northstowe, Over, Oakington & Westwick
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**1. Apologies & Introductions**

Apologies were reported for Cllr Firouz Thompson. Those present introduced themselves.

**2. Minutes of the Previous Meeting**

Members of the Group agreed the minutes from the previous meeting as an accurate record. Actions would be addressed during the course of the meeting.

### **3. Background to the NDG (for the benefit of new members)**

AA provided an overview of the purpose and Terms of Reference for the Group.

### **4. Updates on the Community Facilities**

#### **Pavilion:**

AA confirmed that three of the four-week delay due to the piling has managed to be pulled back. No risks were flagged so it is still on track for a Spring/early Summer opening.

One of the matters still to be agreed concerns the governance of the building; and the future governance of the other community and sports buildings the Council are delivering. As part of this discussion clarity was sought concerning asset transfer and the current regulations.

**Action-** It was agreed by BH and the group that Governance should be added as an item to future agendas

**Action-** KS to confirm with Rory McKenna and Sean Missin regarding asset governance issues and asset transfer

**Action** - KS to add this as a workstream to the activities of the Officer group - Asset transfer and governance

#### **Interim Community Building:**

AA updated on progress with regards to the modular interim building:

- The position of the building will be on the same plot of land as the planned permanent community building. One of the aspects the team will need to be aware of, is ensuring that the interim building therefore does not interfere with the building work required for the permanent building.
- Groundworks are being undertaken to assist with the erection of the interim building
- Expressions of interest have been received from Modular build Specialists. An invite to tender was launched yesterday.
- Initially the team were hoping that they could submit a planning application to the Planning Committee meeting in February 2023. However, due to the timescales involved for the procurement process and the planning application determination, the intention is that this will now go to March Committee.
- The Group agreed that it is important that the planning application is as good as it can be and also that we must let residents in Northstowe and the User Groups for the building know that the timescale has changed, and why.
- AA confirmed they are expecting to receive tenders back before Christmas and the timescales are very tight. Risks and Issues were discussed, alongside mitigations due to the Christmas period.

- AA confirmed that the planning application will need to be submitted no later than the second week of January 2023. It would be important to continue to talk to the users of the building as a lot of people will be using this as temporary space, and it is good to get an understanding of the different needs of the activities planned to take place in the building. AA stated we need to be thinking about future uses as this building will be there for 3 years so there are still unknown factors.
- AA then showed the group very initial ideas for the Interim Building including a canopy area for outside, concession space, parking and access.

NWG stated that the residences directly opposite the building space which is currently green space should be reminded that the land is designated for the Community building and local centre.

**Action:** KS to work with AA and the Council Communications Team to send something to local residents

Interest was expressed in the intended café/concession space and whether a local business owner could operate this provision.

**Action:** AA to discuss this with the Councils Economic Development Team to make contact with any interested business owners.

The group then briefly floated some other ideas for the concession space such as a library, free food bank and a youth café

It was agreed amongst the group that the colour of the building should reflect the more pastel colours used at Northstowe, such as at the local Primary School, for the outside of the Interim Building.

TB then queried the entrance of the building ensuring it was at a convenient point for visitors and not placed at the other side of the building.

**Action:** AA to confirm the entrance of the interim Building with Kirstin Donaldson

The group asked that as we move closer to the build, that residents are informed of any road closures required throughout the building works.

**Action:** AA to raise this with the Communications and Build Teams

AA then reported that the building was due to be erected in 10 weeks after planning permission is received, but that is based on the application not being the subject of multiple conditions.

## **Civic Hub and permanent Community buildings-AA**

Civic (a company hired to create a blueprint for the building) have been speaking with local services such as the library and Health (GP) about the Civic Hub to see what specifics are need

for the internal space. The push now is to quickly move to a position where there is more specificity around the required room spaces and options can be created to discuss with partners.

For the permanent Community Building, the team are working towards a planning application in Autumn. There will be a public consultation earlier in the coming year (2023).

## 5. Northstowe Forum

- The group agreed that a new format should be piloted at the Forums, with the aim of making them more engaging and conversational.
- Members agreed that we need to consider how to dedicate time for partners to connect, as those relationships are important, but also make more of the drop-in sessions and opportunities for residents to raise further questions or just talk through proposals.
- The group discussed the timings of the Forum and it was agreed that an earlier start time may prevent residents from attending after work.
- The proposal was for the agenda to be re-designed, with more time for questions and discussion after the meeting; and fewer presentations.
- It was also agreed that the current venue had some limitations in terms of making the sessions informal. Other venues will be considered for future forums.
- BH also suggested that the Town Council have a slot on the Forum agenda.

**Action** – KS to make those changes to the Forum with the Community Development Team

## 6. Communications

The group consensus was there needed to be more clarity on what each group member communicates about Northstowe and which communication channels are being used.

**Action:** Each group member to send a brief email bullet identifying which communications channels they are aware of; and where information about Northstowe is typically shared and how regularly.

It was agreed amongst the group that there needed to be an agreement on the best way to approach communications and that they were streamlined, including across the County, District and Town Council websites.

It was agreed among the group that advice on joint communications was needed, with clear messaging and timelines. This would also include the various meetings that take place about Northstowe. In particular it was noted that any changes to timelines; or delays, needed to be clearly communicated and residents kept informed.

**Action:** AA/KS to produce a communications document, working with the Communications Team, and bring an update to the next meeting.

**7. Dates for future meetings**

Future meeting invitations for 2023 had been sent out to each group member.

**8. AOB**

There were no items of AOB.