

## Northstowe Delivery Group

**Date:** Thursday 16<sup>th</sup> February 2023

**Time:** 13:30-14:30

**Venue:** Community meeting room- Northstowe Secondary College

**Attendees:**

Cllr Natalie Warren-Green (NWG)	SCDC Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Cllr Paul Littlemore (PL)	Northstowe Town Council and Deputy Mayor of Northstowe
Mark Nokkert (MK)	Clerk to Northstowe Town Council (Hybrid)
Cllr Tom Bygott (TB)	SCDC Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
Cllr Bill Handley (BH)	Lead Cabinet Members for Communities (Chairperson)
Cllr Firouz Thompson (FT)	County Councillor for Longstanton, Northstowe, Over, Oakington & Westwick
Anne Ainsworth (AA)	Chief Operating Officer and Senior Responsible Officer for the Northstowe Programme at SCDC
Kirstin Donaldson (KS)	Service Manager - Acquisitions & Development
Peter Campbell (PC)	Head Of Housing
Sophie Gerrish	Executive Assistant (Minute taker)

**Apologies:**

Cllr Richard Owen (RO)	Northstowe Town Council and Mayor of Northstowe
Kate Swan (KS)	Project Development Lead, Commercial Development & Investment

## 1. Apologies & Introductions

Apologies were reported for Cllr Richard Owen and Kate Swan. Mark Nokkert joined the meeting virtually.

## 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:**

- KD agreed to raise this with the contractors in regard to damaged flyers (about the Pavilion)  
*KD confirmed this action is complete and flyers are going to be sent out in envelopes going forward*
- KD/AA to look at the timeline of the first half of this year and review dates for a dedicated forum in line with the consultation and planning timelines (for particularly the Community Building).  
*KD confirmed there is still ongoing discussions with the design team, stating there is a timeline but a date is yet to be nailed down. It was agreed this action should be carried over to the next meeting*
- KD to look at the EV charging spaces on the current planning application  
*KD confirmed that this issue has been raised with the design team and they have confirmed there is an option to keep the UV bays inclusive of the disabled bays that are in the application.*

## 3. Updates

### Pavilion:

*KD provided an overview of the Sport Pavilion updates for the Group whilst also showing some progress pictures.*

- Since the last the meeting the full concrete slab is now down and the entire steel frame has been erected.
- The building itself is extremely large, close to 200 square metres, the Club room area is 175 metres
- Amendments to the planning application for two large containers for additional storage of sport/maintenance equipment has been approved and will be funded by the CPCA shared prosperity funding.
- By the start of next month there will be steels coming onto site and the frame will go up.
- After negotiations with the contractor it was confirmed, CCTV will be put on the building and two additional CCTV cameras will be placed in the car park area.
- PL raised the point that the assets transfer working group have to be made aware that CCTV was being added to the building/car park.
- Completion date hasn't changed, still stating early August although it has been made clear that a July date is desirable.

- BH enquired if there was going to be a base being made for an elopement cabin. KD confirmed the contractors were negotiating with the community separately on that as part of the social value at a low cost. KD confirmed Ellen Bridges would be the able to provide further updates on this matter.
- FT confirmed that complaints have been fed in about rubbish being left all over the green. KD confirmed the contractors are extremely responsive thus it would be worth picking this issue up with them directly to check what is going on. It may be that the developers are not responsible and this needs further investigation.
- Selfie gap/viewing platform for the children to look at the diggers has been well received.

## **Interim Community Building:**

*KD provided Interim Community Building updates to the group*

- Interim Community Building is currently with planning.
- The main focus on the current work that is going on is with the team that are working on some of the governance arrangements and how it's going to be bookable to community groups and stakeholders.
- Waiting for a committee date of 8th March
- Incoming comments have all been extremely positive

## **Permanent Community building:**

*KD reported on Permanent Community building updates to the group*

- Phase 1 Community Building final contracting enquires are being laid out with the design team
- A specific in-depth Community engagement forum will need to be confirmed (as per the previous action to be carried over). It was confirmed a 'Community Building' section is desirable for the next Community forum on 29th March.
- Everything reported to be going well. The design team (Henry Riley EA), Housing, Investment and Communities team are all working together and keeping the pace up, still on schedule for a planning application date for July.
- PL asked what Community Building details were able to be shared at the Community forum at the end of March. AA confirmed this could consist of showing where the building is going to be situated, as previously demonstrated for the Interim Building. Recap on the use of the building and allow for any additions/comments from the forum.
- There will not be any technical visuals at this point but these will be included in the dedicated session. Early sketch drawings will be provided at the 29th March Forum with the disclaimer of it being an early draft as opposed to any concrete plans.
- KD acknowledged the drive for this group was the Community led aspects ie, the functions, the design of the building, the floor space etc whilst highlighting the importance of moving towards a planning application in July.

- AA emphasised the importance of managing expectations on what aspects are flexible, for example the exterior of the building, and which are more set in stone and explain why this is the case.
- PC emphasised the importance of the buildings complementing each other as opposed to being in competition with each other.
- FT questioned which of the building was to have a shop, emphasising that this was an important aspect being raised from the Community. KD confirmed that as it stands there are no provisions for a convenience store in either of the interim or permanent buildings but there is the café space. However, one of the functions expected to be in parcel 6 is a convenience store and advertising this space to market was in discussions.
- PL added there was a demand for retail. In addition to this point FT shared with the group that the Market last month brought 660 people through the door with 10 stalls. This month there are 20 stalls confirmed.
- AA stated that this groups remit was not commercial therefore this needs to be picked up outside of this meeting, the group agreed.
- AA and KD confirmed that this will be treated as a parallel work stream.

## **Civic Hub:**

*KD reported on Civic Hub updates to the group*

- A Healthcare service permanent location will be in the Civic Hub with scope further down the line for community based functions eg Baby weighing Clinic/Midwife services.
- AA is leading on stakeholder specific 1:1 meetings with Health, Homes England etc to ensure everyone is on the same page with timelines, blueprint vision and bringing this to action.

## **4. Governance**

- The group discussed some draft thoughts on the management of Interim Community Facility.
- FT raised the point that it is important that any proposals include the new links connected to the phase 1 Park and Ride (Water Park and Phase 1)

## **5. Northstowe Forum**

- AA reported to the group that Homes England have confirmed that they are willing to do an in-depth sessions regarding their plans with the Town Centre, with a developer present as well at a future Forum.
- There will be time after the meeting for further discussions and questions to be asked as this has previously proven to be a success, thus meaning the Forum will be kept to two or three main items to be discussed in greater detail.
- PL questioned what venue will be used for the next Forum. AA confirmed due to the primary school being booked the March Forum is going to be in the Secondary school, however after that the aim is to move into the Interim Community Building.
- NWG stated that if it were made known to the public that the Town Centre plans were one of the future items for discussion, this will create a lot of interest and increase attendee numbers.

- BH also mentioned that communication around intended uses for different parcels of land would be beneficial to cover in the forum.
- PC mentioned that a session on the Town Centre will naturally lead into questions and comments on the Civic Hub, thus it may be beneficial to prepare a small introductory item linked to this.
- KD also stated this will be a great opportunity to pick out some key messages from the Blueprint and share the vision to the Community.
- FT suggested bringing the Libraries Team in, even if the Civic Hub is not presenting but in attendance to have conversations with residents.
- The group agreed- AA emphasised as Partners there needs to be collective accountability and presentation, to steer away from falling into silo ways of working.
- AA also stated the aim to refrain from allowing projects to slip off the radar and emphasised keeping regular communication is of paramount importance.

## **6. Communications**

- It needs to be communicated to residents that parcel 6 land is strictly prohibited from becoming residential land.
- KD asked for group members to volunteer for some press work. PL agreed to take part and gather members.
- KD reported there has been a struggle to get a response from Pathfinder for the 'Time capsule' event. FT to pick this up.
- FT reminded the group of the need to ensure the venue of the Community Forum is stated on the flyer as this was missed off last time.
- The group agreed the Community Forum flyers need to be more vibrant, to attract and encourage greater attendance numbers. Sketches and imagery were mentioned as additions and BH suggested a draft being shown to PL and other Town Council members before wider circulation.
- FT asked if there is no information on the reverse side of the flyer, please can one of the community groups be contacted for the Markets.

## **7. Dates for future meetings**

Future meeting dates were agreed for the remainder of 2023.

## **8. AOB**

- NWG asked for the risk register to be added to the Governance section of the next meeting.
- TB asked if there were any further updates on road access. The group were unsure but the understanding is that whilst phase 3A is being built the area will be fenced off and then taken down once the houses start to become occupied.
- It was agreed by the group that Homes England need to give a better indication and certainty to the Community and the next forum. FT suggested County should be part of these sessions.

- MK stated that residents are asking when the second Lake will be open, this is something that needs clarity at the next forum.

## **ACTIONS:**

- PL to share the Sports Pavilion CCTV addition with the Town Council to ensure this information is added to their report.
- SG to arrange a meeting for FT, AA, BH and KD to meet regarding the Northstowe retail options
- Any further comments on the Draft Proposal for the interim building to be sent into SG
- PL and AA to pick up offline to discuss the process of bringing the proposal to the attention of the Town Council
- FT to pick up with EB on a group to take part in the 'Time Capsule' event
- Northstowe Flyer to be shown to PL and Town Council members before wider circulation