

## Northstowe Delivery Group

**Date:** Thursday 14<sup>th</sup> March 2024

**Time:** 12:30-1:30

**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 Richard Owen (RO)    | Northstowe Town Council   |
| Cllr Tom Bygott (TB)      | Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)          |
| Mark Nokkert (MK)         | Clerk to Northstowe Town Council  |
| 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                               |
| Clare Gibbons             | Growth Manager - Communities  |
| Sophie Gerrish            | Executive Assistant (Minute taker)  |

**Apologies:**

|                                 |  |
|---------------------------------|--|
| 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          |
| Kirstin Donaldson (KS)          | Service Manager - Acquisitions & Development                                       |
| Peter Campbell (PC)             | Head Of Housing  |

## 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

### **Actions from previous meeting:**

|       |   |
|-------|---|
| KD    | To comprise a flow chart of the Civic Hub Governance route<br><b>Carried over to the next meeting</b>   |
| FT    | To speak to Health Colleagues at CCC<br><b>Carried over to the next meeting</b>   |
| ALL   | To decide which groups should be invited to the NDG meetings and when, subject matter and pressing issues dependant<br><b>Ongoing</b>   |
| ALL   | To decide who from GP services should be invited to present at the Northstowe Forum<br><b>Ongoing</b>   |
| BH    | To speak to AA to decide which stakeholders to invite to NDG meetings to make presentations to the group members<br><b>Ongoing</b>  |
| 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 that the time<br><b>Ongoing</b> |
| KD/MK | To arrange an informal Town Council meeting<br><b>Ongoing- Aiming for after the delivery of the Phase 1 Community Centre</b>  |

## 3. Updates

### Pavilion (CG)

- Robust bookings, good demand in the evenings as well as usage in the day from Cambridge Regional College
- Two Duty Managers are now in post
- A Sports Development Officer from Elite will be present from the beginning of April
- Elite have opened bookings for the MUGA and have had interest from local Tennis clubs
- In terms of the infrastructure, remedial work has been done on the grass pitches and the grass is now being allowed to establish

- In terms of the Bowls Green, there is maintenance work to be done to sort out the thatching on the bowls green itself. This is remedial work that should have been conducted over the course of the winter. Once it has been rectified it will be recharged to the escrow account just to bring it up to the right standard for the Bowls green thus allowing the Bowls Club to then continue with the regular maintenance which it they fund

## **The Cabin (CG)**

- Everything is proceeding as it should
- Bookings are strong with excellent use of the NHS room
- About to enter into a service level agreement with Huntingdonshire District Council for them to remotely monitor the CCTV that's been installed
- No issues or problems to report with the facilities management at the cabin, all is running well

## **Permanent Community building (AA)**

- Went out to Tender, a good response and feedback was received
- In process of re-reviewing the short list and ensuring the cost are fair and equitable due to the varying prices of proposals
- Three proposals have been short listed and interviews are taking place next week
- Once the decision has been made communications will be shared at the Forum

## **Civic Hub (AA)**

- Location of the Civic Hub has been broadly agreed
- Following a meeting with Homes England, they now be able to submit further paperwork to the planning authority around the master plan and the design code, because there are now changes involved
- Timeline was discussed with Homes England and Planning and the need to move quickly was agreed
- Home England will need to look at their PPA with planning to ensure there is capacity and resource involved in this because it's going to be an intensive period over the next 4-6 months. On the basis that everybody does what they say they're going to do and we move forward in line with the agreed timeline, we are on track for the delivery of the Civic hub in 2028
- If this timeline slips in any way there is a big risk to the timeline for the Civic Hub
- Planning has been granted for the pitch layout, this is a second pavilion area. There is a meeting next week taking place with Homes England to look at the options on where the building and where the pavilion itself would be located

## **Enterprise Zone and Local Centre (AA)**

- Huge thanks to KS and KD for their work on the Parcel 5 Purchase from L&Q which means the Enterprise Zone is now complete
- Following a couple more meetings regarding the Enterprise Zone and the Local Centre we are now at a place of deciding who to work with. A paper will be sent to BH and internal conversations will begin to take place

#### 4. Risk Register & Governance (KS)

These documents were shared with the group confidentially ahead of the meeting and comments were invited. The document is a work in process and as always, the group were reminded to have an open conversation about how they would want the Highlight report and Risk register presented. The Group members agreed the Highlight Report and Risk Register continues to be a useful document. It was agreed that completed actions will be listed at the bottom of the Risk Register.

#### 5. Communications (ALL)

- The Group agreed that a joint Communication should be sent out to the Community on all the updates thus far for example, the Parcel 5 Land purchase and other milestones around the Local Centre.
- It was highlighted that the comms should be factual and honest
- CG raised that SCDC communications team have been liaising with Homes England's communications team and they do have some scheduled releases. It was agreed that this collaborative approach should be sustained

#### 6. Dates for future meetings

The next meeting was confirmed for 11<sup>th</sup> April 2024.

#### 7. AOB

- TB highlighted the recent raid of the ATM machine at the Co-op in Longstanton and raised residence queries of having a ATM machine in Northstowe for this group to have on their radar in discussions going forward
- CG shared that the next Northstowe forum is 8<sup>th</sup> May and agenda item suggestions from the group are welcomed. Elite Sports have offered to host the forum at the Pavilion, it was agreed that the this would also be a good way to showcase the Pavilion to residence

#### ACTIONS

|     |  |
|-----|--|
| ALL | To revisit the Civic Hub timeline and discuss what NDG members can do to ensure delivery is on track |
|-----|--|

|               |   |
|---------------|---|
| SCDC Officers | To brief a Comms to then be agreed by the NDG members and signed off for distribution   |
| AA            | To raise the possibility of an ATM machine in Northstowe with Homes England   |
| KD            | To comprise a flow chart of the Civic Hub Governance route<br><i>Carried over from previous meeting</i>   |
| FT            | To speak to Health Colleagues at CCC<br><i>Carried over from previous meeting</i>   |
| ALL           | To decide which groups should be invited to the NDG meetings and when, subject matter and pressing issues dependant<br><i>Ongoing</i>   |
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