

Northstowe Delivery Group

Date: Thursday 16th April 2023

Time: 11:30-12:30

Venue: Community meeting room- Northstowe Secondary College

Attendees:

Cllr Bill Handley (BH)	Lead Cabinet Members for Communities (Chair person)
Cllr Tom Bygott (TB)	SCDC Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and Northstowe)
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
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
Kate Swan (KS)	Project Development Lead, Commercial Development & Investment
Sophie Gerrish	Executive Assistant (Minute taker)

Apologies:

Cllr Richard Owen (RO)	Northstowe Town Council and Mayor of Northstowe
Mark Nokkert (MK)	Clerk to Northstowe Town Council
Kirstin Donaldson (KS)	Service Manager - Acquisitions & Development
Peter Campbell (PC)	Head Of Housing

1. Apologies & Introductions

Apologies were reported for Cllr Richard Owen, Mark Nokkert, Kirsten Donaldson and Peter Campbell.

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:

- KS to gather CCTV policy information from SCDC Facilities team and share with PL
KS to chase facilities team for CCTV policy information and send onto PL
- KD to share the plans of where the CCTV will be placed and to share those plans with the group at the next meeting
Action to be carried over
- FT to check with the County Council Facilities team about the CCTV process they have in place and share with PL
Complete
- AA to send an update to FT regarding the latest position re the Gym
Action to be carried over
- KD to circulate further Interim, Pavilion and Civic Hub updates to the group as appropriate after the Forum
Ongoing action

3. Updates

Pavilion:

AA confirmed there are no further updates to be reported following the Northstowe Forum.

Interim Community Building:

AA confirmed there are no further updates to be reported following the Northstowe Forum.

Permanent Community building:

AA confirmed that initial conversations and consultations have begun regarding the space within the building and how it will be used. The next stage is to move towards the specificities from the design team, in terms of the different rooms and size of space, for wider circulation as previously conducted for the Interim Building.

Civic Hub:

Conversations continue with Homes England about the Civic Hub and its relationship with the Town Centre.

4. Governance

AA presented Governance updates to the group

- In terms of the Interim Facility there is an arrangement with Carter Jonas that they will manage the building
- In terms of the Pavilion an options paper has been considered, concerning the varying options for ownership, Governance and Maintenance of the building
- While these options are being pursued and discussed locally, the District Council will consider interim options for the running of the building on its completion so that this does not delay the opening of the facility. It was agreed by the group that options should be not rushed to considered carefully and jointly

Highlight Report & Risk Register

These documents remain quite detailed and commercially confidential. However, if the Town Council would like a presentation that goes into more detail about the progress of the projects and the risk register, AA confirmed that Officers would be happy to do this at a future meeting.

5. Northstowe Forum

AA presented updates to the group on the Northstowe Forum

- The next Forum is taking place July 2023.
- First confirmed presentation section is one on the Local Centre
- A recent meeting took place with Homes England. Ongoing meetings with Homes England have been agreed to take place every six weeks.
- Homes England are keen to attend a NDG Meeting and members of the group agreed this was a good idea.
- It was noted by the group that the Forum is now consisting of the right balance of presentations, group Q/A and private Q/A allowing for the forums to flow in a much more successful way.
- NWG emphasised the need for Health System communications and updates to be prioritised at the next Forum. The group agreed.

6. Communications

- PL stated that the planned Land usage needs to be reinforced to the Community following some concerns on social media platforms following the hoarding being placed around the Interim Facility
- KS confirmed the Communication plan is under final amendment and as part of this, there is a letter in draft to be sent to residences overlooking the green as the temporary building will be being erected soon
- KS reported the referenced draft letter is now with Portakabin who are to confirm a named person onsite as a point of contact for residents, any road closures to report and to advertise the opportunity for residents to come and watch the craning at a safe distance

- The group agreed that a detailed Map/updated document needs to be visibly displayed on a notice board as well as on online platforms, showing the different parts of Northstowe and what land is designated for what purpose
- FF suggested the potential of this referenced document to be placed and displayed in the new Interim Community Building
- PL confirmed MK is actively seeking new sites for additional notice boards
- The group agreed on the need for more specificity with the community within communications to bridge any disconnect on each phase
- Joint communications and updates to the Community were agreed by the group to be of paramount importance
- KS confirmed that a Retail options survey was being considered to send out to the Community to gain an in depth understanding of community shopping habits and will be shared with the Group for comments

7. Dates for future meetings

It was agreed that Meetings over the Summer and those that fall within the school holidays should be made virtual.

8. AOB

No AOB was reported from the group

ACTIONS:

- KS to explore the idea of a 'Time lapse video' for Northstowe community buildings (temporary and permanent)
- KS and FT to liaise on Phase1 map for Northstowe News and the Community communication and explore ways this can be displayed and sent out
- KS to gather CCTV policy information from SCDC Facilities team and share with PL
KS to chase facilities team for CCTV policy information and send onto PL
- KD to share the plans of where the CCTV will be placed and to share those plans with the group at the next meeting
Action carried over from previous meeting
- AA to send an update to FT regarding the latest position re the Gym
Action carried over from previous meeting
- KD to circulate further Interim, Pavilion and Civic Hub updates to the group as appropriate after the Forum
Ongoing action
- KS to set up initial meet and greet meeting to discuss governance begin initial introductions with Pathfinder School, NSC, Town Council and SCDC
- All members for the Group to publicise the next Northstowe Forum to the Community to ensure maximum awareness and attendance
- AA to confirm if County are to attend the Home England Meetings
- FT to send KS the Eddington Newsletter as an example of good community communications

- KS to review options for hoardings around the Enterprise Zone land
- FT & Ellen Bridges to liaise together with Stagecoach regarding transport and a presentation at a future Forum.