

Northstowe Delivery Group

Date: Thursday 18th May2023

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 Richard Owen (RO)	Northstowe Town Council and Mayor of Northstowe
Cllr Natalie Warren-Green (NWG)	SCDC Cllr Longstanton Ward (including Longstanton, Oakington & Westwick and 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
Kirstin Donaldson (KS)	Service Manager - Acquisitions & Development
Peter Campbell (PC)	Head Of Housing
Montserrat Valverde	Executive Assistant (Minute taker)

Apologies:

Mark Nokkert (MK)	Clerk to Northstowe Town Council
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
Anne Ainsworth (AA)	Chief Operating Officer and Senior Responsible Officer for the Northstowe Programme at SCDC
Sophie Gerrish	Executive Assistant (Minute taker)

1. Apologies & Introductions

Apologies were reported for Mark Nokkert, Cllr Tom Bygott, Cllr Paul Littlemore, Anne Ainsworth and Sophie Gerrish

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 explore the idea of a 'Time lapse video' for Northstowe community buildings (temporary and permanent)
In hand, KS is working alongside the Communities Team
- 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
Ongoing
- KS to gather CCTV policy information from SCDC Facilities team and share with PL
FT confirmed information has been sent. KS to pursue if any extra information is required
- 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
Completed
- AA to confirm if County are to attend the Home England Meetings
To be carried over to next meeting
- FT to send KS the Eddington Newsletter as an example of good community communications
Completed

- KS to review options for hoardings around the Enterprise Zone land
New Action: KD & KS once plans have come through for permanent building display the plans on the hoarding
- FT & Ellen Bridges to liaise together with Stagecoach regarding transport and a presentation at a future Forum.
Completed

3. Updates

Pavilion:

KD provided an overview on Pavilion updates to the group:

- The Sports Pavilion is on site, the land transfer is agreed and awaiting execution after following up through Legal in terms of the officer sign off process. This is currently in hand managed by AA and PC
- Main update from the highlight report is that the projected completion date is now coming in as the 31st of August. Reason being, there was a change to the block work that was being used to build the facade, because the block that was in the planning application is no longer manufactured. The appropriate block had to be confirmed with planners, thus resulting in a significant delay on the order of the agreed block and with the additional factor of Material availability has now pushed the projected completion back to the 31st of August
- RO confirmed the name for the Sports Pavilion to be 'Western Park' as a name was needed for a postal address for internal set up and registration. It was highlighted that the name could be changed later down the line if desired

Interim Community Building:

KD and KS provided an overview on Interim Community Building updates to the group:

- The installation of the building has taken place
- Currently projecting that the practical completion of the building will be between the 9th - 16th of June.
- It is going to be the case that some work will have to continue on the externals and the rear garden but the building will be open
- GTC standard electricity connection period is 12-16 weeks, with this minimum 12 week time frame Portakabin have been asked for quote for a generator so that the lights can turn on, on the day the keys are received
- It was confirmed that Lorraine Bates is the best person of contact to speak to regarding any Wi-Fi quires for the building
- BH reiterated the importance of focusing on the Building Management and how this is going to be done. It was suggested and agreed that the Town Council take a lead on this
- A meeting took place with **Carter Jonas** who are planning on providing an instruction book for the temporary Community Centre, which will cover everything in terms of who is to be

called on if something goes wrong with the building in different instances and their contact details etc

- The Group agreed the Schedule of Rates for hire of the temporary community centre, which was previously emailed to all group members by Clare Gibbons. NDG members wished to confirm that the prices had been cross-referenced with other local community buildings and officers confirmed that this had been undertaken.

Permanent Community building:

KD and KS provided an overview on the Permanent Community Building updates to the group:

- A number of design team sessions have taken place ahead of the next **pre app with sustainability being the focus**
- The design is progressing and will be shared with the group ahead of the Community Forum and the full submission of the planning application
- Still on track for a July submission

Civic Hub:

There were no further updates reported

4. Governance

There were no further updates to report aside from those discussed in the Interim Building section of the meeting. No members of the group had any further questions on Governance.

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. Similarly, any questions in the interim to be sent into KS.

5. Northstowe Forum

KS presented updates to the group on the Northstowe Forum:

- KS confirmed a meeting is scheduled with Emma Brown from Homes England next week, which will involve **Chris Standish**, who is their Communications officer to discuss the way

forward with joint comms between SCDC and Homes England as well as confirming Chris's attendance at the Northstowe Forum

- It was confirmed that Ellen Bridges has been in contact with Cambridge County Council and their new Active Travel coordinators to discuss reinstating a Travel Meetings for Northstowe, separate to the Northstowe Forum with a potential first meeting date of November

6. Communications

It was highlighted by all members to ensure that all communications are aligned throughout the group

7. Dates for future meetings

It was agreed that an interim meeting should take place before the next Delivery Group meeting in June

8. AOB

It was agreed that Clare Gibbons should now be attending the delivery Group meetings

ACTIONS:

- 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
Ongoing
- KS to ascertain in any further CCTV policy information from SCDC is required for PL/RO
- 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
- AA to confirm if County are to attend the Home England Meetings
To be carried over to next meeting
- Once plans have come through for permanent building KD & KS to explore options to display the plans on the hoarding
- KD to confirm with Clare Gibbons the opening times for the Interim Building
- RO to raise to the Town Council the desired solution of how the Interim Building is to be managed and report this decision back to KS and Clare Gibbons
- KS to agree with AA for a meeting to be arranged between The Town Council outside of the forum to discuss the management of the Interim Building

MINUTES

- KS to confirm LNQ's attendance to the next Northstowe forum to the group and what they are intending to present
- FT to manage communications with Heritage, inclusive of the request of the piece of public art that was commissioned through the Heritage Centre Project to be installed the Temporary community Centre. These comms to be triangulated
- KS to liaise Tom Horn to begin crafting a press release around the opening of the Interim Building whilst ensuring County and Town council are given plenty of opportunity to feed into the press piece before it is released
- Any interim name suggestions to be fed into MK