



## **NORTHAMPTON TOWN COUNCIL**

### **Council Meeting 24<sup>th</sup> January 2022**

**To: All Northampton Town Councillors**

**You are summoned to attend the Meeting of Northampton Town Council to be held in the Council Chamber at the Guildhall, Northampton at 18.00 on Monday 24<sup>th</sup> January 2022 when the business set out below will be transacted.**

To reduce the potential for spreading coronavirus, Councillors and others attending this meeting are asked to abide with the safety instructions set out at page 2 of these agenda papers.

Public participation is welcomed in accordance with Standing Orders and the Council's Public Participation Policy

**Stuart Carter  
Town Clerk  
18<sup>th</sup> January 2022**

**Guildhall  
Northampton  
NN1 1DE**

### **A G E N D A**

**1. Apologies for Absence**

**2. Public Questions/Statement Time:**

To receive any questions or statements from members of the public

Please note that in accordance with the Council's Standing Orders a question/statement may only be asked/made if written notice has been given to the Town Clerk by midday on the working day before the meeting.

**3. Declarations of Interest**

**4. Minutes**

(a) To authorise the Town Mayor to sign the Minutes of the Meeting of the Council held on 25<sup>th</sup> October 2021 as a true and correct record of the proceedings (p 3 – 6)

(b) To authorise the Town Mayor to sign the Minutes of the Extraordinary Council Meeting held on 24<sup>th</sup> November 2021 as a true and correct record of the proceedings (p 7 – 8).

**5. To receive and where appropriate adopt the decisions as detailed in the Minutes of the under mentioned Committees**

- (a) Policy and Finance Committee 16<sup>th</sup> November 2021 (not attached as sent out with Policy and Finance Agenda for 18 January 2022)
- (b) Planning Committee 15<sup>th</sup> November 2021 (not attached as sent out with Planning agenda for 16<sup>th</sup> December)
- (c) Environmental Services Committee 22<sup>nd</sup> November 2021 (p 9 – p 14)
- (d) Community Services Committee 8<sup>th</sup> December 2021 (p 15 – p 24)
- (e) Planning Committee 16<sup>th</sup> December 2021 (not attached as sent out with Planning agenda 17<sup>th</sup> January 2022)
- (f) Planning Committee 17<sup>th</sup> January 2022 (to follow)
- (g) Policy and Finance Committee 18<sup>th</sup> January 2022 (to follow)

**6. Town Council Budget and Precept 2022/23**

Covering report and proposed budget recommended by Policy and Finance Committee attached (p 25 – p 38)

**7. To engage with the Northants CALC Asset Mapping Project (AMP) and to appoint an AMP Working Group comprising the clerk and councillors**

Report and supporting information attached (p 39 – p 42)

**Covid – 19 Protocols**

**As members will be aware, Covid 19 continues to be a factor in our communities and accordingly we ask that you observe these measures when attending a council meeting or committee meeting at the Guildhall.**

1. No person should attend the meeting if they are feeling unwell or are displaying COVID 19 symptoms
2. On arrival, please take your temperature and leave if it is 38 C or above.
3. Use the shortest and most direct route to the Council Chamber or committee room and limit movement around the building
4. Use hand sanitiser provided and if possible wear a facemask whilst walking round the building and given the increased transmissibility of the omicron variant, whilst seated if possible
5. Once seated please remain in your seat and try and avoid mingling with others or making contact with other surfaces.
6. The toilets in the Guildhall will be open, but attendees are advised to use the toilet before they leave home, in order to reduce contact points and the chances of coming into close contact with others in a confined space.
7. The windows in the in the room where the meeting is taking place will be open throughout the meeting, in order to allow clean air to circulate. You therefore should ensure you wear warm clothes.
8. Should any person attending the meeting need to cough or sneeze, they should do so into a tissue which they should then take home. If a tissue is not to hand, the inside of the arm should be used.
9. All persons should take home all litter and not leave items which others will have to touch to dispose of.



## **NORTHAMPTON TOWN COUNCIL**

### **MINUTES OF THE COUNCIL MEETING HELD AT THE COUNCIL CHAMBER,**

#### **NORTHAMPTON GUILDHALL**

**Monday 25 October 2021 – 18.00**

**PRESENT:**

Councillor R Ashraf (Town Mayor);

Councillor D Meredith (Deputy Town Mayor)

Councillors: J Alwahabi, J Birch, M Brown, N Choudary, R Connolly,  
J Fuchshuber, E Haque, K Holland-Delamere, G Eales, T Eales, S Hibbert,  
F Ismail, A Kilbride, J Lane, L Marriott, B Purser, D Soan, A Stevens,  
W Tarasiewicz

In attendance: S Carter (Town Clerk)

The Mayor's Chaplain led the Council in prayer before the formal start of the meeting.

The Town Mayor then led a minute's silence in memory of Sir David Amess MP who had recently been killed whilst attending his MP's surgery

The Town mayor welcomed newly elected Councillor Jackie Fuchshuber to her first council meeting

#### **24. APOLOGIES FOR ABSENCE**

Cllrs Hallam, Joyce, Russell and Miah had all submitted apologies.

#### **25. PUBLIC QUESTIONS/STATEMENTS**

There were no questions or statements submitted.

#### **26. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **27. MINUTES**

It was noted that Cllr Hibbert had submitted apologies for the meeting but that these had not been recorded.

**RESOLVED:** That with the above amendment, to authorise the Town Mayor to sign the Minutes of the Council meeting held on 19<sup>th</sup> July 2021 as a true and correct record of the proceedings.

**28. TO RECEIVE AND CONSIDER THE MINUTES OF THE UNDER MENTIONED COMMITTEES**

**RESOLVED:** That the minutes of the Planning Committee – 26<sup>th</sup> July 2021 be received, approved and adopted.

**RESOLVED:** That the minutes of the Planning Committee – 18<sup>th</sup> August 2021 be received, approved and adopted.

**RESOLVED:** That the minutes of the Environmental Services Committee – 6<sup>th</sup> September 2021 be received, approved and adopted.

**RESOLVED:** That the minutes of the Planning Committee – 13<sup>th</sup> September 2021 be received, approved and adopted.

**RESOLVED:** That the minutes of the Community Services Committee – 20<sup>th</sup> September 2021 be received, approved and adopted.

**RESOLVED:** That the minutes and appendices of the Policy and Finance Committee – 4<sup>th</sup> October 2021 be received, approved and adopted.

**RESOLVED:** That the minutes of the Planning Committee – 11<sup>th</sup> October 2021 be received, approved and adopted.

**29. Membership of Committees**

**RESOLVED:** That Cllr Miah move from Community Services Committee to Planning Committee. That Cllr Alwahabi move from the Planning Committee to the Policy and Finance Committee. That Cllr Fuchshuber be appointed to the Planning Committee and Community Services Committee.

It was noted that Cllr Joyce wished to step back as Chair of the Environmental Services Committee at the present time and it was proposed that Cllr Stevens be appointed as Chair. In response to a question about the Deputy Chair stepping up the Town Clerk suggested that this was a change in appointment and that Standing Orders did not prevent this from happening in his experience.

Cllr Eales highlighted that a change in the Chair was common midway through, and that WNC had recently done something similar.

**RESOLVED:** That Cllr Stevens be appointed as Chair of the Environmental Services Committee.

**30. Appointment to outside bodies – Trustees to the Charity of Emma Rice and WEJ Knight Almshouses**

It was reported that it was common for town and parish councils to appoint representatives and trustees to outside bodies. In this instance, the Town Council had been approached by a representative of the Charity of Emma Rice and W. E. J. Knight Almshouses. The Almshouses were located on Collingwood Road in the Phippsville ward.

The following had been provided by the charity:

*The Charity is run by Trustees, who are all volunteers. The Trustees meet about 6 times a year. The Almshouses are run for us by East Midlands Homes on a 5-year contract. The responsibilities of the Trustees are to review the progress of the Management Contractors, produce accounts and maintain the fabric of the properties, which comprise 15 flats.*

*The Trustees are all getting old, with the eldest 91, and the rest of us over 70. We are in need of new volunteers to join us. We have had little luck in finding new Trustees.*

*There are right now five trustees all over 70. Being a trustee is not onerous BUT requires sense, some knowledge of housing in all respects and curiosity.*

In response to a question, the Clerk stated that he did not know if the meetings were held in the day or the evening.

**RESOLVED:** That Cllr Soan and Cllr Lane (subject to meetings being held at a suitable time) be appointed on behalf of the Town Council as a trustee of the Charity of Emma Rice and WEJ Knight Almshouses

### **31. Notice of Motion**

The following motion was proposed by Cllr Soan and seconded by Cllr Hibbert:

*“This council resolves to resume face to face meetings for all meetings of the council including committees and sub-committees in line with the standing orders of the council. Due regard will be given to the health a safety of all members and officers in line with current official guidance. This motion supersedes all previous decisions taken by this council with regard to the suspension of face to face meetings.”*

Cllr Soan explained that all councils had returned to face to face, and that with the easing of restrictions, this council should too.

It was explained that the Council had delegated authority to the Clerk and used the meetings to inform the decision making process and held them on zoom to protect officers and staff. There were benefits in that they were accessible to the public via YouTube. However, it was noted that the ending of restrictions meant that it was not really possible to maintain the current arrangement.

It was commented that if the Council were to return to face to face meetings that it would need to be done in as safe a way as possible, with face masks, sanitiser available and well ventilated rooms.

It was agreed that an amendment be made to the motion that ‘subject to government advise changing on meeting in person, that the council return to face to face meeting.’ This would allow the Council to return to online meetings without having to come back to council should the advice from the government change.

**RESOLVED:** That the Council resume face to face meetings for all meetings of the council including committees and sub-committees in line with the standing orders of the council, unless otherwise advised by the government. Due regard will be given to the health a safety of all members and officers in line with current official guidance. This motion supersedes all previous decisions taken by this council with regard to the suspension of face to face meetings

**32. Notice of Motion**

A notice of motion regarding the limiting precept rises for the Town Council was withdrawn prior to the meeting.

**33. Update for information**

The Town Mayor permitted Cllr Birch to highlight WNC's consideration of bidding for city status on behalf of Northampton. It was iterated at the meeting that the Town Council could have an important role in this and asked to be kept briefed on the progress.

The Town Clerk stated that it would be possible to debate this proposal, however, because it was not on the agenda it could not make a decision on it. It may be possible to arrange an Extraordinary meeting to discuss it, though clarity would be needed on exactly what WNC would need from the Town Council with regards to this.

The meeting concluded at 18.45.

Cllr R Ashraf  
Town Mayor



## **NORTHAMPTON TOWN COUNCIL**

### **MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, NORTHAMPTON GUILDHALL**

**WEDNESDAY 24<sup>TH</sup> NOVEMBER 2021 – 18.00**

**PRESENT:** Councillor R Ashraf (Town Mayor);  
Councillor D Meredith (Deputy Town Mayor)  
Councillors: J Alwahabi, J Birch, M Brown, R Connolly, J Fuchshuber,  
E Haque, M Hallam, K Holland-Delamere, J Lane, L Marriott, T Miah,  
W Tarasiewicz  
Officer: S Carter (Town Clerk)

#### **34. APOLOGIES FOR ABSENCE**

Cllrs Kilbride, Stevens, Purser, Russell, Soan, Ismail G Eales, T Eales, Choudary, Joyce and Hibbert submitted apologies.

#### **35. DECLARATIONS OF INTEREST**

All dual hatted councillors (town council and WNC councillors) declared a non-pecuniary interest as they were to consider the city bid at West Northants Council, namely Cllrs Ashraf, Meredith, Alwahabi, Brown, Connolly, Haque, Hallam, Holland-Delamere, Lane and Tarasiewicz

#### **36. Notice of Motion – Proposed by Cllr Birch and seconded by Cllr Hallam**

“That having had consideration of the benefits for the local economy and the added prestige of being a city, this Town Council offers its formal support to West Northants Council in its bid for city status for Northampton as part of the Queen’s Platinum Jubilee Celebrations”

Alex Paulley from WNC gave a brief presentation regarding city status.

Councillor's heard of the benefits other towns have had from becoming cities, both economical and in terms of civic pride and profile. Councillor's heard how Northampton met all the criteria and with the addition of a university and really was 'a city at heart'.

Proposing the motion, Cllr Birch stated that giving Northampton city status would enhance its profile and add prestige. Cllr Birch highlighted Northampton's assets highlighting the transport links, 800 years of civic history and heritage, and the very fine architecture. The town’s wonderful parks and

open spaces, a vibrant multicultural community, thriving cultural offer in theatres, museums, independent cinemas, arts and music centres, and three professional sports teams were also highlighted. Cllr Birch concluded her motion by stating that city status could attract more tourism and visitors and enhance a sense of pride from Northamptonians.

Seconding the proposal to back the city bid Cllr Mike Hallam said he saw this as an opportunity to talk up all that is great about our town of Northampton. Cllr Hallam stated that it gave the town a fantastic opportunity to showcase all the wonderful organisations, businesses, clubs, sports teams in Northampton. Cllr Hamm added that many people did not know what amazing work these people do in the town and that this bid would highlight that, not just locally but to the nation as a whole. Cllr Hallam added that the Queen's Platinum Jubilee year, was a fantastic occasion for Her Majesty, and could also be a wonderful occasion for Northampton.

The Council as a whole stated that this bid was not just about the rich history, but also about the future, and that the Town Council on behalf of Northampton wanted to be ambitious, forward thinking, and aspirational. The Town Council also wanted to enhance the lives of residents and that city status could act as a springboard.

The Town Mayor, Cllr Rufia Ashraf, expressed her pride that she was in the Mayor's seat when this proposal was debated.

**RESOLVED:** That the Northampton Town Council approves the motion as detailed and unanimously supports the city status bid being submitted by West Northamptonshire Council. There were no objections or abstentions.

The meeting concluded at 18.45.

Cllr R Ashraf  
Town Mayor

**NORTHAMPTON TOWN COUNCIL  
ENVIRONMENTAL SERVICES COMMITTEE**

**Minutes of the meeting held at 18.00 on 22<sup>nd</sup> November 2021 in the Godwin Room at Northampton Guildhall**

**PRESENT:** Councillors Stevens (Chair), Kilbride (Deputy Chair), Alwahabi, Hallam, Haque, Meredith, Soan and Tarasiewicz

Also present: Cllr J Birch

Officers: Mr S Carter (Town Clerk) and Mrs J Thorneycroft (Assistant Town Clerk)

Mr J Crick from Living Streets Northampton

**17. APOLOGIES**

Apologies had been submitted by Cllrs Joyce, Miah and Ashraf.

**18. DECLARATIONS OF INTEREST**

Cllr Meredith declared a non-pecuniary interest in minutes 23 and 24, as he was an allotment holder.

**19. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD 25<sup>TH</sup> OCTOBER 2021**

**RESOLVED:** That THE Vice Chair be authorised to sign the minutes as a true and correct record of the meeting.

**20. BRIEF ON THE COMBATING CLIMATE CHANGE WITH CIRCULAR ECONOMY CHANGES EVENT HELD AT NORTHAMPTON UNIVERSITY**

Cllr Stevens briefed the committee on the recent event he attended at Northampton University to coincide with the COP 26 summit held in Glasgow.

Cllr Stevens explained that the Circular Economy uses research to design out waste, almost defining waste as a resource. The circular economy is based on three principles, driven by design. These being, eliminate waste and pollution, circulate products and materials (at their highest value) and regenerate nature. Many organisations were represented and gave presentations including Margaret Bates, Executive Director, OPRL and Visiting Professor, University of Northampton and Robin Burgess who spoke about sustainable food for all.

Also speaking at the event was Mr J Crick from Living Streets Northampton who spoke about active travel.

**21. ACTIVE TRAVEL**

Mr J Crick from Living Streets Northampton was welcomed to the meeting.

Mr Crick spoke about active travel in relation to Northampton. He explained that there had been a 33% increase in side street traffic since 2008. The traditional response to this was to build more roads, but this was changing. There was now a focus to get people out of their cars and part of doing this was to make walking and cycling safer. Mr Crick stated that government statistics showed that 40% of car journeys were less than 2 miles and half of primary school children were driven to school. It was explained that transport was the biggest emitter of CO2 in the UK, so reducing these car journeys would be good for everyone. It would improve air quality, improve health and reduce traffic.

The government's safer streets initiative, Gear Change, set out three key changes segregated cycle lanes, low traffic neighbourhoods and school streets. Government funding was to principle councils to bid for to introduce these schemes. <https://www.gov.uk/government/publications/cycling-and-walking-plan-for-england>.

It was explained that School Streets closed streets around a school to all traffic (except those that lived there) for drop off and pick-up. In response to a question about whether this pushed traffic out further, Mr Crick stated that the experience in London was that it did not and that people soon adapted and realised that walking was the better option.

With regards to segregated cycle lanes, Mr Crick stated that evidence showed that cycle lanes only worked when they were coherent and continuous.

In response to a question about E scooters and how we could support their use, Mr Crick stated that we needed to look at how we allocate space on the roads for them and this linked to coherent cycle lanes. Scooters presented an opportunity to reduce car use and therefore traffic and CO2 emissions.

In response to a question about reliable public transport, Mr Crick stated that Gear Change plan did not touch on it, however he agreed that public transport was a key component.

It was commented that schools in Castle Ward could be suitable for the school streets initiative.

Mr Crick was thanked for giving his time and presenting to the committee and that the committee looked forward to working with Living Streets going forward.

Mr Crick left the meeting.

## **22. NORTHAMPTON IN BLOOM UPDATE**

Circulated with the agenda was a report on Northampton in Bloom.

It explained that the Northampton in Bloom working party (Cllrs Birch, Stevens, Kilbride and Meredith and Administration Officer, Julie Thorneycroft) had met twice, 23<sup>rd</sup> September and 15<sup>th</sup> November. Further to the positive feedback following the summer Bloom 2021 project all ward members had been invited to make suggestions as to how they would like to be a part of Bloom in their own area for next summer. Optional themes discussed by the Bloom working party had included traditional floral planting, encouraging community gardening, tree planting and consideration had been given to future sustainable planting and wild flower schemes. The suggested total budget to enhance the Bloom scheme as per 2021 is £30,000 (approx. £20,000 planting and £10,000 watering/maintenance). The working party were keen to see Bloom efforts shared across all the Town Council wards, this equates to approx. £1,000 in each area.

The report went on to explain that to date members from the following wards had responded with their ideas and suggestions as detailed below. Ward Councillors who had not yet responded were encouraged to send their ideas/thought by the end of November as it was important to place a planting order prior to the end of the year.

Ward	Councillor	Idea
Boothville	Cllr Lane	As per Summer 21 - lamppost baskets around the mini roundabout by the Lumbertubs pub and it's approaches - Kettering Road North - Booth Rise etc.
Briar Hill	Cllr Connolly	2 square floral planters on the roundabout leading to Briar Hill.
Castle	Cllr Alwahabi	Planters in Wellingborough road and park avenue south areas
Castle	Cllr Haque	Corner of St Georges street off Barack road, Pocket park in Spring Boroughs, corner of Lorne Road and top of Cowper street
Headlands	Cllr Miah	Floral planter outside the Headlands pub, 2nd priority is on the lamppost baskets outside the coop and parade of shops at Broadway East
Park	Cllr Kilbride	lamppost baskets or planter at Bridgewater Drive near shops, wild flower areas at 2 x pocket parks
Parklands	Cllr Hallam	planter near Tesco express in coppice drive/Kettering road, by Lumbertubs pub, anything by Morrison's on Kettering road
Phippsville	Cllr Stevens	As per Summer 21 hanging baskets on the barrier opposite the White Elephant pub on Kingsley Park Terrace
Rectory Farm	Cllr Holland-Delamere	Floral lamppost or barrier baskets various areas suggested
Rushmills	Cllr Soan	Billing Road East area and surrounding area
Semilong	Cllr. Les Marriott	3 tier planter at Hester Street outside Co Op, Investigate the possibility of hanging baskets at Doctors Surgery. Hanging baskets at Alliston Gardens community centre
Spencer	Cllr G Eales	as per last year the five existing planters and areas around the shops on the Gladstone Road
St James	Cllr Ashraf	As per Summer 21, Planters and plants on the railings plus planters in St James Square
Trinity	Cllr Birch	10x Barrier boxes, 3 x three tier planters - various areas suggested

It was explained that the list of ideas would be considered and costed for each area taking into account the following factors:

- likelihood of obtaining permission from the highways department – vicinity of nearby road junctions, will the planter obstruct any pavements or drivers view?
- ease of watering/maintenance

- visibility
- how busy/what footfall is there in different locations
- height of floral containers – will people notice them?
- are the planters likely to get damaged or stolen?

Regarding the Abington Street planters, it was explained that quotes were being sought from 3 local companies for the planting of the 8 large planters (including the Cobblers Last statue) in Abington Street. The working group had agreed the planters were a focal point in the town centre, match funding had been agreed with the Town Centre Business Improvement District.

The Assistant Town Clerk was thanked for her report.

### **23. COMPOSTING TOILETS AT ALLOTMENTS**

A report was circulated regarding composting toilets. It explained that composting toilets were possible but there were lots of considerations to be taken into account. Costs were in the region of £15,000.

It was commented that the committee did not know what the priorities were on each site, composting toilets may be less of a priority compared to security or fencing or something else.

**RESOLVED:** to set up an Allotments working group to consider allotment issues, liaise with allotment holders and establish their views on composting toilets and find out what their priorities are. The Working Group consists of Councillors Stevens and Meredith and the Town Clerk.

Cllr Alwahabi left the meeting due to another engagement.

### **24. ALLOTMENTS MANAGEMENT – AGENCY AGREEMENT WITH WNC**

Circulated with the agenda was a report detailing a proposed agency agreement between the Council and WNC regarding allotment management.

The report explained that when Northampton Town Council officially came into being the ownership of 8 allotment sites within the boundary passed to the town council from the former borough. Councils had a statutory obligation to provide allotments where there was demand as set out in the Small Holding and Allotments Act 1908. It was usual that these allotments were passed/owned by the Parish Council where one exists, hence the transfer on 1 April 2021. The allotments within the NTC boundary and now under the town council's ownership/responsibility were located at Billing Road, Broadmead Avenue, Glebeland Road, Graspin Lane, Harlestone Road, Parklands, Rothersthorpe Road and Southfields.

Management and the day to day running of the allotments was carried out by IdeVerde, as part of their contract with West Northamptonshire Council (WNC). This for the town council seemed like a practical arrangement at least for the duration of the IdeVerde contract as allotment administration and site management took up considerable resource. When the contract was nearing the end then it would be for the Town Council to consider what to do next, i.e. bring management in house, tender, extend the contract etc.

As previously discussed WNC had drawn up an agency agreement to formalise the relationship between them and NTC, the agreement was attached to the agenda.

It was explained that the costs of day to day management of the allotments were currently met by WNC. In return they kept all income generated from the allotments as detailed in 5.1 of the agreement.

Both the Clerk, and the Clerk of Far Cotton and Delapre have raised concern over the section in 5.3 referring to 'Special Expenses'. It detailed that under the agreement WNC reserved the right to charge local residents a "special expense" to cover associated costs. It was explained that "Special expenses were charged to parts rather than the whole authority and were normally associated with covering the costs of maintaining parks and other open spaces not covered by parish councils". Under the agreement the NTC also had the option to negate the introduction of any proposed special expense by making a contribution to WNC for the running costs of the allotments. WNC officers had stated that these costs might be administration costs of the WNC officer(s) managing the sub-contract with IdeVerde. They had also said that there was no current intention for WNC to recharge any of the expenses of running the allotments, however the agency agreement did include the provision to charge, therefore making it a possibility.

On this issue, the Clerk contacted the officer at WNC on Special Expenses and its inclusion who stated:

*"For clarity, the point of the provision in the draft agreements is to provide a mechanism for the PC to prevent WNC levying a special expenses charge, should it do so in the future. It would entirely be the PC's choice whether it used those provisions or not. As long as WNC is providing services to the allotments there is an unavoidable risk it might decide to levy a special expenses charge. This is built into the Local Government Finance Act 1992 and none of us can change it.*

*The only way of avoiding any risk of WNC levying a special expenses charge would be for the PCs to decline to enter into any agreement with WNC, and WNC to stop providing services for the allotments. That is the PCs' sovereign choice, and WNC would not try and prevent them doing so. However, obviously the PCs would then immediately have to pay for those services."*

Members agreed that the Clerk should get some legal advice. They also wanted further information from WNC including:

- How much notice would they give if they intended to charge special expenses
- What is the timescale for determining this
- What has WNC invested in the allotments over the past 5 years

This item would come back to the committee once further information was known

**NOTED**

Cllr Meredith left the meeting

## **25. REPORT FROM NORTHAMPTONSHIRE LARGER COUNCIL PARTNERSHIP CLIMATE CHANGE FORUM**

The report of the latest briefing from the partnership was circulated with the agenda.

The Clerk was asked to find out from the landlord if the gas and electricity supplier to the guildhall used sustainable energy.

**NOTED**

Cllr Birch left the meeting

**26. BUDGET PRINCIPLES 2022/23 – ENVIRONMENTAL SERVICES COMMITTEE ELEMENT**

The committee considered the budget for next year and looked at expenditure in the current year. Given that there had been minimal expenditure some members were of the opinion that the budget for 22/23 should be reduced.

An increase in the bloom budget of £20,000 was supported, this had been a successful and popular project and could be supported further with more funding.

It was noted that the Council had agreed to earmark unspent monies in the current year and that this would be used next year allowing the budget for next year to be cut. It was noted that the committee had underspent in the Climate emergency budget heading and this could be rolled over.

The committee asked the Policy and Finance committee to consider reducing the Climate Emergency budget heading in light of the underspend in the present year.

**NOTED**

There being no more business, the meeting ended at 20.04 hours.

Signed.....Chair

**NORTHAMPTON TOWN COUNCIL  
COMMUNITY SERVICES COMMITTEE**

**Minutes of the meeting held at 18.00 on 8 December 2021 in  
the Godwin Room at Northampton Guildhall**

**PRESENT:** Cllrs Birch (Chair), Holland-Delamere (Vice-Chair), Fuchshuber, Hallam, Hibbert, Lane, Marriott, Miah

Officers: Mr S Carter (Town Clerk) and Mrs J Thorneycroft (Administration Officer)

**16. APOLOGIES**

Apologies had been submitted by Cllrs Ashraf, G Eales, T Eales, Ismail, Hibbert and Soan

**17. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**18. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETINGS AND TO ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEMS**

**RESOLVED:** That the Chair be authorised to sign the minutes of the meeting held 10<sup>th</sup> September 2021.

Members were informed that the Knife Angel Project would be taking place in May 2022.

Members were informed that students would be presenting their ideas for the Covid memorial in Becketts Park in the new year.

**19. TO RECEIVE THE NOTES OF THE GRANTS SUB COMMITTEE MEETING HELD 13 SEPTEMBER 2021 FOR CONSIDERATION AND ADOPTION OF IT RECOMMENDATIONS**

It was highlighted that due to illness the quorum had not been met at the meeting, therefore because time was a factor, an informal meeting had taken place and notes present to the committee for consideration.

It was noted that the recommendation for the application for Spencer Football Club was to defer. Cllr Marriott highlighted that they met all the criteria. The committee agreed.

**RESOLVED:** that Spencer football club be awarded a grant of £2,535 from the General Grants Fund.

It was noted that the grant to the Frank Bruno Foundation had been recommended for refusal as it did not meet the criteria and it was noted that we were asking for a lot of money. However, the committee asked if the Clerk could further liaise with them regarding future applications.

It was also noted that the Sub-Committee would be reviewing the grants policy in the new year to ensure that it suited the aims and objectives. It was suggested that a maximum amount should be considered for the general grants to avoid a large percentage of the pot being allocated to one project. This would be considered as part of the review.

**RESOLVED:** That, subject to amendment regarding Spencer FC as stated above, the recommendations contained within the notes be adopted.

Cllr Lane stated that he wished to come off this committee as he was struggling to make the meetings.

**RESOLVED:** That Cllr Hibbert (current substitute) replace Cllr Lane and that Cllr Lane be a named substitute.

## **20. TOWN OF SANCTUARY**

A report was circulated explaining that Northampton Town Council had been approached about becoming a town of sanctuary.

**It was explained that Northampton was** home to over 300 child refugees who arrived as unaccompanied asylum seekers, separated from their families. They come into the care of the Local Authority. Many were employed by the NHS, including consultants, in adult social care, for the LA, and in many other occupations. Becoming a place of sanctuary is a process in three stages.

The process is captured in a portfolio that is submitted for accreditation and asks the town council to demonstrate:

- **LEARN** The Town Council helps staff and wider community, learn about what it means to be seeking sanctuary and the issues surrounding forced migration.
- **EMBED** The Town Council are committed to creating a safe and inclusive culture of welcome that benefits everybody, including anyone in their community seeking sanctuary.
- **SHARE** The Town Council share their values and activities with their local communities.

It was highlighted that neighbouring authorities such as Cambridge, Oxford, Milton Keynes, Bedford, Leicester, Birmingham, were all part of this network and that WNC had also just agreed to join the network.

The University of Northampton, The Derngate Theatres, Delapre Abbey, St Peters and St Paul in the Park had also agreed to become places of Sanctuary.

**RECOMMENDED:** That Northampton Town Council submit a portfolio and become a town of sanctuary.

## **21. POETRY PROJECT**

The committee Chair informed the committee of a project to make poetry accessible throughout the town, on buildings, paths etc. It was explained that the Poetry project was the initiative of local teacher James McInerney.

It was explained that the Poetry project was a free to use project that was about having positive, empowering and motivational messages on display in public areas to promote wellbeing and raise awareness of mental health issues.

The committee was very much in favour of this project and asked if there could be a local take on some of the poems. For example, the use of local language, and whether the murals could be incorporated.

**RESOLVED:** That the Council looks to work with local partners and stakeholders on the Poetry Project and that Mr McInerney be invited to a future meeting to speak more on this project.

## 22. 2022/23 EVENTS

The committee noted the upcoming events for 22/23 namely:

Event	Date in 2022	Venue
1. Bands in the Park	1 <sup>st</sup> Sunday in April to 2 <sup>nd</sup> Sunday in September	Abington Park
2. Oak Apple Day	29 <sup>th</sup> May	Town Centre
3. Beer Festival	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> June	Beckets Park
4. Northampton in Bloom	June to September	Across NTC Wards
5. Northampton Town Festival	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup> July	Racecourse
6. The Queens Platinum Jubilee	3 <sup>rd</sup> to 5 <sup>th</sup> June	Not yet known
7. Music Festival	June	Town Centre
8. Armed Forces Day	25 <sup>th</sup> June	Town Centre
9. Diwali	October	Town Centre
10. Carnival	Usually 2 <sup>nd</sup> Saturday in June	Racecourse and town centre
11. Party in the Park	August	Abington Park
12. Pride	September	Town Centre
13. Remembrance Day	Sunday 13 <sup>th</sup> November	Town Centre
14. EID Festival	July	
15. Fireworks Event	Saturday 5 <sup>th</sup> November	Racecourse
16. Christmas Event	Saturday 19 <sup>th</sup> November?	Town Centre

It was noted that the fireworks had been booked for 2022 in order to secure the booking. Officers were asked to investigate whether some sort of drone display would be feasible, as there were many who objected to the fireworks. It was confirmed that the feasibility would happen but timing means that the firework contractor would have to be booked now especially as the 5<sup>th</sup> November 2022 was a Saturday and therefore demand would be high.

In response to a question about having all bands for Bands in the Park confirmed and publicised by March, officers explained that this would be difficult. The process to book bands had started but resource and covid meant that having it all confirmed and published by then would be unlikely.

Regarding Oak Apple Day, it was commented that historically this had been a town event but recently the Lord Lieutenant had taken an element of control. However, if the town council were to pay for it then the town council should have control.

**NOTED**

### **23. CHRISTMAS PROJECT UPDATE 2021**

The Assistant Town Clerk's report was circulated with the agenda. Tabled was a social media update regarding the marketing of the Christmas and firework events.

It was reported that the Christmas Lights Switch On Event on Market Square had taken place on 20<sup>th</sup> November 2021. Activities on the day included a stage on the Market Square with entertainment, choirs, bands, local pantomime characters from the Deco and the Royal & Derngate and BBC Radio Northampton. The lights were switched on by Father Christmas, the Mayor and invited guests at 5pm.

The report went on to detail the Christmas Decorations in the town:

4 x 40 ft Spruce Christmas trees, 1 each located in the Market Square, Guildhall o/s Ask, All Saints Plaza and Abington Square.

2 x 14 ft Spruce Christmas trees in front of the Guildhall

Various cross street Christmas Lights installations at Abington Street, Guildhall Road, Drapery, Gold Street, Bridge Street, Derngate, All Saints, North Gate Bus Station, Guildhall, Market Square, Abington Street Memorial Garden, St Giles Square and All Saints.

A Santa's Grotto had been provided in the Grosvenor Centre throughout the full Christmas period. Gifts for the children comprised of activity packs with crayons and specially commissioned Northampton colouring book which had been jointly funded by NTC and the BID.

The Annual Frost Fair (Sunday 28<sup>th</sup> November) on the Market Square consisted of a Christmas Parade from midday, entertainment on the Market Square stage and a Christmas craft market.

The Golden Ticket Prize Draw provided by the Town Centre BID launched on Saturday 6<sup>th</sup> November until midday on Friday 10<sup>th</sup> December. Four lucky winners will each win £500 as part of the £2,000 prize fund, entries can be hand posted into special BID post boxes found in shops and businesses in the town centre.

The Augmented Christmas Trail 'A Christmas Story' funded by the town council was launched on the Explore Northampton App on the day of the Frost Fair. It was explained that A Christmas Story was available for families to complete the trail until January 2022. The trail gave an opportunity for families to explore the world of augmented reality and find and have their photo taken with Father Christmas. Children could follow the trail to 10 different locations around Northampton's town centre to unlock each part of the story and see Father Christmas augmented life-sized through a smartphone.

There were three Christmas Saturdays on 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup> December. This consisted of stage performances, choirs, dancers and activity on the Market Square plus additional roaming activity and street entertainment including stilt walkers, unicyclists, jugglers etc. in and around the town centre. This had been part funded by the town council.

Christmas Crafts with the Mayor in Santa's Grotto from 18th to 22nd December

Christmas Shop Window Competition – local businesses were taking part in an annual Christmas window competition. Votes for the favourite shop window could be cast from 1st December. The Mayor had been invited to be part of the judging panel to decide the winners of various categories of the competition.

Shop Local Showcase to promote local businesses.

24 hour Christmas Radio Station - Nlive Radio would be playing back to back festive favourites throughout December. The Grosvenor Shopping centre and multiple town centre businesses would be promoted to 14,000 current weekly listeners of the main station.

Christmas FREE PARKING -WNC car parks (multi storey and surface). It was noted that shoppers in Northampton could enjoy free parking within WNC multi-storey and surface car parks from 3pm every day and all day at weekends from 20 November through to 1 January.

The expenditure for the additional £15,000 Christmas budget as agreed at the Executive Committee on 12<sup>th</sup> April 2021 was reported to members and is outlined below:

<b>NTC – Additional Christmas Spend Year 2021</b>	
<b>Activity</b>	<b>Cost (£)</b>
Christmas themed Augmented Reality Family Trail - A Christmas Story	5,670
Roaming Street Entertainment	6,500
Support to BID - Prizes Santa's Grotto	1,425
Printing Costs	680
Promotional Foamex Boards x 3	165
Promotional Fliers	82
Additional Social Media promotion	100
<b>Total</b>	<b>14,622</b>

**NOTED**

Mrs Thorneycroft was thanked for her report.

## **24. QUEEN'S PLATINUM JUBILEE**

The Town Clerk had prepared a report regarding the Queen's Platinum Jubilee and seeking the committee's view on what it would like to do.

It was explained that the focal point of the celebrations would be the extended bank holiday weekend of Thursday 2nd -Sunday 5th June. *"An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service."*

The council needed to consider what events if any, it would like to host to mark the event.

Thursday 2 June had been earmarked for the lighting of Beacons across the UK and Sunday the 5th June would see *"The Big Jubilee Lunch: Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community."*

Possibilities included hosting a 'Big Lunch' street party in one of the parks, or the Market Square or in the Great Hall. This could double as a formal way of launching the town council to community groups etc. Or the Town Council could assist community organisations or resident's groups in organising their 'big lunches' with grants to help meet costs.

It was noted that the organiser of the Beer Festival which was to be held around this time had approached the town council about using their marquees on Becketts Park at no charge.

**RESOLVED:** That the Council aim to put on an event to mark the Queen's Platinum Jubilee and that a working party consisting of Councillors Lane, Marriott, Birch, Holland-Delamere and Fuchshuber be set up to deliver it.

## **25. COMMUNITY NEEDS ANALYSIS – PROPOSAL**

Tabled for committee members was the proposal from Prof Griggs to start the research process for the Council's Community Needs Audit. The proposal is attached to these minutes at Appendix A.

It was commented that this kind of engagement was something that members should be doing. In response it was stated that this was true, but this proposal could act as a starting point and a model that councillors could use when going out in their communities.

The proposal followed a presentation from Prof Griggs and his students to the committee via zoom a week prior. Members commented that they would like to have a say on where the students go in order to interview their respondents and also if there were any aspects that could be worked on with the University of Northampton then that was to be encouraged.

It was confirmed that only travel and subsistence costs would be charged so the cost of this part would be minimal.

**RESOLVED:** that the proposal as detailed at appendix A be accepted.

## **26. AFGHAN REFUGEES – WELCOME EVENT**

The Chair asked the committee for their support to host an event to welcome the Afghan refugees to Northampton. It had been hoped to this sooner but the pandemic had hindered this plan. The aim was to put on an event at the Guildhall with food, activities etc. This event would both welcome the refugees and allow them to network with local communities. There was likely to be some costs for hire etc. It was highlighted that working with WNC on an event would be crucial as they have to day to day dealing with them and they would be able to advise what is appropriate.

**RESOLVED:** That the Town Council look to arrange a welcome event for Afghan Refugees and that we liaise with WNC in order to do so.

## 27. BUDGET PRINCIPLES 2022/23 – COMMUNITY SERVICES ELEMENT

It was explained that as part of the budget setting process, each committee was required to consider its budget and make a suggestion to the Policy and Finance Committee. The Community Services Committee was responsible for the following:

- 4170 – Community Grants Scheme - £50,000
- 4221 – Community Needs Analysis - £150,000
- 4501 – Christmas Event - £41,000 (additional spend to complement spend)
- 4502 – Fireworks - £7,500 (additional spend to complement event)

Budget coming from WNC for events (to reduce by a third in 2022/23), reduction covered by Services Contingency Reserve

• Christmas (lights, testing, installation, replacements, trees, maintenance etc)	£145,000
• Bloom - (considered by Environmental Committee)	£46,800
• Fireworks	£35,000
• Music Festival -	£10,000
• Bands in the Park	£9,000
• Diwali -	£3,000
• Christmas Marketing	£2,898
• Minor events	£2,000
• Misc	£204
• Staff cost	£37,000
• <u>Event Support/Other events (Remembrance, Oak Apple etc)</u>	<u>£30,738</u>
• Total	£321,640

It was commented that the Town Council wanted to assign a further £30,000 to events for Eid, Carnival as well as for the Queen’s Platinum Jubilee (£10,000 to each). This was agreed, noting that events were a key offering for the town council.

It was noted that the £150,000 in 4221 Community Needs Analysis was not likely to be spent in the coming year and there would be a large amount added to earmarked reserves, as previously agreed. It was suggested that £100,000 from this budget be reallocated to Community Grants 4170. This would assist the communities in Northampton who do great work and need funding and make a name for the town council. These suggestions would go forward to the Policy and Finance Committee.

There being no further business, the meeting ended at 20.25 hours.

Signed.....Chair

## **Proposal for Research Collaboration**

### **De Montfort University**

Policy Commission  
Local Governance Research Centre  
Department for Politics, People and Place

## **Identifying the Needs of Young People – Community Audit and Northampton Town Council**

### **Briefing Note**

This briefing sets out the parameters of a research collaboration between Northampton Town Council and the Local Governance Research Centre at De Montfort University.

### **Background to the Policy Commission and the Local Governance Research Centre (LGRC)**

The LGRC is an internationally recognised research centre of excellence for the study of local government. Its research, which is informed by an engagement with practice, focuses on the stewardship of local places, both in the UK and abroad. The LGRC has recently undertaken the first national survey of local councils in over 30 years in collaboration with the Society for Local Council Clerks.

Each year, the LGRC supports a Policy Commission which enables final year undergraduate students to undertake research for a public or community organisation under the direct supervision of academics. In recent years, students have delivered research projects for local housing associations, national local government associations, local resident groups and the university itself.

### **Current Proposal**

The proposal is for current students on the Policy Commission to support the Council's community audit, specifically undertaking research that engages young people across Northampton in a dialogue over the future of the town and the needs of young people. Students on the Policy Commission are strategically placed to engage with young people from all communities.

The research would take place from January 2022 to May 2022. It would be undertaken under the direct supervision of Professor Steven Griggs, Director of the LGRC, supported by Neil Barnett (Leeds Beckett University) and Dr, Steven Parker (LGRC). Policy Commission students would work as researchers on the project which would be overseen and managed by academics. They would undertake interviews and focus groups with young people, generating and analysing data. The findings and recommendations of the research would be drawn up and assembled by the team led by Professor Steven Griggs. All work and the communication of findings would be governed by the ethical guidelines of De Montfort University.

### **Programme of Research: Identifying the Needs of Young People**

The Policy Commission works to the principles of co-production, seeking to engage multiple voices in the policy process as a means of supporting sustainable change in organisations and communities. Against this background, the Policy Commission proposes a two-step process as a strategy of identifying the needs of young people across Northampton:

1. Vox pop interviews with people across Northampton, seeking to gather views and opinions on what it means to live in the town. Here the interviews will engage local people on three broad questions: ‘What do you think about living in Northampton?’; ‘What do you think could be improved about Northampton?’; and ‘What do young people need in Northampton?’ Exact wording of the questions will be finalised in consultation with the Council.

Students will set up a ‘have you say’ stand in the market square and capture views, which will hopefully be filmed. A social media campaign will raise awareness the event. This exercise could be undertaken in the town centre, but the exact location(s) will be decided in collaboration with the Council.

2. Three focus groups will be undertaken with schools across Northampton, engaging young people from for example Key Stages 3,4, and 5. Each focus groups will last approximately one-hour. In the first instance, young people will be asked to comment on a set of statements drawn from the vox pop exercise as a means of triggering a debate over the needs of young people.

Part of the focus groups will be dedicated to raising awareness of the role of the local council by offering pupils a short presentation of the role and powers of the council as a means of grounding the dialogue in the practices of the Council

#### Timetable

The gathering of data will begin in January 2022, with students undertaking a mapping exercise and critical review of available studies, establishing the social, economic and political context for young people in Northampton.

Vox Pop interviews will take place at the end of January 2020. This will involve the creation of a ‘Have You Say’ stand at a location in Northampton. The exercise will last one day, enabling students to capture a sample of views and comments from passers-by.

Initial findings will be presented to the Council in mid-February and feed in to focus groups held in March. Schools will be selected after consultation with the Council.

<b>Identifying the Needs of Young People</b>					
<i>Task</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>
Literature Review					
Vox Pop Interviews					
Focus Groups					
Data Analysis -Report Writing					

#### Outputs

The research will deliver two primary outputs to feed into the Council’s community audit:

1. Interim report on findings of vox pop interviews, including video presentation.
2. Final report analysing findings of focus groups and recommendations emerging from the research.

Professor Steven Griggs  
08 December 2021

## Northampton Town Council

### Recommended Budget and Precept for 2022/23– report of Town Clerk

**Purpose of report:** To approve the budget and precept for 2022/23

**Recommended:** That the Council approve the budget as attached to this report and finalise the precept to submit to WNC

#### **1. Introduction**

Attached to this report is the recommended Town Council budget for 2022/23 financial year. This budget and report will be familiar as they formed the basis of the report sent to the Policy and Finance meeting for 18<sup>th</sup> January. The budget and report have been amended slightly to reflect the recommendations of that meeting.

Setting a budget is an annual statutory requirement. It is a means of financial control although there are inevitably variances that arise during the year due to changing circumstances. Preparation of the budget is one of the most important annual tasks a Council must undertake. It is not lawful to set a precept unless a budget has been prepared and approved. This is because the precept is not a figure arbitrarily set by the council but is the balancing figure after taking into account estimated expenditure and income.

When looking at the budget the proposed amounts are in the 22/23 column under ‘agreed’. Obviously they are not yet agreed they are proposed but the software does not allow us to alter this heading.

The Policy and Finance committee set its budget principles at the meeting on the 4<sup>th</sup> October. At that meeting the committee stated that it wanted there to be no rise in the Band D equivalent for the Council Tax Payer in Northampton.

At their subsequent meeting on 18<sup>th</sup> January, they considered all the comments of the committees and have put forward the recommended budget as attached to this report.

The Policy and Finance Committee have recommended two amendments to what had come from the committees:

- The Environment Committee asked the Policy and Finance Committee to consider reducing their budget for Climate Change as this year it had not been spent. It was explained that this project was moving forward and was likely to have some expenditure in the current year and there were plans for the coming year. The Policy and Finance Committee therefore did not want to reduce this budget heading but would keep this under review.
- The Community Services Committee had asked that £100,000 be reallocated from the Community Needs Analysis Budget to the General Grants Budget. An amendment was made by the Policy and Finance Committee that £50,000 be reallocated to the General Grants Fund, and £50,000 be put into a new heading for Covid Community Projects. This fund would be used for projects specifically related to Covid, such as the planned memorial garden.

Next year when the Council is more established, the budget setting will be more precise and the Council will have a clearer idea on what direction it wants to go in, what services it may want to deliver. We may also have a clearer idea from WNC on what services they may want to devolve and assets they may want to pass down, though this is not certain.

This budget sets a 0% increase in Band D Equivalent keeping it at £48.78 per annum, see paragraph 7 for more detail

Details on increases and decreases for each heading are detailed below.

## **2. Policy and Finance Committee**

Recommended:

- 4000 Salaries NI Pension increase of £60,000 offset by:
- 4001 Staffing Contingency reduction of £81,500
- 4005 Covid Response and set up costs £50,000 to £0 (any unspent to be added to earmarked reserves)
- 4006 Recruitment costs reduction of £3000
- 4010 Payroll costs reduction of £500
- 4015 Travel and Subsistence reduction of £1000
- 4120 Subscriptions reduction of £3,000
- 4125 Telephone and internet reduction of £17,000
- 4140 and 4143 (Newsletter) to be amalgamated into one Advertising and Marketing Budget with £12,000
- 4190 Equipment reduction of £10,000
- 4150 Bank charges reduction of £500
- 4150 NCALC add support reduction of £12,000, costs to be met for Legal and Professional Fees budget which would remain at £30,000
- 4162 Health and Safety reduction of £2,000
- 4200 Elections reduction of £30,000 (under spend put into ear marked reserves as already agreed)
- 4215 Civic Regalia increase of £1,000
- 4300 Guildhall Service Charge (rent, services etc), increase of £5,000 as there is an indexed link increase in the agreement

## **3. Environmental Services Committee**

Recommended:

- 4536 Northampton in Bloom increase of £20,000
- Other headings to remain as is

Committee is keen to add to the successful project that was Northampton in Bloom. Work has begun on the climate emergency and would like to retain this funding.

## **4. Community Services Committee**

Recommended:

- 4221 Community Needs Analysis – reduction of £100,000
- 4170 Community Grant Scheme – increase of £50,000
- Creation of new Covid Community projects fund £50,000
- 4502 Fireworks – £2,500 increase (drone light display option to be investigated)
- \*4510 General Events – increase of £47,800 and up of £10,000 allocation each for Eid, Carnival and Jubilee and £17,800 for additional spend across all events given the lack of certainty on WNC events spend.

\*With regards to events, the income from WNC has been added to the budget, showing as £215,000 under 1155 WNC Transfer. In addition, the committee have requested that a further £30,000 be allocated to events additionally namely, £10,000 each for Eid, Carnival and the Platinum Jubilee. The tax base increase means that there is a further £17,800 that is requested to be placed into events as a contingency as the costings from WNC are not transparent. This takes the budget for events to £369,800 as shown in 4510 General Events. This figure comprises of:

WNC Transfer Income	£215,000
Additionally from budget	£47,800
<u>General Service Reserve</u>	<u>£107,000</u>
Total	£369,800

The £107,000 service reserve would come from the council's reserves and is shown as a deficit in the budget in the final line on page 7 *movement from reserves*.

## 5. Planning Committee

- 4600 Local Campaigns – Increase of £10,000

Committee is keen to look at neighbourhood plans and professional assistance with key planning issues next year. The Policy and Finance Committee questioned this, and it was explained that the committee were keen to look at neighbourhood plans as well as looking at wider planning issues and what the town council could do to strengthen its views on issues such as HMOs and any other issues that may arise.

## 6. Precept for this budget.

Using this information, the budget attached has been drafted and agreed by the Policy and Finance Committee and recommended to Council. It is broadly the same as previously but with the additionally and amendments in the headings as detailed above. This budget increases the precept by £17,800 to £1,793,300 (but does not increase the Band D average due to the increased tax base, see paragraph 7).

Budget	£2,115,300
(-)WNC Transfer	£215,000
<u>(-) General Service Reserve</u>	<u>£107,000</u>
Precept	£1,793,300

## 7. Tax Base

The Council Tax Base is calculated annually by West Northants Council in their capacity as the precepting authority. They do this and collect council tax on behalf of town and parish councils and the police and fire services, it is their statutory responsibility.

They set the tax base by estimating the amount of average “Band D” equivalent of the properties included in the Valuation Officer’s banding list. There are adjustments adjusted for voids, appeals, new properties etc., and the provision for non-collection.

The Band D equivalent is arrived at by taking the laid down proportion of each Band as compared to Band D and aggregating the total.

The Council Tax Base for the current financial year (2021/22) is 36,401.44. The agreed Tax Base for Northampton parish as advised by WNC for 2022/23 is slightly increased to 36,763.52 basically meaning that there are more homes paying council tax in Northampton Parish.

The committee stated that they did not want the band D average to increase. The increased tax base gives the Council an additional £17,800 (added to events in the budget). Therefore, the precept is increased by £17,800 but it does not increase the amount the average Band D would pay. The Band D equivalent would remain £48.78 with this budget.

Whilst Band D is often quoted as being the average Council Tax Band, this is certainly not the case in respect of this Council’s area where Band D properties represent only 9.2% of the total. In Northampton 39% of properties are in Band A paying a maximum of £32.52 p.a., 23% are in Band B paying a maximum of £37.94 and 21% are in Band C paying £43.16 p.a.

This Council’s precept of £48.78 at Band D compares with the national average for all town and parish councils of £71.86 and an average for all towns and parishes in West Northants of £79.21. The Council Tax for parishes within the area of the former Borough Council is:

	£
Billing	65.28
Boughton	66.73
Collingtree	51.51
Duston	91.81
East Hunsbury	59.29
Far Cotton	48.21
Great Houghton	95.55
Hardingstone	56.31
Hunsbury Meadow	10.36
Kingsthorpe	32.11
West Hunsbury	15.26

The Council Tax for other Town Councils in West Northants is:

Brackley	149.45
Daventry	150.70
Towcester	98.95

## **8. Council Tax Capping**

At the moment there is no restriction on the level of increase that the Town Council can levy and the government have intimated that this is not likely to change in the forthcoming financial year.

However, members need to be aware that this is a situation that may not continue in the future. The Government has also said it is “prepared to consider” extending referendum principles to all Councils in England.

## **9. Some points to think about in the future**

### Devolution of Services

History shows that where unitary authorities are established after a few years, services and assets beginning to be passed down to town and parish councils. We are not clear what plans WNC have on this and it may be a few more years until we do, but if they do, this will have impacts on NTC’s budget. It is worth stating that the Town Council is able to be proactive and look at assets and services it would like to consider taking on and approach WNC about these. This again is something the Council should consider in the near future. NCALC are undertaking a mapping project and have asked all town and parish councils to assist with this, a report will be coming to council, however this could be used as the council begin to consider what assets and services are in our area.

### Strategy Development

In the coming year, the Town Council will need to develop a strategy and set some targets. These are likely to have budget implications in future years. The Council will need to set out short, medium and long term objectives and this will help feed into the budget process in the future.

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# Recommended Budget 2022/23

## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Policy and Finance</u>										
<u>101</u>	<u>Central Administration</u>									
4000	Salaries NI and Pension	0	0	316,000	167,510	276,000	0	376,000	0	0
4001	Staffing Contingency	0	0	97,000	0	0	0	15,500	0	0
4005	Covid Resp' & Set-up costs	0	0	50,000	16,447	50,000	0	0	0	0
4006	Recruitment	0	0	5,000	205	2,000	0	2,000	0	0
4010	Payroll Costs	0	0	1,500	488	700	42	1,000	0	0
4015	Travel and Subsistence	0	0	2,000	107	500	0	1,000	0	0
4027	Training and Staff Development	0	0	10,000	1,814	5,000	0	10,000	0	0
4101	Office Supplies & Photocopying	0	0	5,000	1,939	4,000	69	5,000	0	0
4110	Post	0	0	2,000	939	750	550	2,000	0	0
4120	Subscriptions	0	0	12,000	7,280	9,000	0	9,000	0	0
4125	Telephone and Internet	0	0	23,000	2,956	6,000	270	6,000	0	0
4128	Information Technology	0	0	10,000	5,708	10,000	1,114	10,000	0	0
4130	Insurance	0	0	10,000	5,020	5,020	0	10,000	0	0
4140	Advertising and Marketing	0	0	0	101	0	0	12,000	0	0
4143	Newsletter	0	0	10,000	0	10,000	0	0	0	0
4190	Equipment	0	0	20,000	2,336	20,000	540	10,000	0	0
4540	Town Twinning	0	0	0	700	0	0	0	0	0
	Overhead Expenditure	0	0	573,500	213,551	398,970	2,586	469,500	0	0
	Movement to/(from) Gen Reserve	0	0	(573,500)	(213,551)	(398,970)		(469,500)		
<u>105</u>	<u>Corporate Management</u>									

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150	Bank Charges	0	0	1,000	36	100	0	500	0	0
4155	Accounting Support	0	0	4,000	2,714	4,000	885	4,000	0	0
4156	Audit Fees	0	0	4,000	3,390	3,500	0	4,000	0	0
4159	Legal & Professional Fees	0	0	30,000	8,102	30,000	2,400	30,000	0	0
4160	NCALC Addl Support	0	0	12,000	9,653	12,000	0	0	0	0
4162	Health and Safety	0	0	10,000	0	4,000	0	8,000	0	0
	Overhead Expenditure	0	0	61,000	23,894	53,600	3,285	46,500	0	0
	Movement to/(from) Gen Reserve	0	0	(61,000)	(23,894)	(53,600)		(46,500)		
<u>110</u>	<u>Civic and Democratic</u>									
4200	Elections	0	0	70,000	98,301	100,000	0	40,000	0	0
4210	Mayoral Allowance	0	0	28,000	14,477	28,000	0	28,000	0	0
4211	Mayor's Transport	0	0	27,000	10,438	15,000	12,316	27,000	0	0
4212	Councillor Allowances	0	0	30,000	18,700	30,000	0	30,000	0	0
4213	Councillor Training/Conference	0	0	5,000	660	3,000	0	5,000	0	0
4214	Civic Events	0	0	12,000	7,788	12,000	0	12,000	0	0
4215	Civic Regalia	0	0	1,000	525	1,000	0	2,000	0	0
4216	Council Meetings & Room Hire	0	0	5,000	1,110	3,500	395	5,000	0	0
	Overhead Expenditure	0	0	178,000	151,999	192,500	12,711	149,000	0	0
	Movement to/(from) Gen Reserve	0	0	(178,000)	(151,999)	(192,500)		(149,000)		
<u>115</u>	<u>Other Cost and Income</u>									
1150	Grants Received	0	0	80,000	0	0	0	0	0	0
1176	Precept Received	0	0	1,775,500	1,775,500	1,775,500	0	1,793,300	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1190	Interest Received	0	0	0	145	0	0	0	0	0
	Total Income	0	0	1,855,500	1,775,645	1,775,500	0	1,793,300	0	0
4998	Service Reserve	0	0	214,500	0	214,500	0	214,500	0	0
4999	Contingency	0	0	200,000	0	0	0	200,000	0	0
	Overhead Expenditure	0	0	414,500	0	214,500	0	414,500	0	0
	Movement to/(from) Gen Reserve	0	0	1,441,000	1,775,645	1,561,000		1,378,800		
<u>201</u>	<u>The Guildhall</u>									
4216	Council Meetings & Room Hire	0	0	0	61	0	0	0	0	0
4300	Service Charge	0	0	65,000	48,479	65,000	0	70,000	0	0
4390	Guildhall Reserve	0	0	115,000	786	115,000	1,417	115,000	0	0
4999	Contingency	0	0	9,000	0	0	0	9,000	0	0
	Overhead Expenditure	0	0	189,000	49,326	180,000	1,417	194,000	0	0
	Movement to/(from) Gen Reserve	0	0	(189,000)	(49,326)	(180,000)		(194,000)		
	Policy and Finance - Income	0	0	1,855,500	1,775,645	1,775,500	0	1,793,300	0	0
	Expenditure	0	0	1,416,000	438,769	1,039,570	19,999	1,273,500	0	0
	Movement to/(from) Gen Reserve	0	0	439,500	1,336,876	735,930		519,800		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environmental Services</u>										
<u>210</u>	<u>Open Spaces &amp; Environment</u>									
4536	Northampton In Bloom	0	0	30,000	29,663	30,000	0	50,000	0	0
4560	Climate Emergency	0	0	50,000	0	50,000	0	50,000	0	0
	Overhead Expenditure	0	0	80,000	29,663	80,000	0	100,000	0	0
	Movement to/(from) Gen Reserve	0	0	(80,000)	(29,663)	(80,000)		(100,000)		
<u>230</u>	<u>Allotments</u>									
4400	Repairs and Maintenance	0	0	26,000	951	0	449	26,000	0	0
	Overhead Expenditure	0	0	26,000	951	0	449	26,000	0	0
	Movement to/(from) Gen Reserve	0	0	(26,000)	(951)	0		(26,000)		
	Environmental Services - Income	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	106,000	30,614	80,000	449	126,000	0	0
	Movement to/(from) Gen Reserve	0	0	(106,000)	(30,614)	(80,000)		(126,000)		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>										
<u>301</u>	<u>Community Grants</u>									
4170	Community Grant Scheme	0	0	50,000	30,939	50,000	0	100,000	0	0
	Overhead Expenditure	0	0	50,000	30,939	50,000	0	100,000	0	0
	Movement to/(from) Gen Reserve	0	0	(50,000)	(30,939)	(50,000)		(100,000)		
<u>310</u>	<u>Community Services</u>									
4171	Councillor Community Funding	0	0	75,000	9,834	75,000	0	75,000	0	0
4221	Community Needs Analysis	0	0	150,000	0	150,000	0	50,000	0	0
4225	Covid Community Projects	0	0	0	0	0	0	50,000	0	0
4536	Northampton In Bloom	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	225,000	9,834	225,000	0	175,000	0	0
	Movement to/(from) Gen Reserve	0	0	(225,000)	(9,834)	(225,000)		(175,000)		
<u>315</u>	<u>Public Events</u>									
1155	WNC Transfer	0	0	0	0	0	0	215,000	0	0
	Total Income	0	0	0	0	0	0	215,000	0	0
4140	Advertising and Marketing	0	0	0	78	0	0	0	0	0
4501	Christmas Event	0	0	41,000	14,160	20,000	0	41,000	0	0
4502	Fireworks	0	0	7,500	7,440	7,500	0	10,000	0	0
4510	General Events	0	0	0	0	0	0	369,800	0	0
	Overhead Expenditure	0	0	48,500	21,678	27,500	0	420,800	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

	<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(48,500)</u>	<u>(21,678)</u>	<u>(27,500)</u>		<u>(205,800)</u>		
Community Services - Income	0	0	0	0	0	0	215,000	0	0
Expenditure	0	0	323,500	62,451	302,500	0	695,800	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(323,500)</u>	<u>(62,451)</u>	<u>(302,500)</u>		<u>(480,800)</u>		

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19/01/2022

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## Northampton Town Council

## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed
<u>Planning</u>							
<u>400</u>	<u>Planning</u>						
4600	Local Campaigns	0	0	10,000	0	10,000	0
	Overhead Expenditure	0	0	10,000	0	10,000	0
	Movement to/(from) Gen Reserve	0	0	(10,000)	0	(10,000)	
	Planning - Income	0	0	0	0	0	0
	Expenditure	0	0	10,000	0	10,000	0
	Movement to/(from) Gen Reserve	0	0	(10,000)	0	(10,000)	
	Total Budget Income	0	0	1,855,500	1,775,645	1,775,500	0
	Expenditure	0	0	1,855,500	531,835	1,432,070	20,448
	Movement to/(from) Gen Reserve	0	0	0	1,243,810	343,430	

**Northampton Town Council**

**Council Meeting 24<sup>th</sup> January 2022**

**To engage with the Northants CALC Asset Mapping Project (AMP) and to appoint an AMP Working Group comprising the clerk and councillors  
report of Town Clerk**

**Purpose of report:** To inform the council of a mapping project being undertaken by NCALC and the support they have requested from Northampton Town Council

**Recommendations:** That the Town Council sets up a working group of councillors and the Clerk to assist NCALC with the project

That at least three councillors are appointed to the working group

NCALC have been awarded £280k to undertake an asset mapping project.

*'An application was submitted to the Department for Levelling Up, Housing and Communities (DLUHC) for funding to build capacity in parish and town councils, develop a solid evidence base, and design an administrative framework for devolution in Northamptonshire. It is a unique and ambitious project which will enable North Northamptonshire Council (NNC), West Northamptonshire Council (WNC) and the county's 271 parish and town councils and parish meetings to be well prepared for any future decisions about devolution.'*

The AMP quick start guide is attached for member's information.

What's in Scope and out of Scope?

Assets:

- Land and property owned by the Unitary Council (not by anyone else), including assets that were previously owned by the former district, borough and county councils.

Services:

- Provided to the community by the Unitary Council (not by anyone else). Including services previously provided by the former district, borough and county councils.

Asset of Community Value (ACVs):

- Registered: assets registered with the Unitary Council as being an ACV (might be owned by the Unitary Council or the Town or Parish Council); or
- Unregistered: land or property which may be regarded by the community as potentially being an ACV although this has not been formally registered or articulated (might not be owned by the town/parish council or unitary authority)

The main objectives are detailed as follows:

### Main Objectives

- A robust framework for devolution in North and West Northants
- Increased capacity within Town and Parish Councils via targeted training and support (funded by the grant)
- Mapping of all assets and services, (including Assets of Community Value) by every Town and Parish Council
- A Comprehensive Register of assets and services
- Increased local confidence, knowledge and skills to develop effective business cases
- Successful future submissions through the Community Right to Bid process
- Creation of a Northants CALC Association Management System (AMS) – enhancing capacity for data collection, central contact database for smarter working, improved customer service, effectiveness and value for money

Wider Objectives are detailed as follows:

- Save money
- Improve services for residents by identifying which council is best placed to deliver services
- Invest in protecting and preserving important local assets
- Enhance quality of life and local well-being
- Nurture a unique sense of local pride in our places

NCLAC have produced some presentation slides which can be viewed at

<https://www.northantscalc.com/uploads/amp-presentation-parish-and-town-councils.pdf>

The Town Council are asked to nominate at least three councillors to the working group to undertake this project. The deadline for reporting back is the end of March. This project will assist the Town Council itself in understanding what assets there are in our communities.

**15 December 2021**

Parish and town councils in Northamptonshire will benefit from an investment from UK Government under its Community Renewal Fund (CRF) Programme.

Northants CALC worked with North Northamptonshire Council (NNC) and West Northamptonshire Council (WNC) to submit a bid for funding from the Department for Levelling Up, Housing & Communities and a grant of £281k has been awarded for an innovative Asset Mapping Project (AMP).



The funding will provide parish and town councils in North and West Northamptonshire with the valuable opportunity to take some time to think about and explore what potential future devolution involves. It offers the chance to develop a solid evidence base from a community perspective by mapping assets and services that are provided by the unitary councils, and to build local capacity & skills.

NNC and WNC have said that they do not intend to devolve wholesale assets and services in 2022/23, so this is about preparing for the future. We have an opportunity to explore what is involved with the devolution of assets and services well before any decisions need to be made and any specific funding implications arise. Parish and town councils in other areas exploring devolution, such as Milton Keynes and Cornwall, did not always have the luxury of this advance thinking time.

Support activity will include for example training on how to prepare a sound business case for the purposes of any future community bids for assets and services. We know that parish and town councils will have very differing ideas and levels of interest in this, and that is to be expected. We want to harness a spirit of shared purpose, collaborative working, and innovation to help us build new strengths that will benefit communities in Northamptonshire for years to come.

More detailed information about the project will be published soon at [www.northantscalc.com/amp](http://www.northantscalc.com/amp) which will explain how your council can take advantage of the opportunities (without making any commitment about future interest in taking on assets & services).

At this stage, Northants CALC is asking all councils to include an item on their agendas for their meeting in January 2022 *"To note Northants CALC's Asset Mapping Project (AMP) and to create an AMP Working Group comprising one officer and (2) councillors"*. A sample Terms of Reference will be available at [www.northantscalc.com/amp](http://www.northantscalc.com/amp).



## Asset Mapping Project - Quick Start Guide



Form an Asset Mapping Project (AMP) Working Group (minimum 3 people, including an officer).

Gather together a map of your Council's area and your Council's current asset register. You might choose to use Parish Online or Google Maps or a paper map.

Hold a meeting or meetings online or in-person. To fully understand some assets, you might find it useful to walk around the parish and take a photograph of each asset. When considering services, you might find it helpful to look at the indicative list of principal authority services available on NCALC's website.

It's likely that the Working Group will have a strong sense of what is important to the community. Work your way through the map and using your local knowledge make a total of 4 simple lists covering the following in your area:

- (1) assets that are owned by the Unitary Council
- (2) services that are provided by the Unitary Council
- (3) Registered Assets of Community Value (ACV)
- (4) Unregistered potential ACVs

1. Make a note of the location of the assets and (if possible) services in the parish that are provided by the Unitary Council as at **31 March 2022**
2. For each asset that you identify, make a note about ownership and on what basis you know who owns it. For example, is it through evidence from the Land Registry? Is it through your possession or sight of a copy of title deeds? Is it purely based on your local understanding / word of mouth?
3. Also log whether ownership of any of the assets is currently "under negotiation" for sale / potential transfer but where, on **31 March 2022**, the outcome is not yet known.

**Think:** Community buildings, grass verges, grit bins, public open space, sport and recreation facilities, lighting, trees, parking, street cleaning, dog poo bins, etc etc

### Help is available!

If you have any difficulties with the above, help is available from Local Council Support Associates (LCSA). Please contact LCSA using the telephone numbers below:

Helen Fudge – 01933 663388 (for North Northants)

Charmaine Bassindale – 01507 499494 (for West Northants)

Please leave a message if necessary and a convenient time to return your call.

