



Council Meeting 24th October 2022 – 18:00

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 24th October 2022 when the business set out below will be transacted.

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

Stuart Carter
Town Clerk
18th October 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. Bleed Kits – Introduction and Overview

Jane Capps and Sara Joseph from Off the Streets to give briefing

5. Mayor's Announcements

6. Minutes of the last Council meeting

To authorise the Town Mayor to sign the Minutes of the Council meeting held 5th September 2022 (attached) (p 3 – 5)

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

- | | |
|--|---------------|
| (a) Environmental Services – 7 th September 2022 | (p 7 – p 10) |
| (b) Planning Committee – 26 th September 2022 | (p 11– p 22) |
| (c) Policy and Finance Committee – 3 rd October 2022 | (p 23– p 28) |
| (d) Community Services Committee – 5 th October 2022 | (p 29 – p 33) |
| (e) Planning Committee – 17 th October 2022 (to follow) | |

8. St Peter’s Church, Marefair and its contribution to the life of Northampton

Cllr purser to give an introduction

Scheduled Upcoming Meetings for information:

Planning Committee – 9th November

Policy and Finance (budget principles) – 14th November

Environmental Services (Budget) – 21st November 2022

Grants Sub-Committee – 28th November (likely to be a meeting of this sub-committee convened before this date)

Planning Committee (budget) – 7th December

Community Services Committee (Budget) – 12th December

Policy and Finance Committee (Budget recommendation) – 9th January 2023

Council (Budget) – 23rd January 2022



Northampton TOWN COUNCIL

FULL COUNCIL MEETING – 5TH SEPTEMBER 2022 MINUTES OF THE COUNCIL MEETING HELD AT 6PM IN THE COUNCIL CHAMBER NORTHAMPTON GUILDHALL

PRESENT: **CHAIR:** Councillor S Hibbert (Deputy Town Mayor)
COUNCILLORS: J Alwahabi, R Ashraf, J Birch, M Brown, N Choudary, R Connolly, G Eales, T Eales
M Hallam, J Fuchshuber, E Haque, K Holland-Delamere, F Ismail, P Joyce, A Kilbride, J Lane
L Marriott, T Miah, B Purser, C Russell, D Soan, A Stevens and W Tarasiewicz
OFFICERS IN ATTENDANCE: Mr S Carter (Town Clerk) & Miss F Barford (Democratic Services Officer)

9. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor D Meredith (Northampton Town Mayor).

10. PUBLIC QUESTIONS/STATEMENT TIME

There were no questions or statements submitted.

11. DECLARATIONS OF INTEREST

No declarations of interests were submitted.

12. MAYOR'S ANNOUNCEMENTS

The Deputy Mayor made attendees aware that the Mayor's Civic Service would take place on 25th September 2022 at All Saints Church and requested that they be in attendance. In addition to the COVID-19 Reflection Service that has been organised in cooperation with the Multi-Faith Forum and that attendees should receive invitations shortly.

The Deputy Mayor noted that the recent election of the new Prime Minister and commented that regardless of political affiliation, we hoped that she succeeded at what was a challenging time. The Deputy Mayor highlighted that he had attended the centenary anniversary dinner for the Northampton Town Football Club and wished the team a successful season.

13. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE ANNUAL MEETING AND MAYOR MAKING HELD ON 16TH MAY 2022

RESOLVED: The Deputy Mayor was authorised to sign the minutes of the Annual Meeting and Mayor Making held on 16th May 2022.

14. TO RECEIVE AND WHERE APPROPRIATE ADOPT THE DECISIONS AS DETAILED IN THE MINUTES OF THE UNDER MENTIONED COMMITTEES

(a) **RESOLVED:** That the minutes of the Planning Committee meeting held on 30th May 2022 be received, approved and adopted.

(b) In presentation of the minutes of the Policy and Finance Committee, Councillor L Marriott made attendees aware of items that had been resolved in relation to the opening of a deposit fund with CCLA

to gain interest on funds as this was not provided within the main Unity Bank account. Furthermore, Councillor L Marriott explained the intention to develop a long-term investment strategy.

RESOLVED: That the minutes of the Policy and Finance Committee meeting held on 6th June 2022 be received, approved and adopted.

- (c) In the presentation of the minutes of the Community Services Committee meeting, Councillor J Birch highlighted to the Council the various community groups it had funded via the Community Grants Scheme and Councillor Community Fund for example the Northampton Association for Youth Clubs, Wall Games and Youth Summit who had received Community Grants to support their projects that ran successfully. Councillor J Birch advised that Councillors had spent £27,000 in the 2022-23 financial year supporting projects within their respective wards moreover, £53,675 had been spent through the Community Grants Schemes that has provided great investment into projects for Northampton Town. Councillor J Birch stated to attendees that there had been some concerns with time sensitive grant applications being delayed payment and that the Grants Sub-Committee had been delegated powers via the Community Services Committee to consider and issue payment for grants that were time sensitive to enable the project to go-ahead as planned.

Councillor J Birch thanked the Events and Projects team on their commitment and work on Town Council supported events such as Northampton Pride, Carnival, Party in the Park, the Town Festival and Show. Councillor C Russell congratulated all those involved with the events across the Town and highlighted how the Town Council had grown with demonstrable benefits to the Town and how the Town Council had developed from its inception in 2021.

Councillor J Birch also made attendees aware that the design for the Memorial Dedicated to Victims of the Pandemic had been dwindled down to two and hopes the final design be confirmed shortly. In addition, they added that work had taken place in partnership with Northants Police to research where the two Town Council funded Bleed Kit cabinets would be installed and the ten kits across wards.

Reference was made to twinning and the fact that the link with Poitiers had been not so strong recently with the French town appearing to not engage as it once did. It was also commented that a virtual twinning with Northampton Massachusetts should be investigated.

In response to a question the Town Clerk explained that Twinning had been passed over on the formation of the town council and was the town council's remit. It was noted that the boundaries were different but that the principle of twinning remained.

It was suggested that the Twining Association be consulted on the current arrangements with the twin towns as Poitiers had sent representatives to TwinFest.

RESOLVED: That the minutes of the Community Services Committee meeting held on 13th June 2022 be received, approved and adopted.

- (d) In presentation of the Environmental Services minutes, Councillor A Stevens highlighted the creation of Bloom Grants that provides community groups up-to £200 that would be deducted from Councillors' Community Funds for creating or renewing greens spaces within their wards.

Councillor Soan explained that during the Environmental Services meeting the Climate Change plan was discussed and that the Mayor's car was a potential issue that could be looked at . The Town Clerk made attendees aware that the Mayor's vehicle was now formally within the ownership of the Town Council and that the Mayor's car and future council vehicles more generally could be considered when the committee considers its position statements at the next meeting.

RESOLVED: That the minutes of the Environmental Services Committee meeting held on 27th June 2022 be received, approved and adopted.

(e) **RESOLVED:** That the minutes of the Planning Committee meeting held on 25th July 2022 be received, approved and adopted.

(f) **RESOLVED:** That the minutes of the Planning Committee meeting held on 17th August 2022 be received, approved and adopted.

15. REQUEST FROM THE NORTHAMPTON MUNICIPAL CHURCH CHARITY FOR THE TOWN COUNCIL TO APPOINT TWO TRUSTEES

The Deputy Mayor explained that The town council had been approached by the Northampton Municipal Church Charity Board asking the council to nominate two representatives to join the board of trustees. The Town Clerk added that the charity met every 4-6 weeks and agendas were circulated prior to these meeting, in addition the board assisted in the assessment for individual and community group grants.

RESOLVED: It was decided through nomination that Councillor K Holland-Delamere be appointed to the Northampton Municipal Church Charity Board of Trustees.

16. CONCLUSION OF ANNUAL EXTERNAL AUDIT

The Town Clerk explained that PKF Littlejohn had concluded the external audit of Northampton Town Council's accounts and had raised no issues. The Town Clerk added that the relevant documents and notices would be added to the website shortly in line with the requirements.

NOTED

MEETING CONCLUDED 6:55PM

ENVIRONMENTAL SERVICES COMMITTEE MEETING – 7th SEPTEMBER 2022

MINUTES OF THE ENVIRONMENTAL SERVICES COMMITTEE HELD ON 7th SEPTEMBER 2022 at 18:00 IN THE COMMITTEE ROOM OF THE TOWN COUNCIL OFFICES, NORTHAMPTON GUILDHALL

PRESENT: Councillor Stevens (Chair), Alwahabi, Ashraf, Brown, Haque, Joyce, Miah and Tarasiewicz

OFFICERS PRESENT: Mr S Carter (Town Clerk), Mrs J Thorneycroft (Assistant Town Clerk) and Miss F Barford (Democratic Services Officer)

9. APOLOGIES

Apologies were submitted by Councillors Soan and Kilbride.

10. DECLARATION OF INTEREST

No declaration of interests was submitted.

11. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD 27TH JUNE 2022

The Chair was authorised to sign the minutes of the previous meeting as a true and accurate record.

12. BLOOM UPDATE

The Assistant Town Clerk advised the Northampton in Bloom was coming to a close and all the baskets would be removed at the end of September and the other planters by the start of October. Overall the project had been a success with positive comments received from residents. Moreover, the Assistant Town Clerk highlighted the work and support provided by Idverde who had watered the 300 planters installed every day without fail during the hot weather. It was posed to Councillors by the Assistant Town Clerk that some of the locations would be need to be reviewed due to some instances of vandalism and a couple of businesses unhappy with their placement however, the majority of the businesses had welcomed the planters.

The Assistant Town Clerk stated that the Northampton in Bloom Working Group have been meeting frequently. The group included representatives from the Northampton BID, Park Wardens and community groups however, Mrs L Hannam-Jones (Events and Projects Officer) had been on boarding new partners as we aspire to compete in the Britain in Bloom in the next two years. It was raised by the Assistant Town Clerk that Mrs L Hannam-Jones had visited Loughborough who have frequently won a gold award for their Bloom and noted that the judges for Britain in Bloom take into consideration a multitude of aspects including cleanliness, moreover Mrs Hannam-Jones also commented the positivity and vibrancy to the town and it is hoped Northampton could achieve this also.

The Assistant Town Clerk raised that the poetry boards to accompany Northampton in Bloom had taken sometime to arrange however, they have been installed on the Market Square and the window stickers with positive messages have been installed into businesses and any items not utilised would be reutilised for next year's Northampton in Bloom.

The Assistant Town Clerk explained the Bloom Grants had gone live and publicized the scheme offers £200 to community groups via the Councillors Community Fund for floral installations within their local area.

A Councillor praised that planters placed within St James and suggested that next year additional could be placed on the square and another Councillor suggested that some planters be placed on Broadway East. The Assistant Town Clerk explained she would consult Councillors again prior to the installation of Northampton in Bloom 2023 about locations within their wards.

In response to a question posed by a Councillor, the Assistant Town Clerk explained that Veolia were responsible for litter and waste management and have not been utilised for maintaining the planters this year however, they are part of the Northampton in Bloom Working Group and would provide them with the feedback received. The Assistant Town Clerk explained the locations of planters that had been moved or vandalised may not be considered in future planning to prevent this occurring again.

The Assistant Town Clerk explained in response to a question posed, that Councillors Birch, Stevens, Kilbride and Ashraf were on the Northampton in Bloom Working Group.

The Assistant Town Clerk explained that the collection of planters would commence from the end of September and that Idverde stop watering the planters a week prior to ensure they are light enough to be handled safely. In response to a question, the Assistant Town Clerk explained that next year it would be hoped the planters would be more sustainable and encourage biodiversity across Northampton Town Council's wards. In response to a question about community groups refilling the planters, the Assistant Town Clerk explained the planters were hired via Plantscape and would be removed at the end of Northampton in Bloom however, we have one planter within Northampton Town Council's ownership that could be used.

In response to a question posed, the Assistant Town Clerk explained that the planters were distributed fairly across all wards however, the placement of more planters within Castle and other wards could be reviewed for next year (2023). Moreover, it was highlighted by the Assistant Town Clerk that Northampton in Bloom was transferred via the Environmental Services contract that was formerly hosted by West Northamptonshire Council and was used to implement Northampton in Bloom 2022.

A Councillor raised that some of the planters were placed to prevent fly tipping and this had worked well in some areas and no in others.

Officers were thanked for their fantastic work on the bloom project.

NOTED

13. CLIMATE CHANGE FORUM

It was explained by the Chair that Northampton Town Council had contacted other parish councils within Northamptonshire to gain further momentum to dissipate the effects of climate change

within the county and had received some responses so far and hope to receive more once full council meetings had been held. Moreover, it was stated that the Climate Change Cafes had run successfully and evolved with the hopes of hosting an exhibition at the Grosvenor Centre in January 2023 and Claire (Climate Change Forum volunteer) would host a Climate Change Hub on 22nd October 2022 at Weston Favell Shopping Centre. Moreover, the Climate Change Forum's webpage and social media channels would be refreshed and planning for this was underway.

The Chair explained that the planter on Abington Street could be maintained with the help of a local shop owner who confirmed they would be happy to water it and would wait for a response from a West Northamptonshire Council representative on whether authorisation could be granted to place a sustainable planter there.

It was raised by a Councillor the importance of Northampton Town Council review and reduce our carbon emissions and environmental impact to be an example for other councils. The Chair raised that it had been discussed with the Town Clerk that an emissions reduction strategy be considered and implemented. It was also raised by a Councillor that the Mayor's car was an area that carbon emissions could be reduced and that the committee or sub-group consider the parameters and a strategy for replacing the Mayor's car with something eco-friendlier.

The Town Clerk made members aware that Northampton Town Council had litter picking equipment for roughly 20 to 30 people and had been utilised by Councillors already to host litter picks within their wards. The Assistant Town Clerk added that if a litter pick was planned a form needs to be completed and returned to Veolia to ensure they are aware and can collect the litter. In response to a question, the Assistant Town Clerk explained that pink bags were used when litter picking rather than the standard black or green.

A councillor highlighted they had created a hashtag campaign of *'not clean not green'* and hoped that others would use this to highlight waste management problems in West Northamptonshire Council and it was explained pictures had been taken of hotspots and posted online to encourage it to be collected. The Assistant Town Clerk explained there is an app in which photos of litter or fly-tipping can be captured and sent across to the relevant department at West Northamptonshire Council.

NOTED

14. POSITION STATEMENTS

Attached to the agenda was a report to introduce the topic and review what members of the Environmental Services Committee wanted to focus on and create position statements. For example, the previous Northampton Borough Council created plans and strategies for example, the Low Emission Plan and Annual Air Quality Review. It was highlighted by a Councillor that Northampton Town Council are small however that should not discourage or impact the difference we can make.

A Councillor explained that West Northamptonshire Council had focused and planned to do a Tree Strategy that will be reviewed by the Overview and Scrutiny Committee. Regulatory Services were also drafting a Fly-tipping strategy. The Assistant Town Clerk added that she attended a

meeting regarding fly posting as we had received some complaints about it occurring in the Abington Area.

The Chair requested committee members' views on position statement or issues they think should be discussed. In response a Councillor asked if these would be reviewed annually and how we would measure progress. It was suggested by a councillor whether a statement could be issued on behalf of the Committee. The Assistant Town Clerk asked whether Northampton Town Council's role be similar to the Business Improvement District by applying pressure on the principal authority to improve and ensure services be completed. The Town Clerk explained that our primary role would be to work in partnership and encourage the principle local authority are working effectively and hold them accountable for example, if any assets were purchased or events in the future are done sustainably and eco-friendly. The Chair explained that if West Northamptonshire Council's strategies were published it would create framework that we could use to work in tandem with the principal local authority. A Councillor suggested, that we could also write and make suggestions to West Northamptonshire Council on what could be done to improve the environment and air quality in the town.

The Assistant Town Clerk raised as the largest Town Council that we create a forum with other parish councils to discuss green issues. The Town Clerk explained we have some powers and other parish councils do hire people who focus on litter and street cleaning. In addition, the Town Clerk could complete an audit on the eco-friendly nature of events for example, a weighting on procurement be introduced.

It was agreed to discuss this further at a future meeting and that the town clerk look at working in partnership with other councils on some sort of forum.

15. NEXT MEETING

The Chair explained it was hoped that an Environmental Services be held within a community venue to engage local residents and gain some understanding on environmental issues pertinent to them. A Councillor raised that there are a few venues within Castle ward that could be utilised for this. It was suggested by Councillors that this be planned with enough time to complete leafletting through local resident's doors and promotion via social media to ensure a good turnout. It was raised by the Town Clerk that the next meeting scheduled was for budget-setting and this may not be an appropriate meeting to host in the community due to the nature of the discussion. A Councillor suggested whether an extraordinary meeting be held to accommodate this community meeting and enable the discussion to solely focus on environmental services and issues.

MEETING CONCLUDED 19:15



Northampton TOWN COUNCIL

PLANNING COMMITTEE – 26TH SEPTEMBER 2022

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 26TH SEPTEMBER 2022 AT 6PM HELD IN THE NORTHAMPTON TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillor Stevens (Substitute Chair), Ismail, Miah, Brown and Fuchshuber

OFFICERS PRESENT: Mr S Carter (Town Clerk) and Miss F Barford (Democratic Services Officer)

16. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Connolly (Chair), Russell (Deputy Chair), Meredith, Choudary, Haque, Purser and Lane.

17. ELECTION OF A CHAIR

Due to both the Chair and Deputy Chair submitting apologies of absence, it was proposed and **RESOLVED** by the committee that Councillor Stevens chairs this planning meeting.

18. DECLARATIONS OF INTEREST

No declarations of interest were submitted.

19. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 17TH AUGUST 2022

The Substitute Chair was authorised to sign the minutes of the previous meeting as a true and accurate record.

20. PLANNING APPLICATIONS – TO CONSIDER PLANNING APPLICATIONS FOR THE PARISH OF NORTHAMPTON AS NOTIFIED BY WEST NORTHAMPTONSHIRE COUNCIL (THE PLANNING AUTHORITY)

Application No	Site Address and Proposal	Comments
1. WNN/2022/0908	Land At Spinney Hill Road, -, Northampton, Northamptonshire Prior Notification of installation of 15m high slim-line monopole, supporting 6no antennas with 1no wraparound equipment cabinet at the base, 2no equipment cabinets, 1no electric meter cabinet and ancillary development thereto, including the installation of a GPS module	Northampton Town Council made no comment on this application
2. WNN/2022/0566	21 Portland Place, -, Northampton,	Northampton Town Council made

- | | | |
|-----------------------------------|---|--|
| | Northamptonshire, NN1 4DH | no comment on this application |
| | Garden shed/outbuilding for storage purpose and installation of back gate | |
| 3. WNN/2022/0851
WNN/2022/0851 | 100 Westone Avenue, -, Northampton, Northamptonshire, NN3 3JQ | |
| | Single storey and two storey rear extension and removal of chimney. | |
| 4. WNN/2022/0827 | Land Off Notre Dame Mews, -, Northampton, Northamptonshire | Northampton Town Council made no comment on this application |
| | 6no apartments (including 3no 2 bedroom apartments and 3no 1 bedroom apartments) with amenity space and cycle storage | |
| 5. WNN/2022/0844 | 27 Bloomsbury House Guildhall Road, -, Northampton, Northamptonshire | Northampton Town Council made no comment on this application |
| | Listed Building Consent Application for removal of existing access control panel to the Rotunda entrance on Guildhall Road and installation of blanking plate over the existing opening and new control panel, with adjustments to main entrance door to the same to fit up to 2no concealed maglocks to provide additional security | |
| | Details | |
| 6. WNN/2022/0841 | 41 43 Baitul Mamur Jami Masjid And Bangladeshi Islamic Centre Argyle Street, -, Northampton, Northamptonshire, NN5 5LJ | Northampton Town Council made no comment on this application |
| | Alterations and extensions to existing mosque, including increasing building height and alterations to front elevation with two storey extension, single storey rear extension and new lightwells to basement | |
| 7. WNN/2022/0852 | 2 Cordon Close, -, Northampton, Northamptonshire, NN3 8PG | Northampton Town Council made no comment on this application |
| | Two storey side extension and detached annex | |
| 8. WNN/2022/0828 | University Of Northampton Avenue Campus St Georges Avenue, -, Northampton, Northamptonshire | Northampton Town Council made no comment on this application |
| | Variation of Conditions 4, 22, 26, 27 and 32; and remove Conditions 12 and 31 of planning permission N/2016/0810 as amended by WNN/2021/0582 (Hybrid application for up to 170 new dwellings in total including outline application for the demolition and conversion of existing university buildings and the erection of new buildings to provide residential accommodation (Use Class C3) of up to 104 units and associated car parking (including reconfiguration of Newton Building car park), landscaping and open space (all matters reserved except access) | |

	and full application for the part demolition, conversion and extension of the Maidwell Building to provide 66 new dwellings together with access and parking) to replace approved plans; changes to housing mix, highway layout, landscaping, parking and vehicle access, vehicle charging point and pedestrian crossings	
9. WNN/2022/0858	3 Thistleholme Close, -, Northampton, Northamptonshire, NN2 7LH Single storey front porch and rear extension	Northampton Town Council made no comment on this application
10. WNN/2022/0847	Opus House Anglia Way, -, Northampton, Northamptonshire, NN3 6JA Erection of buildings for Use Classes E(g)(iii), B2 and B8 with ancillary offices, together with means of access, servicing, car parking, landscaping and associated works	Northampton Town Council made no comment on this application
11. WNN/2022/0829	Grosvenor Casino Regent Street, -, Northampton, Northamptonshire, NN1 2LA Cosmetic alterations to building envelope, new car park entrance portal, and new louvre guarding to part of roof perimeter	Northampton Town Council made no comment on this application
12. WNN/2022/0848	3 Langham Place, -, Northampton, Northamptonshire, NN2 6AA Change of Use from Dwellinghouse (Use Class C3) to Residential Apartments (Use Class C3) to create 5no one bedroom and 1no two bedroom, including modifications to front lightwells and conversion of rear garage into 1no one bedroom residential dwelling (Use Class C3)	It was commented by Planning Committee members that the proposed development caused concerns in relation to highways issues on an already busy road.
13. WNN/2022/0849	51 St Matthews Parade, -, Northampton, Northamptonshire, NN2 7HE Change of Use from 2no 5-bed Houses in Multiple Occupation (Use Class C4) to 4no one-bed Apartments and 2no Studios (Use Class C3)	Northampton Town Council made no comment on this application
14. WNN/2022/0830	254 Wellingborough Road, -, Northampton, Northamptonshire, NN1 4EJ New sheltered smoking and seating area to rear garden with amendments to existing fire escape stair and rear fenestration	Northampton Town Council made no comment on this application
15. WNN/2022/0856	88 Bush Hill, -, Northampton, Northamptonshire, NN3 2PG New two storey block comprising 4no flats	It was commented by Planning Committee members that the proposed development could cause and exacerbate highway issues in relation to parking.
16. WNN/2022/0866	1 Kenmuir Gardens, -, Northampton, Northamptonshire, NN2 7EA Two storey and single storey rear extension	Northampton Town Council made no comment on this application

- | | | |
|--------------------------|---|--|
| 17. WNN/2022/0861 | Riverside House Bedford Road, -, Northampton, Northamptonshire, NN1 5NX
Change of Use from Existing Renal Units (Use Class E) to 12no Affordable Apartments (Use Class C3) including Bin Storage and Cycle Storage | Northampton Town Council made no comment on this application |
| 18. WNN/2022/0868 | Land Rear Of 158-164 Kingsthorpe Grove, -, Northampton, Northamptonshire
Construction of 3no two-storey terraced houses with new private driveway, associated landscaping, parking and enclosures (Resubmission of application N/2019/0986 including documentation approved under application WNN/2021/0208) | Northampton Town Council made no comment on this application |
| 19. WNN/2022/0893 | Mcdonalds Drive Thru Billing Brook Road, -, Northampton, Northamptonshire, NN3 8YU
Installation of 2no rapid electric vehicle charging stations within the car park, with 3no existing parking spaces to become EV charging bays, along with associated equipment | Northampton Town Council made no comment on this application |
| 20. WNN/2022/0897 | 104 The Vicarage Semilong Road, -, Northampton, Northamptonshire, NN2 6EX
Demolition of existing single and two storey building and construction of new two storey building to consist of 10no Residential Units (3no one bed and 7no two bed) with car park access, refuse store and car park | Northampton Town Council made no comment on this application |
| 21. WNN/2022/0869 | 16 Westfield Booth Lane South, -, Northampton, Northamptonshire, NN3 3EP
Raising of roof and eaves by 500mm, new window to utility, small front porch and new window design to window above front porch and bay windows above existing ground floor bay windows on the front (Previous application approved WNN/2021/1121) | Northampton Town Council made no comment on this application |
| 22. WNN/2022/0898 | 51 Gold Street, -, Northampton, Northamptonshire, NN1 1RA
Part demolition and adaptation of existing first floor and addition of two further floors for 14no flats and retention of Class E ground floor and basement | Northampton Town Council made no comment on this application |
| 23. WNN/2022/0892 | Nationwide Building Society Kings Park Road, -, Northampton, Northamptonshire, NN3 6NW
Addition of 2no small AC condenser units onto structural slab of roof area three storeys above ground level, plus surface mounted containment with pipework and cables runs from the condensers up to the lift | Northampton Town Council made no comment on this application |

motor room above

- | | | |
|--------------------------|---|--|
| 24. WNN/2022/0912 | British Telecom Kingsfield Way, -, Northampton, Northamptonshire, NN5 7RD
Provision of secure storage compound within the grounds of Northampton Telephone Engineering Centre, to house 2no 3m containers with materials and equipment in support of the local telecoms infrastructure network | Northampton Town Council made no comment on this application |
| 25. WNN/2022/0914 | 48 Thatchwell Court, -, Northampton, Northamptonshire, NN3 9DH
Change of Use from House in Multiple Occupation (Use Class C4) to Children's Home (Use Class C2) | Northampton Town Council made no comment on this application |
| 26. WNN/2022/0907 | 32 Dulverton Road, -, Northampton, Northamptonshire, NN3 3AZ
Two storey rear extension, two storey front extension, new garage (for 2no cars) and associated external and internal alterations | Northampton Town Council made no comment on this application |
| 27. WNN/2022/0927 | Telephone Box Opposite No 8 The Parade, -, Northampton, Northamptonshire
Removal of existing BT Phone Box and installation of a proposed replacement BT Street Hub and associated display of advertisement to both sides of the unit | Northampton Town Council made no comment on this application |
| 28. WNN/2022/0916 | 30 Cowper Street, -, Northampton, Northamptonshire, NN1 3QR
Single storey rear extension | Northampton Town Council made no comment on this application |
| 29. WNN/2022/0917 | 4 Foxhill House Hamlet Green, -, Northampton, Northamptonshire, NN5 7AR
Erection of single-storey, oak-framed annexe attached to garage following removal of covered entertainment area | Northampton Town Council made no comment on this application |
| 30. WNN/2022/0933 | 19 Marefair, -, Northampton, Northamptonshire, NN1 1SR
Change of Use from Art Gallery (Use Class F1) to Beauty Salon (Sui Generis) | Northampton Town Council made no comment on this application |
| 31. WNN/2022/0936 | Fairfields School Trinity Avenue, -, Northampton, Northamptonshire, NN2 6JN
Replacement of conservatory roof | Northampton Town Council made no comment on this application |
| 32. WNN/2022/0937 | 16 Holmecross Road, -, Northampton, Northamptonshire, NN3 8AW
Change of Use from Dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4) for 5 occupants (Retrospective) | Northampton Town Council made no comment on this application |
| 33. WNN/2022/0942 | 94 Loyd Road, -, Northampton, Northamptonshire, NN1 5JA
Replacement of existing garage with new dwelling, including two storey extension to | Northampton Town Council made no comment on this application |

existing dwelling

- | | | |
|--------------------------|--|--|
| 34. WNN/2022/0945 | 26 Abbots Way, -, Northampton, Northamptonshire, NN5 5DB
New one bedroom house on land adjacent to 26 Abbots Way | Northampton Town Council made no comment on this application |
| 35. WNN/2022/0926 | 48 Thornfield, -, Northampton, Northamptonshire, NN3 8QR
Single storey front and side extension | Northampton Town Council made no comment on this application |
| 36. WNN/2022/0919 | 17 Holly Road, -, Northampton, Northamptonshire, NN1 4QL
Change of Use from House in Multiple Occupation for 6 occupants (Use Class C4) to House in Multiple Occupation for 7 occupants (Sui Generis) | Northampton Town Council made no comment on this application |
| 37. WNN/2022/0713 | 31 Abington Square, -, Northampton, Northamptonshire, NN1 4AE
11no apartments and associated refuse and cycle storage | Northampton Town Council made no comment on this application |
| 38. WNN/2022/0835 | 1 Uppingham Street, -, Northampton, Northamptonshire, NN1 2PG
Change of Use to accommodate 4no self-contained flats, including two storey side extension | Northampton Town Council made no comment on this application |
| 39. WNN/2022/0931 | 71 Wheatfield Road, -, Northampton, Northamptonshire, NN3 2NE
Single storey rear extension | Northampton Town Council made no comment on this application |
| 40. WNN/2022/0941 | 10 Annesley Close, -, Northampton, Northamptonshire, NN3 3HD
New garage as part of garage block to replace similar garage demolished as a result of a fire | Northampton Town Council made no comment on this application |
| 41. WNN/2022/0930 | 3 Greenway Avenue, -, Northampton, Northamptonshire, NN3 6JP
Single storey rear extension and conversion of detached double garage to granny annexe | Northampton Town Council made no comment on this application |
| 42. WNN/2022/0773 | 29 Lorraine Crescent, -, Northampton, Northamptonshire, NN3 6HW
Single story rear extension together with hip to gable roof conversion and installation of front and rear dormer extensions. | Northampton Town Council made no comment on this application |
| 43. WNN/2022/0785 | 9 Harlestone Road, -, Northampton, Northamptonshire, NN5 7AE
Outline Planning Application for replacement of existing buildings with new to form 6no Flats with courtyard and parking | Northampton Town Council made no comment on this application |
| 44. WNN/2022/0955 | Albion Stable Block Foundry Street, -, Northampton, Northamptonshire
Change of Use from Stables (Sui Generis) to Office/Studio Space (Use Class E) | Northampton Town Council made no comment on this application |
| 45. WNN/2022/0957 | 74 St Thomas House St Giles Street, -, | Northampton Town Council made |

	Northampton, Northamptonshire, NN1 1JW	no comment on this application
	Listed Building Consent Application to replace rear timber casement windows with uPVC	
46. WNN/2022/0953 WNN/2022/0954	55 57 Oriel House Sheep Street, -, Northampton, Northamptonshire, NN1 2NE	Northampton Town Council made no comment on this application
	Change of Use of existing building from Offices (Use Class E) to Residential Use for 20no Apartments (Use Class C3), together with 8no parking spaces to rear and areas for cycle parking and bin storage	
47. WNN/2022/0905	Land Rear Of 371 To 373 Billing Road East, -, Northampton, Northamptonshire	Northampton Town Council made no comment on this application
	New dwelling	
48. WNN/2022/0961	30 Fullingdale Road, -, Northampton, Northamptonshire, NN3 2QA	Northampton Town Council made no comment on this application
	Porch extension, two storey side extension, single storey rear extension and loft conversion	
49. WNN/2022/0962	227 Wellingborough Road, -, Northampton, Northamptonshire, NN1 4EF	Northampton Town Council made no comment on this application
	Change of Use from existing Off-License/Bar (Sui Generis to include Cafe (Use Class E), to include amendments to opening hours to be Cafe 9.00 to 23.00 daily and Off Licence & Bar 10.00 to 23.00 daily	
50. WNN/2022/0963	32A St Andrews Healthcare Berkeley Close, -, Northampton, Northamptonshire, NN1 5BJ	Northampton Town Council made no comment on this application
	Change of Use from Care Home (Use Class C2) into 16no Specialist Supported Living Apartments (Use Class C3b)	
51. WNN/2022/0964	Northgate School Kingsthorpe Road, -, Northampton, Northamptonshire, NN2 6NH	Northampton Town Council made no comment on this application
	Erection of new teaching block, to include 6no classrooms, 3no small group rooms, 1no small office, toilet facilities, hygiene room, new MUGA pitch and an extended new car parking area	
52. WNN/2022/0974	Land At Lingswood Park, -, Northampton, Northamptonshire	Northampton Town Council made no comment on this application
	Prior Notification of 5G 17m telecoms installation, H3G street pole and additional equipment cabinets	
53. WNN/2022/0975	Land Opposite 47 East Park Parade, -, Northampton, Northamptonshire	Northampton Town Council made no comment on this application
	Prior Notification of 5G 18m telecoms installation, H3G street pole and additional equipment cabinets	
54. WNN/2022/0922	48 Abington Park Crescent, -, Northampton, Northamptonshire, NN3 3AD	Northampton Town Council made no comment on this application
	Construction of single storey garage	

55. WNN/2022/0971 WNN/2022/0970	78 82 Derngate, -, Northampton, Northamptonshire, NN1 1UH Listed Building Consent Application for the installation of roof top plant and noise enclosures to the 78 Derngate Trust's Visitor Centre, 82 Derngate, Northampton	Northampton Town Council made no comment on this application
56. WNN/2022/0965	1 Rushmere Road, -, Northampton, Northamptonshire, NN1 5RZ Garage conversion	Northampton Town Council made no comment on this application
57. WNN/2022/0973	21 23 Drapery, -, Northampton, Northamptonshire, NN1 2ET Conversion of rear of 21-23 Drapery into 4no residential units	Northampton Town Council made no comment on this application
58. WNN/2022/0981	24 Clumber Drive, -, Northampton, Northamptonshire, NN3 3NX Single storey rear extension together with internal alterations	Northampton Town Council made no comment on this application
59. WNN/2022/0980	Footpath Adjacent To 18 Market Square, -, Northampton, Northamptonshire Removal of existing BT Phone Box and installation of replacement BT Street Hub and associated display of advertisement to both sides of the unit	Northampton Town Council made no comment on this application
60. WNN/2022/0983	Ardington House Wellingborough Road, -, Northampton, Northamptonshire, NN1 4EX Garage conversion and extension to form Annex to existing Care Home	Northampton Town Council made no comment on this application
61. WNN/2022/0819	4 Sheep Street, -, Northampton, Northamptonshire, NN1 2LU Change of Use from Retail (Use Class E) to Hot Food Takeaway (sui generis), with installation of new shop front and roller shutter	Northampton Town Council made no comment on this application
62. WNN/2022/0864	43 Overstone Road, -, Northampton, Northamptonshire, NN1 3JL Single storey rear extension	Northampton Town Council made no comment on this application
63. WNN/2022/0789	54 Billing Road, -, Northampton, Northamptonshire, NN1 5DB Change of Use from Older Persons Support Services/Drop In Centre (Use Class E) to Residential Dwelling (Use Class C3)	Northampton Town Council made no comment on this application
64. WNN/2022/0172	42 48 Abington Street, -, Northampton, Northamptonshire, NN1 2AP Conversion of existing Ground Floor Retail Unit (Use Class E) into 3no Retail Units (Use Class E) and part demolition and conversion of First and Second Floors into 30no Residential Units (Use Class C3) with access from front and rear, to include erection of mansard roof at front part of building and extension at rear part of building	Northampton Town Council made no comment on this application

65. WNN/2022/0756	218 Abington Avenue, -, Northampton, Northamptonshire, NN1 4PR Change of Use from House in Multiple Occupation for 6 occupants (Use Class C4) into House in Multiple Occupation for 7 occupants (Use Class Sui Generis)	Planning Committee members commented that the proposed development would exacerbate the highway and parking issues within this area. It is also noted that this proposal does not provide each room with a shower and toilet room. NTC believe that this should be a minimal requirement for all HMO's in the town.
66. WNN/2022/0992	214 Kettering Road, -, Northampton, Northamptonshire, NN1 4BN Change of Use of First and Second Floor Offices (Use Class E) to 2no Flats (Use Class C3) including Second Floor rear extension, with retention of Shop on Ground Floor	Northampton Town Council made no comment on this application
67. WNN/2022/0994	16 Longueville Court, -, Northampton, Northamptonshire, NN3 8HJ Change of Use from Dwellinghouse (Use Class C3) to House in Multiple Occupation for 6 occupants (Use Class C4)	Northampton Town Council made no comment on this application
68. WNN/2022/0857	30 Honeysuckle Way, -, Northampton, Northamptonshire, NN3 3QE Outline Planning Application, with some matters reserved, for 2no detached dwellings on land to the rear of 30 Honeysuckle Way	Northampton Town Council made no comment on this application
69. WNN/2022/0996	Dallington Grange Mill Lane, Kingsthorpe, Northampton, Northamptonshire, NN5 7PZ Reserved Matters Application (Access, Appearance, Landscaping, Layout and Scale) pursuant to Outline Planning Permission N/2014/1429 for 329no Units on Phase 1 at Dallington Grange SUE	Northampton Town Council made no comment on this application
70. WNN/2022/0792	Land Rear Of 2 Pinewood Road, -, Northampton, Northamptonshire New detached two bedroom bungalow	Northampton Town Council made no comment on this application
71. WNN/2022/1005	90 Duke Of York Public House Salisbury Street, -, Northampton, Northamptonshire, NN2 6BS Change of Use of Existing Retail Shop (Historical Pub) (Use Class E) to Restaurant (Use Class E), including installation of extraction flue system to rear side	Northampton Town Council made no comment on this application
72. WNN/2022/1009	23 Merthyr Road, -, Northampton, Northamptonshire, NN5 7BT Single storey front porch, part single storey / part two storey rear extension and two storey side extension Details	Northampton Town Council made no comment on this application
73. WNN/2022/1012	175 Wellingborough Road, -, Northampton,	Northampton Town Council made

	WNN/2022/1012	Northamptonshire, NN1 4DX Single storey rear extension, three storey infill side extension and new roof for part of the single storey extension (Retrospective)	no comment on this application
74.	WNN/2022/0997	Fire Brigade Divisional H Q Upper Mounts, -, Northampton, Northamptonshire, NN1 3DN Listed Building Consent Application for internal refurbishment of existing welfare facilities on the mezzanine and first floors - WC and showers	Northampton Town Council made no comment on this application
75.	WNN/2022/0999	10 15 David Niven House Notre Dame Mews, -, Northampton, Northamptonshire, NN1 2BG Change of Use from Offices (Use Class E(g-i) to an Educational Facility (Use Class F1a)	Northampton Town Council made no comment on this application
76.	WNN/2022/1013	175 Wellingborough Road, -, Northampton, Northamptonshire, NN1 4DX Extension to Basement of 175 Wellingborough Road and merging of 171, 173 and 175 Wellingborough Road at Basement and Ground Floor levels, with the subdivision of 175 Wellingborough Road into 2no separate units and changes to shopfront	Northampton Town Council made no comment on this application
77.	WNN/2022/1007	8 Churchill Avenue, -, Northampton, Northamptonshire, NN3 6NY Single storey side extension to detached bungalow	Northampton Town Council made no comment on this application
78.	WNN/2022/1015	26 Kealdale Road, -, Northampton, Northamptonshire, NN3 6BS Two storey rear extension	Northampton Town Council made no comment on this application
79.	WNN/2022/1037	Land At Blackthorn Road, -, Northampton, Northamptonshire Prior Notification of 5G telecoms upgrade to the existing EE/H3G 11.79m High SW Trisector Pole with proposed EE/H3G 17.50m High Phase 7 Monopole complete with Wraparound Cabinet to be installed on root foundation and associated ancillary works	REJECTED The Planning Committee voted to reject the proposed development as it was not keeping with the area, inappropriate placement due to the close proximity to the properties and the overbearing nature of the monopole. It was raised there are better locations nearby that do not encroach on neighbouring properties.
80.	WNN/2022/1022	53 St James Mill Road, -, Northampton, Northamptonshire, NN5 5JP Change of Use from Warehouse (Use Class B8) to Car Repair Centre (Use Class B2) with associated minor external alterations	Northampton Town Council made no comment on this application
81.	WNN/2022/1017	188 Hazeldene Road, -, Northampton, Northamptonshire, NN2 7ND Removal of existing asbestos sheet roof over Garage and replacement with new lean-to tiled roof	Northampton Town Council made no comment on this application

82. WNN/2022/1014	<u>67 69 Weedon Road, -, Northampton, Northamptonshire, NN5 5BG</u> Change of Use from Bank (Use Class E) to Restaurant and Takeaway (Sui Generis) on Ground Floor and 1no Flat on the First Floor (Use Class C3)	Northampton Town Council made no comment on this application
83. WNN/2022/1024	<u>42 Nether Jackson Court, -, Northampton, Northamptonshire, NN3 8QF</u> Change of Use from Dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4) for 6 occupants	Northampton Town Council made no comment on this application
84. WNN/2022/1019	<u>42 Norman Road, -, Northampton, Northamptonshire, NN3 2SG</u> Single storey rear extension	Northampton Town Council made no comment on this application
85. WNN/2022/1031 <u>WNN/2022/1034</u>	<u>3 Drop In Youth Centre Kingswell Street, -, Northampton, Northamptonshire, NN1 1PP</u> Two storey side extension to original main building and associated internal alterations to existing building to suit extension and new arrangement	Northampton Town Council made no comment on this application
86. WNN/2022/0223	<u>81 83 Broadmead Avenue, -, Northampton, Northamptonshire, NN3 2RA</u> Single storey rear extension to the shop with external individual access to the apartment above the shop	Northampton Town Council made no comment on this application
87. WNN/2022/1042	<u>15 Twyford Close, -, Northampton, Northamptonshire, NN3 9HR</u> Single storey side return extension	Northampton Town Council made no comment on this application
88. WNN/2022/1044	<u>48 Broadway, -, Northampton, Northamptonshire, NN1 4SQ</u> Single storey side extension and internal alterations	Northampton Town Council made no comment on this application
89. WNN/2022/1043	<u>22 South Oval, -, Northampton, Northamptonshire, NN5 7LE</u> Demolition of existing conservatory and erection of new larger conservatory	Northampton Town Council made no comment on this application

21. ITEMS FOR CONSIDERATION FOR THE NEXT AGENDA

No items were put forward under this agenda item.

MEETING CONCLUDED: 6:36PM

X

Minutes of the Policy and Finance Committee Meeting held on Monday 3rd October 2022 at 18:00 in the Town Council Committee Room

IN ATTENDANCE: Cllrs Marriott (Chair), Birch, Connolly, Hallam, Hibbert, Holland-Delamere, Kilbride, Purser, Russell

OFFICERS IN ATTENDANCE: J Thorneycroft (Assistant Town Clerk) and C Maclellan (Finance Officer)

12. Apologies for Absence

Apologies were received from Cllrs Alwahabi, Tarasiewicz, Stevens, T Eales, G Eales and S Carter (Town Clerk)

13. Declarations of Interest

Cllr M Hallam declared a non-pecuniary interest in minute 25 as he sits on the West Northants panel.

14. To authorise the Chair to sign the minutes of the last meeting and ask questions as to the progress of any item

RESOLVED: The Chair was authorised to sign the minutes from 6th June 2022.

15. To receive the minutes of the Accounts Sub-Committee meetings for information, held 13th June 2022

There was no comment on the minutes.

To receive the minutes of the Accounts Sub-Committee meetings for information, held 14th July 2022

Cllr Birch commented on a payment relating to advertising and publicity listed under Public Events. In response the Finance Officer confirmed she is working to introduce an account code for advertising and marketing under Public Events.

To receive the minutes of the Accounts Sub-Committee meetings for information, held 15th August 2022

Cllr Kilbride asked if the Bands in the Park project could be extended into October and enquired why varying amounts had been paid to the bands taking part. The Assistant Town Clerk responded that the weather at this time of the year must be taken into account, also extra funding would be required if the project was to be extended. The cost of the bands depends upon the number of band members/experience etc.

To receive the minutes of the Accounts Sub-Committee meetings for information, held 12th September 2022

Cllr Birch commented that the Central Administration costs will need to be reviewed due to the increased costs of inflation.

16. Notes of the Civic Matters Working Group

The Chair of the meeting thanked the members of staff who had worked hard to make the evening of thanks to Brian W. Sargeant a success on Saturday 1st October. Staff were also thanked for their hard work on the forthcoming Remembrance Sunday, this was seconded by Cllr Hallam.

Cllr Russell thanked Cllr Marriott on his work with the Civic and Mayoralty Officer on his input into Remembrance Sunday.

Cllr Birch informed the committee that Cllr Jonathan Nunn and Cllr Adam Brown (WNC) had verbally agreed to the Twinning Association using the Marburg Room in the Guildhall and that Cllr Birch would get written confirmation of this.

17. Options on the replacement of councillor's civic robes

It was noted that the Civic Matters Working Group had recommended that the council replace the councillors' blue robes which had been assessed and were in a poor condition. They were beyond repair and were thought to be about 50 years old.

Robes – Only 1 set of costings were submitted at the time of the meeting, second and third quotes had been requested but had not arrived in time.

It was agreed that this item would come back to the committee once the further two quotes were obtained.

18. Budget report as of end of September 2022

The Finance Officer suggested that the members review the budget and ask any questions or items they needed clarity on.

Cllr Hallam requested clarity that the overall budget is £1.7 million and the unspent value of £922k is correct. The Finance Officer confirmed that was the case at the time the papers were submitted.

Cllr Hallam asked the Finance Officer to advise how much money we were likely to spend in the next 6 months, the Finance Officer responded that NTC are half way through the year and have spent approximately half the money, budgeting and spending is monitored at the accounts subcommittee on a monthly basis, a much clearer picture of the annual spend will be available in the last quarter of the year.

Clerk's note: *A proportion of the budget has to be earmarked to support future events when funds are no longer coming through via WNC at the end of year 3.*

A question was raised that the climate emergency budget had not been spent and how likely was it that the budget would be appropriately allocated by the end of the year. In response to that question the Assistant Town Clerk said each committee would be meeting shortly as part of the budget setting timetable to review their 2022/23 expenditure and would be preparing a forecast for 2023/24.

It was noted that further work and understanding was required for the Allotments service.

Cllr Birch stated she was pleased to have received a thank you card for the Town Councils efforts relating to the Northampton in Bloom project.

Under Public Events it was highlighted that more realistic numbers were required, the Community Services committee will be meeting shortly to prepare a forecast for next year.

19. Budget timetable 2023/24

The budget setting timetable was detailed to the committee.

Date	Event
TBC	Informal meeting of the Committee Chairs and Vice Chairs to go through the budget and consider initial draft undertaken by officers
14 th November	Policy and Finance Committee (Budget Principles) – Initial opportunity for the Policy and Finance Committee to finalise the principals of the budget
21 st November	Environmental Services Committee – To put forward their recommended budget for the headings managed by that committee
TBC	WNC inform town and parish councils of the initial tax base calculation
7 th December	Planning Committee – To put forward their recommended budget for the heading managed by that committee
12 th December	Community Services Committee – To put forward their recommended budget for the heading managed by that committee
9 th January 2023	Policy and Finance Committee (Budget recommendation) – To consider all the recommendations from the committees and make submit a final budget to council
23 rd January	Council – To approve the final budget and therefore set the precept requirement that West Northants Council (the precepting authority) collect on the Town Council’s behalf

Before the end of Jan Formally submit the precept requirement to WNC

The Finance Officer suggested that where the Chairs and Deputy chairs of the Council’s committees were present to please note the dates of the budget timetable.

The Chair suggested that Cllr Hallam be involved.

NOTED

20. Town Council Strategy Update

A discussion took place around the Town Council strategy. It was reported that the group delegated to lead this had appointed James Corrigan to undertake the work. the following comments were made:

It was commented that the council itself should lead on setting and could undertake this work themselves, he suggested it might be an option to contact NCALC for advise and the wards outside the town centre should not be forgotten.

Recommended: The Town Clerk to provide a background as to why a consultancy service is required.

Clerk's note: At the previous meeting the clerk set out the reasons for appointing a consultancy, these being resource, expertise, independence etc and this was agreed by the committee. Advice was taken from NCALC on this too.

The minute is pasted below for reference:

The Town Clerk explained that the council was now a year in and the development of a strategy/vision was essential in order to progress forward. The strategy would aid both councillors and officers as we progressed.

There were a number of elements to consider, the first being whether to do the plan in-house or with the help of a consultant. It was explained that a consultant could be used just to launch the process, or to manage the whole thing and deliver a document at the end of it. There were pros and cons. Some of the pros of using a consultant was that it would add capacity, bring in expertise (often with a wider view of what councils do), and ensure the process was run professionally and on time. Some of the cons were that the council "hands over" responsibility for the process to the consultant, and then doesn't feel ownership of the final plan. The Clerk highlighted that at present there was not a capacity to deliver a full strategy in house and that outside help would be beneficial.

The Clerk also highlighted that importance of a strategic plan should being driven by the residents which went into the realms of the Community Needs Analysis.

Attached to the agenda was a proposal and costing. Members agreed that outside help was required and that a strategy was required, especially as the council grows and begins to consider what assets and services it wants. It was agreed that further proposals be sought and that these be considered by a small group of councillors in order for them to make a recommendation and speed up the process.

RESOLVED: *That the authority be delegated to the Clerk in consultation with Councillors Birch, Marriott, Russell and one members of the Conservative Group, most likely Cllr Hallam to consider the proposals and make the final decision.*

More broadly on a strategy, it was commented that cleanliness and safety should be key aspects.

Cllr Marriott confirmed that the strategy is there to guide NTC in its future aspirations.

The Town Clerk was asked to provide an explanatory note on why this consultant had been chosen and why this was needed to develop the strategy.

21. Establishment of a formal working group to consider the Council's future accommodation options

It was noted that with 18 months left on the licence to occupy the Guildhall, options on accommodation needed to be formally considered and that a working group would be a means of undertaking this.

A draft terms of reference for the working group was included in the report as follows:

Draft Terms of reference:

Aim: To consider all options for the town council with regards to its future accommodation

1. Membership to the Chair and up to 4 cllrs nominated by the Policy and Finance Committee
2. Quorum to be 3
3. Officer support from the Town Clerk or Assistant Town Clerk and the Democratic Services Officer
4. Meetings to be held when required but at least every 6 weeks at the Guildhall in person in the day
5. Remote attendance to only be considered if physical attendance is not possible
6. Chair and Vice Chair to be appointed at the first meeting
7. Chair (with support from officers) to provide written progress reports including recommendations and requests for resource (when required) to each meeting of the Policy and Finance meeting

These terms of reference will be considered at the first meeting of the working group.

Recommended: that a working group be established with the following membership: Cllrs Marriott, Birch, Holland-Delamere, Kilbride, Connolly and Hibbert.

22. Asset Register Review

The Asset Register was reviewed and approved.

RESOLVED: That the asset register be approved.

It was suggested adding the events assets now the Events Grant Funding Agreement between NTC and WNC had now been signed.

Clerk's notes: Any physical asset purchased or donated with a value over a certain amount will be added to the register. Consumables etc are not included in the register.

23. Assessment and review of Risk Management and Internal Controls Statement and Strategic Risk Register

The covering report, statement and updated strategic risk register were reviewed.

Recommended: In the absence of the Town Clerk due to sickness, that this item be deferred.

24. Town Council Branding

RESOLVED: To allocate £7,000 funding for the creation of an NTC branding package and to set up a branding working group consisting of the following members - Cllrs Birch, Kilbride, Russell and Holland-Delamere and officers.

25. Councillor Allowances Review – Independent Remuneration Panel

Members considered the report of the town clerk which advised that at present WNC were not looking to review their own allowances but may do so in 2024 in preparation for the elections in 2025. However, WNC would consider requests from towns and parishes.

A consensus was not reached and therefore no resolution made on this matter.

26. Items for consideration on the next agenda

No items were put forward.

The meeting concluded at 19:30

Community Services Meeting

Minutes of the meeting held at 18:00 on 5th October 2022 in the Committee Room at the Town Council's offices at the Northampton Guildhall

PRESENT: Cllr Birch (Chair), Cllr Holland-Delamere (Deputy Chair), Cllr Hallam, Cllr Hibbert, Cllr Lane, Marriott, Cllr Soan, Cllr Ismail,

OFFICERS PRESENT: J Thorneycroft (Asst. Town Clerk, J Haines and L Hannam-Jones (Events and Projects Officers)

12. Apologies for Absence

Apologies had been submitted by Cllrs Ashraf, Marriott and Fuchshuber.

13. Declarations of Interest

There were no declarations of interest.

14. To authorise the Chair to sign the minutes of the last meeting held 13th June 2022 and ask questions as to the progress of any items

RESOLVED: That the Chair be authorised to sign the minute as a true and accurate record of proceedings.

15. To receive the minutes from the last Grants Sub-Committee meeting held 29th September 2022 for consideration of their recommendations

Attached to the agenda were the minutes of the last Grants Sub Committee meeting.

RESOLVED: That the recommendations as set out in the minutes be approved.

It was commented that the policy needed to be reviewed, there were a number of applications that did not provide enough detail and also some that were not appropriate. The Sub-Committee would look to do a review shortly.

16. Events and Projects Update

The Assistant Town Clerk and Events and Projects Officers gave a verbal update.

It was highlighted that the spend on the Beer Festival, Town Festival and Party in the Park had been higher than anticipated. This was due to inflation and also because of the lack of clarity in the details received from WNC.

It was noted that one of the grants was for a royal mural which the committee viewed as a positive.

Regarding Wallgames more generally this project had been well received with some fantastic work. There were a number of areas of concern including the number of hours that officers had given to support was an independent project. It was noted that extra measures had been put in place to ensure all litter and antisocial behaviour was contained and managed as much as possible.

Going forward it was suggested that for future projects we insist on design proofs per location with consideration to locality, heritage, Northampton in general and its culture. It was noted that graffiti issues were inevitable with this project but that steps had been taken to mitigate this. In addition, the workshops which took place in the run up to the Wallgames had worked well and were a great educational tool.

Moving on to Remembrance Sunday, officers were asked to ensure where possible that the poppies throughout the town on lampposts were the correct way up on installation. There was also the suggestion for next year to spread these installations further out into the wards with possible school involvement.

The Pilot Building stonework walk/tour was referenced. It was commented that it was both fascinating and positive with potential to do again. A follow up session would be arranged.

Finally, with regards to the fireworks, the artwork example for promotion for 2022 press release and social media was to go live shortly. It was reported that the options of drones instead of fireworks had been investigated but that the current cost of the technology was extremely prohibitive. Officers and the committee would continue to review options and alternatives for next year.

The event team and publicity team were thanked for their hard work on all these projects and events.

NOTED

17. Christmas Update

The Assistant Town Clerk and Events and Projects Officers gave a verbal update.

It was noted that the lights would commence install in the next few weeks. In response to a question it was explained that costs relating to energy usage were billed after install and were calculated based on total wattage and burn time. It was thought that WNC met these costs though this was subject to confirmation and also likely to change.

It was noted that the town council were working on the Christmas programme with Northampton BiD. There was to be an elves theme that would be used across the branding, as well as in shops and restaurants.

The council were to have a bandstand stage in the market place in the run up to Christmas which would host live performances, etc.

There was a working group meeting in October in which the plans would be finalised.

NOTED

18. Events Budget – Spent to date

Circulated with the agenda was an up-to-date budget.

As previously stated there had been some overspend on the Beer Festival, Party in the Park and Town Festival. It was noted that as part of the agreement the council was obliged to support these events for another year. Meetings would be held with the organisers of these events to determine a way forward, with the council perhaps offering a set amount rather than agreeing to pay for certain elements.

Overall though the budget was on target. This was in theory the first year that the town council officers had full control and there was a better understanding of what is spent after every event.

NOTED

19. Bleed Kits

Attached to the agenda was a report regarding bleed kits. This followed a previous resolution from the committee to investigate the feasibility of the town council working with partner organisations to install some bleed kits in the town.

The Town Council had worked with Off the Streets NN, the police and liaised with WNC on this project. It was explained that if approved, the kits are mapped and that the ambulance service, police etc are made aware of their location. In addition, if a member of the public called 999 they would be able to access a bleed kit.

It was further explained that officers had worked with associated partners to research knife crime statistics and consulted partners within the NTC wards to understand where bleed kits had already been located or were in the process and planning of being installed. This data and information would highlight appropriate locations where bleed kits are needed whilst ensuring not to duplicate kits in areas across the wards.

It was proposed that 10 kits be purchased and located in venues which would make them accessible easily to staff, trained operatives etc. The locations of these would be finalised in conjunction with local partners. In addition, it was proposed to purchase three bleed kit cabinets to be located at sites within town again to be advised by local partners. The cost would be met from the council's Community Needs Analysis budget.

The committee were in favour of this project and thanked both Cllr Soan and Jo Haines for their work on this.

RESOLVED: That the council purchase 10 bleed kits to be positioned within venues.

RESOLVED: That the council purchase three bleed kit cabinets to be installed and located as recommended by the partner organisations involved in the project.

20. Covid Memorial at Becketts Park

The Chair updated the committee on the progress of this project. It was stated that the designs had been narrowed down to two. Both offered a different take on the pandemic, one that represented flowers which people would be able to sit on, meet and talk. The second was more modular which included structures that were 2 metres apart to represent distancing but with seating too.

To take this forward professional assistance would be needed to assist in terms of feasibility and costs.

It was also noted that the proposed location within Becketts Park would be close to the Cultural Quarter, University of Northampton and the Hospital.

It was suggested that the addition of Cherry Trees to signify time of year the pandemic started would be a positive addition to the project.

NOTED

21. Community Needs Analysis

It was noted that there had been a stall with the project, De Montfort University had been through cost cutting and the department the council were working with had been more than halved. The Professor had moved to another university and there was a debate over the intellectual property and who it belonged to. Students had undertaken a number of interviews with key stakeholders but that the findings remained with De Montfort.

The Professor was keen to keep working with the Town Council with his new university.

There was further discussion on needs within the community concentrating on youth facilities – funding provided to existing groups or recruitment of expert lead activities within the town in specific venues. Further suggestions included, Library/Toy 'Van', mobile youth centre, youth clubs per ward.

It was suggested a Working Group be set up to revise a questionnaire for local residents and forums to complete on the needs within the community.

NOTED

22. Ukrainian Art Exhibition

It was reported that a group had contacted the town council about undertaking an art

exhibition of Ukrainian artists. Officers had looked at potential venues and Northampton museum was interested. Other options included the university. The collection consisted of 40 paintings.

NOTED

23. Virtual History Tour of Northampton Town Centre Buildings

The committee considered a proposal that the council look at the provision of a virtual history tour.

The idea would be that an app would host the tour and that people would point the camera at a building and the app would give them the history of the building.

NOTED

24. Items for consideration at the next meeting

There were no items brought up for consideration.

There being no more business to transact, the meeting ended at 19.55 hours.