



## **NORTHAMPTON TOWN COUNCIL**

### **Council Meeting 28<sup>th</sup> March 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 28<sup>th</sup> March 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 3 of these agenda papers.

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

**Stuart Carter  
Town Clerk  
22<sup>nd</sup> March 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 24<sup>th</sup> January 2022 (p 5 – 8)

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

- (a) Environmental Services Committee – 7<sup>th</sup> February 2022 (p 9 – p 13)

- (b) Planning Committee – 16<sup>th</sup> February 2022 (not attached as sent out with Planning agenda for 14<sup>th</sup> March 2022)
- (c) Policy and Finance Committee – 28<sup>th</sup> February 2022 (p 15 – p 28)
- (d) Community Services Committee – 7<sup>th</sup> March 2022 (p 29 – p 37)
- (e) Planning Committee – 14<sup>th</sup> March 2022 (p 39 – p 44)
- (f) Policy and Finance Committee (Extraordinary Meeting) – 16<sup>th</sup> March 2022 (p 45 – p 47)

6. To consider the following motion of support to the people of Ukraine as endorsed by the Society of Local Council Clerks, National Association of Local Councils and the Council of European Municipalities and Regions

*“We, local and regional leaders across Europe, strongly condemn the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. We express our full support and solidarity to the Ukrainian people and our peers in local and regional government. We will not accept that our European values and integrity be attacked again by the Russian Federation after the violation of Georgian territories by Russia in 2008. We are firmly opposed to the dismemberment of a free and democratic state in Europe.”*

7. To consider the following motion as per a request from the Society of Local Council Clerks (SLCC), the Association of Democratic Services Officers (ASDO) and Lawyers in Local Government (LLG)

*‘This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.’*

(notes p 49 – p 50)

### 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.

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## **NORTHAMPTON TOWN COUNCIL**

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

#### **NORTHAMPTON GUILDHALL**

**Monday 24 January 2022 – 18.00**

**PRESENT:** Councillor R Ashraf (Town Mayor);  
Councillor D Meredith (Deputy Town Mayor)

Councillors: J Alwahabi, J Birch, N Choudary, R Connolly, M Hallam,  
J Fuchshuber, E Haque, S Hibbert, K Holland-Delamere, F Ismail, P Joyce,  
A Kilbride, L Marriott, T Miah, B Purser, C Russell, 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.

#### **37. APOLOGIES FOR ABSENCE**

Cllrs G Eales, T Eales, Brown and Lane had all submitted apologies.

#### **38. PUBLIC QUESTIONS/STATEMENTS**

There were no questions or statements submitted.

#### **39. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **40. MINUTES**

**RESOLVED:** To authorise the Town Mayor to sign the Minutes of the Council meeting held on 25<sup>th</sup> October 2021 as a true and correct record of the proceedings.

**RESOLVED:** To authorise the Town Mayor to sign the minutes of the Extraordinary meeting of the Council held on 24<sup>th</sup> November 2021 as a true and correct record of proceedings.

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

**RESOLVED:** That the minutes of the Policy and Finance Committee – 16<sup>th</sup> November 2021 be received, approved and adopted.

**RESOLVED:** That the minutes of the Planning Committee – 15<sup>th</sup> November 2021 be received, approved and adopted.

**RESOLVED:** That the minutes of the Environmental Services Committee – 8<sup>th</sup> December 2021 be received, approved and adopted.

With regards to these minutes it was commented that the Town Council needed to liaise with the contractor managing the allotments, there were issues with uncultivated plots, rubbish etc that needed to be addressed.

**RESOLVED:** That the minutes of the Community Services Committee – 8<sup>th</sup> December 2021 be received, approved and adopted.

**RESOLVED:** That the minutes of the Planning Committee – 16<sup>th</sup> December 2021 be received, approved and adopted.

**RESOLVED:** That the minutes of the Planning Committee – 17<sup>th</sup> January 2022 be received, approved and adopted.

**RESOLVED:** That the minutes and appendices of the Policy and Finance Committee – 18<sup>th</sup> January 2022 be received, approved and adopted.

#### **42. TOWN COUNCIL BUDGET AND PRECEPT 2022/23**

Circulated with the agenda was the proposed budget and precept for the forthcoming financial year, 2022/23.

It was explained that the budget process had been comprehensive, each committee putting forward their request to the Policy and Finance Committee who in turn had set the budget principles and then recommended a final budget to the council.

It was explained the proposed budget increased the precept by £17,800 to £1,793,300, but did not increase the Band D average due to the increased tax base.

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

In proposing the budget Cllr Marriott explained that it was broadly similar to the 21/22 budget which had been set by the cross party executive of the former Northampton Borough Council. The Council was still only 8 months old and that members needed to look 3 to 4 years into the future, before it could begin to fully establish itself.

Cllr Hallam welcomed the freeze in the amount of money residents would pay, however he stated that he thought the council was banking too much money, and that having funds just in case was not what he wanted to happen. He asked members to consider reallocating budget headings during the coming financial year if they were not being spent, to headings that may require them. Cllr Hallam also highlighted that the Council was setting a budget for a building (the Guildhall) that they did not run or own.

Members agreed that it was good that the band D average was not increasing, it was highlighted that a forward plan would need to be developed and that the budget would need to be monitored.

It was commented that WNC would likely look to pass down services in the future, history had showed that this happened in areas with newly created unitary authorities. This budget would enable the Council to look to the future and be resilient when and if this did happen.

Supporting this it was stated that the Policy and Finance Committee had gone through the budget line by line and that what was proposed would set the council in good stead, establishing reserves with an opportunity to spend in the future.

Countering this it was commented that lots of families were struggling and that the money would be better in their hands rather than in the Council's reserves.

It was reemphasised that the council was only 8 months old, the majority of which was impacted by the pandemic, and if the budget was reduced now it would only be increased later. It was also noted that the Town Council's band D level was well below the national average and that the majority of houses in Northampton were band C or lower so would be paying less.

In summing up his proposal Cllr Marriott stated that the previously mentioned Guildhall budget had been renamed as the accommodation budget. This budget needed to be retained as the Council would need to assess its long-term requirements, i.e. whether to stay at the Guildhall or start looking at alternatives, hence the need to build up a reserve. He thanked the officers for the hard work they had done in putting together the budget and the councillors for the scrutiny they had given to it.

**RESOLVED:** That a budget be set of £2,115,300 resulting in a precept to be submitted to the precepting authority (West Northants Council) of £1,793,300 (One million, seven hundred and ninety-three thousand and three hundred pounds)

#### **43. TO ENGAGE WITH NORTHANTS NCALC ON ASSET MAPPING PROJECT**

A report was circulated with the agenda explaining that NCALC had been awarded £280,000 to undertake an asset mapping project and were engaging town and parish councils in Northamptonshire to get involved.

*'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.'*

It was explained that the scope was land and property owned by WNC and services provided to the community.

The main objectives were detailed as possible:

- A robust framework for devolution in North and West Northants
- Increased capacity within Town and Parish Councils via targeted training and support

- 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

The Clerk explained that this was an important and interesting project that would require the whole council to get involved in order to deliver it.

**RESOLVED:** That Northampton Town Council engage in the NCALC Asset Mapping Project.

**RESOLVED:** That a working group be set up comprising of Cllrs Kilbride, Purser, Birch, Russell, Holland Delamere, Haque, Miah, Alwahabi and Ashraf,

The meeting concluded at 18.59.

Cllr R Ashraf

Town Mayor

**NORTHAMPTON TOWN COUNCIL  
ENVIRONMENTAL SERVICES COMMITTEE**

**Minutes of the meeting held at 18.00 on 7<sup>th</sup> February 2022 in the  
Godwin Room at Northampton Guildhall**

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

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

Mr J Chalmers (Principal Regeneration Officer at WNC)

**27. APOLOGIES**

Apologies had been submitted by Cllr Meredith.

**28. DECLARATIONS OF INTEREST**

Cllr Hallam declared a non-pecuniary interest in minute 30, Update on the Market Square, since he was on the cabinet at West Northants Council (WNC) who would make the final decisions on this project.

**29. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD 22<sup>ND</sup> NOVEMBER 2021**

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

**30. UPDATE ON THE MARKET SQUARE REGENERATION PROJECT**

Mr Jamie Chalmers from WNC gave a presentation updating the committee on the plans for the Market Square.

Mr Chalmers had a number of slides which gave further detail on the plans for the project. He explained that the principles of the whole project were the regeneration of the market square, encouraging connectivity and creating a community space and a sustainable market.

Mr Chalmers stated that there would be a reduction in the number of permanent stalls, to be 18, but an increased number of pop up stalls available, up to 45. The pop up stalls would be provided by WNC and would be uniform in appearance. Mr Chalmers showed the committee an artist's impression of what the permanent stalls would look like. They would be prefabricated steel stalls, 4x3 metres. They would have green roofs, planted with wild flowers that would require minimal maintenance. It was noted that the intention was to have fixed services located in these stalls, such as a barbers and a bicycle repair shop. Fruit and vegetables would likely be in more open larger stalls. In response to a question about the living roofs it was explained that bio diversity was an important part of the project and whilst these would not be visible to the human eye, they would provide small areas for insects etc. in an area that had little. The tree at the Abington Street entrance would be retained and more trees would be planted to provide dapple shade. The trees would be carefully selected.

WNC were working closely with the police to ensure that anti-social behaviour was tackled, and that measures were taken to counter it.

In response to a question it was stated that there were no plans for any fixed play equipment. The Market Square is a conservation area and Historic England had been clear in stating that fixed play equipment would not be suitable. However, there would be events with play elements.

Mr Chalmers moved onto the proposed water feature informing members that it was to be inspired by Northampton's shoe manufacturing heritage. The water feature would be located on the west side of the square flowing north to south. There would be different elements, with water jets and crossings, and the ability to play in. Mr Chalmers stated that water feature at the Bull Yard in Coventry would give members an indication of how these features work. It was confirmed that the plant room for the water feature would be located in the Market Square in a permanent stall. Maintenance was crucial to ensure that this element was sustainable.

In response to a question it was confirmed that the original fountain would not be relocated, the cost would be too large. It was also confirmed that the paving would be chosen to complement the surrounding buildings and would not absorb grease.

In summary it was noted that anti-social behaviour issues would need to be addressed and resolved in order to make this project sustainable and attract people into Northampton.

Mr Chalmers was thanked for his update. Mr Chalmers confirmed he was happy to return and present to the committee with the next update and was keen to involve the Town Council as the project progressed.

Mr Chalmers left the meeting.

Cllr Ashraf and Cllr Kilbride left the meeting as they had other commitments.

Cllr Tarasiewicz arrived having been delayed.

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

Circulated with the agenda was a report updating members on the agency agreement with WNC.

It was explained that the financial information requested on allotments had not been forthcoming from WNC. WNC had previously stated that there had been no plans to charge special expenses related to the allotments, however, the Clerk had been notified a couple of days before this meeting that they had in fact charged special expenses to Northampton residents. The Clerk would seek clarification as to how much.

The Clerk shared the legal advice that he had received regarding the agreement. Ultimately the Town Council did not have the resource to take on the management at this time, however, it would need to consider this for the future. In total there were 8 sites consisting of 1208 plots. According to WNC the average plot paid £15 per annum equating to approximately £18,000 of income.

It was noted that just before Christmas the Clerk, Chair and Cllr Meredith had met with allotment association representative and they had been asked to feedback their priorities for each site. This information was yet to be received.

**RESOLVED:** That the Clerk continues to try and get more financial information on the allotments including the cost of the special expenses.

### 32. NORTHAMPTON IN BLOOM UPDATE

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

The Assistant Town Clerk explained that the Northampton in Bloom working party (Cllrs Birch, Stevens, Joyce, Meredith and officer Julie Thorneycroft) had met on 3 occasions (15<sup>th</sup> November, 19<sup>th</sup> and 26<sup>th</sup> January) to discuss the ongoing progress of the Bloom project. Following discussions, a provisional planting order had been agreed and the order had been placed with Plantscape Ltd for the additional floral containers. The value of the provisional purchase order was circa £20,000. Placing the order meant that the plug plants were reserved early in the growing season and had time to mature before being transferred to the larger floral containers.

The additional budget of £50,000 agreed for 22/23 had given the opportunity for extra planting schemes which would brighten up more areas of the town than was possible in summer 2021 and previous years. The Bloom project would introduce colour throughout the town council area during the summer months, June to September.

Suggested sites:

Ward	Councillor	Idea
Abington	Cllr Purser	Marefair x 2 planters either along the railings or in front of the Church or Saxon Court at the east end of St Peter's and perhaps at the entrance to Chalk Lane as part of the Northampton Gateway.
Boothville	Cllr Lane	As per Summer 21 - lamppost baskets around the mini roundabout by the Lumbertubs pub and its approaches - Kettering Road North - Booth Rise and Lumbertubs Lane.
Briar Hill	Cllr Connolly	2 square floral planters adjacent to the roundabout – Rothersthorpe Road and Hunsbarrow Road 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 7 large stone planters in Abington Street planted and maintained The gardens around the Cobblers Last Statue in Abington Street planted and maintained. Barrier baskets planters as per 2021 plus hanging baskets in Wellingborough Road.
Eastfield	Cllr Joyce	Planters near the row of shops in the Broadmead Avenue area. Planting arrangements (brick planters) near shops at Lakeview.
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
Talavera	Cllr Meredith	16 lamp post basket at the Southfields Roundabout - Lings Way and Talavera Way approaches. The garden surrounding the Southfields entrance sign has been planted and maintained.
Trinity	Cllr Birch	10x Barrier boxes, 3 x three tier planters - various areas suggested

Purchase Orders to plant the town centre (NTC owned) floral containers were agreed in November and had been raised through Idverde services. The budget for this element of bloom would be transferred to the town council as part of the events budget as from 1<sup>st</sup> April 2022.

Peter Hackett (Direct Services Manager at WNC) and Mike Mitchell (Contracts Manager at Idverde) attended a working group meeting held on Wednesday 26<sup>th</sup> January to assist the working group in their understanding of the complicated and historic contractual obligations of the Bloom project. A further meeting had been arranged on Friday 4<sup>th</sup> February with Mike Mitchell and Chris Carvell (Environmental Contract Services Manager, WNC) to discuss ideas/thoughts around variations to the existing grounds maintenance contract.

Works were continuing to ensure the necessary health and safety checks plus site visits were completed and appropriate permissions/consents gained from relevant bodies in good time for the start of Bloom in early June. Watering and maintenance contractual agreements were in progress.

Sustainable planting and community engagement were ongoing; projects were now getting easier to plan and grow due to the lifting of Covid restrictions.

The Northampton in Bloom Working Party were working closely with the Climate Change Forum and were in the early stages of talking about future "Greening of the town," and tree planting.

The Assistant Town Clerk was thanked for her report.

Cllr Alwahabi left the meeting.

### **33. CLIMATE CHANGE FORUM**

The Chair tabled a report updating the committee on the work of the Climate Change Forum.

It was explained that that the Town Council's Climate Change Forum had 9 members in all, these were The Town Clerk, Assistant Town Clerk, Cllrs Stevens, Joyce, and Birch, plus 4 community members from local volunteer organisations who were interested in and very well informed about the issue of climate change.

It was explained that the group were working on 6 projects at present these being:

1. Engaging with other town parishes.
2. Active travel – ‘every journey matters’ campaign.
3. Engagement with schools on air quality monitoring, poster competitions, school streets.
4. Greening the town - wildlife flower planting, tree planting.
5. A Climate Cafe - to involve town residents and seek their ideas for action to take.
6. Waste reduction and re-use of products.

All projects were in their early stages. The Forum was also especially keen to work with West Northants Council on climate change initiatives, and would value any advice from Town Councillors on how to do this most effectively.

It was explained that the Forum was chaired by Cllr Stevens who would report back to the Environmental Services Committee. Any town councillors very welcome to join the Forum, especially if they have specific areas relating to climate change mitigation and adaptation that they would like to see the Town Council developing.

It was commented that all these projects were good, however there was little the Town Council could do on Active Travel. In response the Chair said that on Active Travel the Forum were focusing on influencing and promoting the benefits.

Members liked the idea of greening the town, and it was suggested that green walls in high traffic areas could be beneficial.

The Chair asked that the group be allocated £5,000 from which they have delegated authority to spend in order to move forward with these ideas.

**RESOLVED:** That £5,000 be delegated to the Climate Change Forum form the Climate Emergency budget.

There being no more business, the meeting ended at 19.37 hours.

Signed.....Chair

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**NORTHAMPTON TOWN COUNCIL  
POLICY AND FINANCE COMMITTEE  
Minutes of the meeting held at 18.00 on 18<sup>th</sup> January 2022 in the Godwin Room of  
Northampton Guildhall**

**PRESENT:** Cllrs Marriott (Chair), Alwahabi, Birch, Connolly, Hibbert, Holland-Delamere, Kilbride Purser, Russell, Tarasiewicz.

Officers in attendance: Mr S Carter (Town Clerk)

Also in attendance: 1 member of the public

**44. Apologies**

Apologies had been submitted by Councillor G Eales, T Eales, and Brown.

**45. Declarations of Interest**

None.

**46. Minutes of the last meeting including updates as to the progress of any items**

The committee considered the minutes of the meeting held 18<sup>th</sup> January 2021.

**RESOLVED:** That they be accepted as a true and accurate record of the meeting and that the Chair be authorised to sign the minutes.

The Clerk explained that Cllrs Marriott, Connolly and Holland-Delamere had been looking at the Standing Orders and Financial Regulations as part of the review and would be reporting back at a future meeting.

**47. To receive and review the minutes of the Civic Matters Sub-Committee held 9<sup>th</sup> February 2022**

Circulated with the agenda were the minutes of the Civic Matters Sub Committee meeting. The Chair highlighted that the Sub-Committee had recommended that a points based system be used to choose the Deputy Mayor was to be talked about in the next agenda item.

**RESOLVED:** That the recommendations contained with the minutes of this sub-committee meeting as attached at appendix A, be adopted.

**48. Minutes of the Accounts Sub-Committee meetings for information, held on the dates below were circulated with the agenda:**

10<sup>th</sup> February 2022 (attached at appendix B)

The minutes were **NOTED**.

**49. Process for Selection of Deputy Mayor**

The chair explained that the Town Clerk had been asked to compile a report on the different processes for electing the Deputy Mayor (who traditionally then goes on to become Mayor). The

options the Clerk was asked to compile a report on were:

- Seniority
- Largest group
- A points system based on that of the Borough Council

The Clerk highlighted that the election of the Mayor and the process used to archive it was for the members to decide and not for the Clerk to advise on. Therefore, the report was based on the Clerk's experience and how a system may work based on the NBC system as requested by the Chair.

The report detailed that at town and parish council level where political affiliation is not recognised within the legislation, the mayor was often selected on the basis of seniority or service but ultimately on the basis of who got the most votes. In councils where there was a political grouping the nomination would usually be controlled by the largest voting group.

The Clerk had contacted other clerks and nobody was aware of any councils that had used a points system at town and parish level. All had advised that even if a process were agreed it was advisory only and could be disregarded when coming to a vote

Seniority was often used as a factor for helping to decide the Deputy Mayor. Seniority would usually be calculated by term served on the respective council. Other factors would also be considered such as suitability, desire to undertake the role etc.

The default position was that the largest voting group (however that is defined) would select the Deputy Mayor. It was noted that legally, the Mayor, and Deputy mayor had to be appointed from councillors who are elected or co-opted to Northampton Town Council.

NBC used a points system to allow a group to nominate a Deputy Mayor. The Clerk understood that it was based on formula whereby each Cllr was worth a point which was reallocated each year. The group (defined along political lines at NBC), with the most points had the opportunity to nominate the Deputy Mayor with an expectation that they would become Mayor the following year and on the understanding and agreement that this would not be challenged. It was understood that the group could pass the opportunity and therefore not nominate somebody should they want, and therefore not be deducted any points.

The report explained that the way the scoring works is that the group nominating was then subtracted the total amount of Cllr seats e.g. Total seats, group nominating as 15 points, the nomination would cost 30 points, putting them on -15, but they would get 15 points in the following year (1 per member) putting them on 0 points.

If this process were put in place for the town council and if the groupings were aligned along the current political lines, then it would be as follows

<b>Year</b>	<b>Labour Points</b>	<b>Conservative Points</b>	<b>Lib Dem Points</b>	<b>Result</b>
2022	16	7	2	Labour nominate Dep Mayor

2023	Deducted 25 (total council seats) (-9), then given 16 to represent numbers in their group so would have 7 total points	+7 14 total points	+2 4 total points	Conservative nominate Dep Mayor
2024	7 + 16  23 total points	14 – 25=-11 +7=-4 -4 total points	+2  6 total points	Labour nominate Dep Mayor
2025	23 – 25=-2 +16 14 total points	-4 + 7 3 total points	+2  8 total points	Labour nominate Dep Mayor
2026 Election would have happened in 2025 so based on current groupings	14 – 25=-11 +16 5 total points	3 + 7 10 total points	8 + 2 10 total points	Points tie Conservative or Lib Dem to nominate Dep Mayor
2027	5 + 16  21 total points	10 + 7 17 total points (unless nom Dep Mayor in previous year in which case -8 total points)	10 + 2 12 total points (unless nominating Dep Mayor in previous year in which case -15 total points)	Labour to nominate Dep Mayor
2028	21 – 25=-4 +16 12 total points	17 + 7 = 24 Or -8+7=-1	12+2+14 Or -15+2=-13	Depends on 2026

The Clerk summarised by stating that ultimately it was for members to decide who they intend to nominate as Deputy Mayor and inform the Town Clerk accordingly. It was customary that when electing the Mayor and Deputy Mayor formally at the Annual Council meeting/Mayor Making that this was not challenged.

It was commented that to take the politics out of the nominating of the Deputy mayor would be good and would give everyone a chance regardless of affiliation. Members also noted that the points system worked at the borough council and this was a fair way of operating.

In response to a question the Clerk confirmed that a Mayor can serve more than one term and in consecutive years.

The Clerk reemphasised that whatever was agreed was only a customary agreement and could be ignored by the largest group.

**RESOLVED:** That the Town Council operate a points based system as detailed in the minute to allocate the Deputy Mayoralty to a group

**50. Consideration to hold committee meetings in the community by utilising local community centres/venues etc**

A report was circulated detailing a proposal put forward by the Chair to host some committee meetings out with the Guildhall and in the community.

It was explained that the hosting of meetings in different areas of Northampton was potentially a great way to introduce the town council and get the communities involved and engaged.

The Clerk stated that theming the agenda around the area where the meeting was to be held, for example a presentation and/or item(s) on the agenda connected to the area would be crucial to make attendance worthwhile. In addition, it would have to be well publicised to make residents aware.

The opportunity to hold a planning meeting in the ward where there is an application that has a lot of community interest may also be a means of connecting with the communities and ensuring that they had the opportunity to have their say.

The Clerk advised that if this was to proceed, councillors would need assist the Clerk by informing him of any suitable venues and speakers and also any topics of interest that could be added to the agenda of a committee.

The committee supported the proposal, stating that it was a great idea. They emphasised that publicising it would be key, and councillors would need to play a role in this too. Consideration and planning would also need to be given with regards to the agenda well in advance to make it relevant to the area where the meeting was to be held.

**RESOLVED:** That the Council looks to hold some committee meetings in wards around Northampton in the coming municipal year.

**52. Re allocation of the Civic Matters Sub Committee to become a working group**

A report was circulated recommending that this sub-committee be reallocated a working group.

The nature of the business undertaken was more suitable for a Working Group and it would allow greater member engagement given that it could be held remotely. Reports would be drafted following a working group meeting which would go to the Policy and Finance Committee for consideration.

**RESOLVED:** That the Civic Matters Sub-Committee be re-designated as a Working Group.

**53. Annual Town Meeting**

It was explained in a report that Town and Parish Councils were legally required to hold a Parish Meeting annually (not to be confused with Annual Town Council Meeting/Mayor making). This was a meeting that registered electors of the parish were entitled to attend.

The meeting usually took the form of a question and answer session with the Mayor acting as the host and Chair with support from the clerk. This meeting must be held between 1 March and 1 June every year. The Clerk explained that was not a meeting of the Council and there was no requirement

for councillors to attend and no summons issued, though of course they were welcome to attend and sit with the Mayor.

This year, the meeting was scheduled for the 9<sup>th</sup> May, either directly before or after the Council meeting also scheduled for that date.

Many councils made use of this meeting to invite partner organisations to address the parishioners and answer questions. In our case the Clerk explained that he was minded to invite a representative from WNC and the local policing team.

The Clerk also asked that the council authorises the provision of tea and coffee and delegates the organisation to the Clerk in consultation with the Mayor and Chair of Policy and Finance.

A possible format could be:

- Welcome and opening statement by Town Mayor
- Short report from committee Chairs on the work of their committees followed by Q & A
- Report from local police representative followed by Q & A
- Report from WNC representative followed by Q & A
- Closing of the meeting by Town Mayor

Officers were planning to prepare an annual report for this meeting which will focus on the work of the town council in the first year and talk about upcoming plans too. Committee Chairs would be asked to contribute towards this.

Members agreed that this was a good idea and suggested that a representative from the housing association also be invited. Members agreed to put the date of the meeting back to later in May to allow more time to organise.

**RESOLVED:** That the Annual Town Meeting be moved to later in May and that delegation be given to the Clerk, in conjunction with the Mayor and Chair of the Policy and Finance Committee to organise.

#### **54. Asset Mapping Exercise**

The Clerk gave a brief update highlighting that the working group had agreed that all councillors be asked to map their wards. The priority was to map the large assets, buildings, parks, etc. All councillors had been sent a login but should contact the Town Clerk if the link had expired.

**NOTED**

There being no more business the meeting concluded at 18.55 hours.

Signed.....Chair

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*Appendix A to Policy and Finance Committee minutes 28<sup>th</sup> February 2022*

**NORTHAMPTON TOWN COUNCIL  
Civic Matters Sub-Committee**

**Minutes of the meeting held on 9<sup>th</sup> February 2021 at 12.00 in the Farmer Room in  
Northampton Guildhall**

**PRESENT:** Councillors Marriott (Chair), Meredith, Choudary

Also present: Cllr Birch

In attendance: Mr S Carter (Town Clerk) Ms L Hawkins (Civic and Mayoralty Officer)

**15. Apologies**

Apologies were submitted from Cllrs Lane and Ashraf

**16. Declarations of interest**

There were none.

**17. Minutes of last meeting**

The minutes of the meeting held 15 December 2021 were approved and signed as a true and accurate record.

**18. OLB**

It was **RECOMMENDED** that the Town Clerk in conjunction with the Chair be delegated to make any necessary changes to the Operation London Bridge protocol and implementation including the authorisation of any expenditure. Given the sensitivity and requirement to make quick decisions, this was the advice that had come from NALC and the LGA.

Remembrance Day was discussed in terms of procession order and robing in relation to the OLB procession order and the Jubilee parade.

It was agreed the Deputy Mayor was to wear a red robe for future civic events.

**19. Protocol regarding the election of the Town Mayor**

The NBC points based new mayor election process and formula were discussed. The Chair advised that he intended to discuss this further at the Policy and Finance Committee meeting.

It was noted that the Conservative party donated their NBC points to Cllr Meredith (Liberal Democratic) enabling him to be Mayor for 2022/2023.

The Clerk highlighted that in his position he was unable to offer any advice on the what process should be used other than to say that whatever was decided, it would be a gentleman's agreement as there

was no formal legislation around protocols or selecting the Mayor and that ultimately it would be for the largest voting group to abide with a protocol or not.

The Clerk was asked to compile a report based on three options, Largest Group, Seniority and Points System to go to the Policy and Finance Committee. The Clerk confirmed that he would do this but that it would be for members to debate and decide.

**NOTED**

## **20. Mayoral Driver**

Members discussed the report provided regarding Mayoral Drivers. It included two local authority jobs in Manchester and London for a Mayoral driver illustrating to the type of contract, remuneration etc. that was on offer elsewhere. Issues had arisen with a lack of drivers and the availability of the current drivers due to other commitments taken on over lockdown when the Mayoral jobs virtually ceased. This had meant that often that sometimes, the Mayor had been unable to make an engagement.

It was agreed to speak to the main driver regarding guaranteed hours and to discuss this further at a future meeting.

**NOTED**

## **21. Civic Procession in Queens Jubilee Parade**

It was reported that The Lord Lieutenant was working with WNC on arranging a large parade in Northampton in its capacity as County Town to mark the Queen's Jubilee. It was understood that this parade, scheduled for Saturday 4 June 2022 would involve military personnel and civic dignitaries. There was debate on whether the Mayor and councillors or just the Mayor should take part in the civic procession. Given that it was not a Town Council event it was agreed that we would await formal invitation from the Lord Lieutenant, advising whether they wanted just the Mayor or the Mayor and councillors.

**NOTED**

## **22. Tree Planting**

The Civic and Mayoralty Officer updated members on the progress of the Mayoral Tree planting. It was agreed that a second tree would be planted in honour of the Queen's Platinum Jubilee Green Canopy.

The Mayor's consort was to plant their tree in a separate event as was tradition at Victoria Park and it was confirmed that permission had been granted from WNC.

**NOTED**

## **23. Mayoral Logo**

Circulated was a request from the Mayor to introduce a new logo for the Mayoralty, which was simple and could be used on items easier than the current one which was very detailed. The proposal put forward by the Mayor and as detailed below showed a stylised castle encircled by a Mayoral chain.



The Members liked the design presented however, all agreed that it was not as Mayoral as the existing logo, for example it did not include or make reference to the Mace which was a symbol of the Mayoralty. It was agreed after deliberation and **RECOMMENDED** to keep the current Mayoral Emblem for the reasons stated and that a change during a Mayoral term would be confusing.

The NTC logo was discussed, however it was agreed to hold off on this pending the outcome of the city status bid.

**24. Civic Service**

Members were updated on the progress of the Civic Service planned for the 20<sup>th</sup> February, all actions had been taken and the Service was ready to go ahead.

Seating arrangements in the Church were discussed – Father Coss was to be provided the RSVP list on the Thursday prior to the event.

Numbers of attendees are expected to be circa 50 people.

**NOTED**

The meeting closed at 14.10

Chair.....

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*Appendix B to Policy and Finance Minutes 28<sup>th</sup> February 2022*

**NORTHAMPTON TOWN COUNCIL  
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 10<sup>th</sup> February 2022 at 11.00  
in Room 5 of the Town Council Offices at Northampton Guildhall**

**PRESENT:** Councillors Marriott (Chair), Birch, Hibbert.

In attendance: Officers: Mr S Carter (Town Clerk) and Mrs C Maclellan (Finance Officer).

**34. APOLOGIES**

Cllr. B Purser

**35. DECLARATIONS OF INTEREST**

Councillors Birch and Marriott declared a non-pecuniary interest in relation to the Groundworks receipt and payment to Semilong and Trinity neighbourhood Forum.

**36. MINUTES OF THE LAST MEETING**

The minutes of the meeting held 12<sup>th</sup> January 2022 were circulated with the agenda.

**RESOLVED:** That they be approved as a true record and that the Chair be authorised to sign them.

**37. REVENUE BUDGET 2021/22**

The Town Clerk and Finance Officer presented the Budget control report for month 10, Bank Reconciliation, and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 31 January 2022, and January Bank Statement, all of which were noted and signed by all Cllrs. present.

The Finance Officer highlighted the following movement in month 10 compared to the previous month's budget:

4130 Insurance up by 31% due to recent payment for the muniments valuation.

4540, Town Twinning was moved from central Administration to Civic and Democratic as requested.

4155 Accounting support, 4156 Audit Fees, 4170 Community Grant & 4300 Service Charge are all near 100% as would be expected as we are heading towards the end of the financial year.

In response to the question raised regarding muniments insurance, the Town Clerk agreed to investigate and review security risk and would explore with how we would arrange taking on responsibility for our own designated areas. He advised that he would arrange to speak

with WNC, The Insurers and the Museum. The Town Clerk also agreed to share the asset list and valuation documents with Councillors present.

In response to the question of any other expected costs regarding allotments, the Town Clerk explained that he was in discussions with WNC to determine activity and further potential costs and any 3<sup>rd</sup> party management relationships currently in place. It was noted that the Town Clerk and Assistant Town Clerk were to visit Southfields that same day.

In response to equipment needed to support NTC in terms of ongoing requirements such as a presentation screen (TV screen and stand), shredder for confidential waste, replacement chairs and tea & coffee equipment it was agreed that the Town Clerk could arrange to source the equipment needed.

It was also noted that discussions should be held with WNC regarding the poor state of the chairs in the Farmer room to see if they could be replaced or whether that would be for the town council.

The Revenue budget was **NOTED** and signed by all Cllrs. present.

### **38. PAYMENT OF ACCOUNTS**

In response to queries regarding costs associated to Mayoralty it was agreed that the Town Clerk would explore how these could be reviewed independently and consideration should be given to how the process of approval should work moving forward.

In response to the question raised regarding Groundworks Grant, it was explained the grant received into NTC bank account would be used as a holding account only, NTC would then pay the money to Semilong and Trinity Neighbourhood Forum who would spend the money as planned and would reconcile at the end of the financial year. Semilong and Trinity would provide a copy of the reconciliation to NTC and would repay any funds not used back to NTC, NTC would then pay Groundworks. It was agreed that the reconciliation report would be shared with the Accounts Subcommittee.

In response to the question raised for Pitney Bowes the Finance Officer explained that the mechanism Pitney Bowes used for billing was confusing, in that invoices presented often had brought forward amounts from previous invoices included in the charge due, despite the fact that the brought forward amount had been paid. The FO went on to explain that the Administrative Assistant was drafting an internal control process to ensure that all postage costs were being managed and recorded appropriately and would therefore balance to the invoice charges received.

**RESOLVED:** That the accounts as detailed below be approved for payment.

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Total Supplier Balance to pay
04/02/2022	1016	Abington Wind Band	£ 150.00	£ -	£ 150.00	£ 150.00
09/12/2021	MAYORS EXPENSES JANU	Mayor Rufia Ashraf (Expenses)	£ 376.91	£ -	£ 376.91	£ 376.91
29/12/2021	INV-0038	Classic Carriages of Northampton	£ 850.00	£ -	£ 850.00	
04/02/2022	INV-0041	Classic Carriages of Northampton	£ 630.00	£ -	£ 630.00	£ 1,480.00
14/01/2022	B2302	Coram James Limited	£ 3,145.20	£ 629.04	£ 3,774.24	£ 3,774.24
20/01/2022	276	Council for Voluntary Service Northampton	£ 36.00	£ 7.20	£ 43.20	
02/02/2022	293	Council for Voluntary Service Northampton	£ 36.00	£ 7.20	£ 43.20	£ 86.40
14/01/2022	356466	Horizon Telecom Ltd	£ 502.00	£ 100.40	£ 602.40	£ 602.40
18/12/2021	68482	Mayfair Cars (Northampton) Ltd	£ 121.00	£ 24.20	£ 145.20	
31/12/2021	68510	Mayfair Cars (Northampton) Ltd	£ 145.20	£ 29.04	£ 174.24	
22/01/2022	68722	Mayfair Cars (Northampton) Ltd	£ 105.60	£ 21.12	£ 126.72	
31/01/2022	68795	Mayfair Cars (Northampton) Ltd	£ 105.60	£ 21.12	£ 126.72	
30/01/2022	15594	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	
04/02/2022	15729	Microshade Business Consultants Ltd	£ 47.50	£ 9.50	£ 57.00	
06/02/2022	15653	Microshade Business Consultants Ltd	£ 470.74	£ 94.15	£ 564.89	£ 1,548.77
31/01/2022	STUART EXPENSESJAN22	Stuart Carter (Expense Claims)	£ 32.42	£ -	£ 32.42	£ 32.42
01/12/2021	88888984746-9800677	Anglian Water t/a Wave Utilities	£ 20.39	£ 4.08	£ 24.47	
10/12/2021	88888984746	Anglian Water t/a Wave Utilities	£ 0.13	£ 0.02	£ 0.15	
10/12/2021	88888984746-9854709	Anglian Water t/a Wave Utilities	-£ 971.34	-£ 194.27	-£ 1,165.61	
10/12/2021	88888984758-9854712	Anglian Water t/a Wave Utilities	£ 976.87	£ 195.38	£ 1,172.25	
01/01/2022	88888984758-9934322	Anglian Water t/a Wave Utilities	£ 13.35	£ 2.67	£ 16.02	£ 47.28
18/01/2022	424000622394	West Northamptonshire Council	£ 31.92	£ 6.38	£ 38.30	
28/01/2022	424000622268	West Northamptonshire Council	£16,159.12	£ -	£ 16,159.12	
28/01/2022	424000622404	West Northamptonshire Council	£ 93.00	£ -	£ 93.00	£ 16,290.42
			£23,372.61	£1,016.23	£ 24,388.84	£ 24,388.84
<b>Additional Payments not posted to system / Amendments</b>						
17/01/2022	GROUNDWORK UK R/C	Semilong and Trinity Neighbourhood Forum	£ 6,796.00	£ -	£ 6,796.00	£ 6,796.00
05/02/2022	68896	Mayfair Cars	£ 66.00	£ 13.20	£ 79.20	£ 79.20
08/01/2022	BI710022	Pitney Bowes	£ 206.90	£ -	£ 206.90	£ 206.90
09/02/2022	424000640512	West Northamptonshire Council	£ 33.25	£ 6.65	£ 39.90	
09/02/2022	424000640541	West Northamptonshire Council	£ 19.95	£ 3.90	£ 23.94	£ 63.84
08/02/2022	VOI0025127	Zen Office	£ 34.70	£ 6.94	£ 41.64	£ 41.64
<p>£145 received in the bank 21/12/21. I emailed the bank to establish further detail - no response, so I rang them and I asked if it could be interest and they said yes, however it actually relates to the Mayors Gala, therefore I will need to move funds from bank interest to the Mayors Gala.</p>						
<b>Salaries / HMRC / Pension payments Feb</b>						
Salaries (Net) for Feb including Mayoral Allowance						£ 11,215.88
HMRC Feb						£ 4,752.92
Pension Feb						£ 4,838.96
<b>Grant payment</b>						
CCF11	Emma Rice and WEJ Knight Almshouses		Phippsville	Cllr Stevens		£1,335.00

Following review of the bank statement and bank reconciliation, a discussion was held regarding the investment of bank funds. The Town Clerk invited Councillors Birch and Hibbert to attend a call (to be arranged with 3<sup>rd</sup> party supplier namely CCLA about their cash deposit fund. The Town Clerk made the point that priority was always security over return, but that in this case, it was about spreading the cash over many bank accounts. The return would remain low, but this could be looked once this element was sorted

**39. Interim Audit**

Tabled for information and attached at appendix B was the interim audit compiled by the Council's Internal Auditor. It was noted that the report was extremely positive with the auditor commenting that the processes and control documents that had been put in place were extremely thorough. The auditor had asked that page numbering be added to minutes and that an Internal control checklist be introduced, at present checks were reported and minuted. The Town Clerk advised that he had provided an example Internal Control Checklist to the Finance Officer for review and they would draft an appropriate Internal Control Checklist for NTC and would present to Accts Sub committee for review.

It was noted that the continuation of reviewing NTC Internal Control processes should be extended to all NTC councillors. The FO agreed that she would extend the invitation and advised that Cllr Purser is next to review the Payroll process on the 21<sup>st</sup> February.

The Finance Officer advised that she would be on annual leave week commencing 14<sup>th</sup> February and would return on the 21<sup>st</sup> February.

The next meeting has been arranged for Tuesday 8<sup>th</sup> March, the FO will send out a calendar invitation.

The meeting ended at 12.18 pm.

Signed.....Chair

**NORTHAMPTON TOWN COUNCIL  
COMMUNITY SERVICES COMMITTEE**

**Minutes of the meeting held at 18.00 on 7 March 2022 in  
the Godwin Room at Northampton Guildhall**

**PRESENT:** Cllrs Birch (Chair), Holland-Delamere (Deputy Chair), Fuchshuber, Hallam, Hibbert, Ismail, Marriott and Miah

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

**28. APOLOGIES**

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

**29. DECLARATIONS OF INTEREST**

Councillors declared a non-pecuniary interest in minute 31, the minutes of the Grants Sub Committee since many individually had supported applications through the Councillor's Grant Scheme.

Cllr Hallam declared a non-pecuniary interest in minute 31 the application for a councillor grant submitted by St George's Conservative Club as he was on the managing committee.

Cllr Holland-Delamere declared a non-pecuniary interest in the Knife Angel update, minute 33, as he was on the organising committee.

**30. 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 6<sup>th</sup> December 2021.

**31. TO RECEIVE THE MINUTES OF THE GRANTS SUB COMMITTEE MEETING HELD 14 FEBRUARY 2022 FOR CONSIDERATION AND ADOPTION OF ITS RECOMMENDATIONS**

**RESOLVED:** the recommendations contained within the minutes as attached at appendix A be adopted.

In response to a question it was confirmed that WNC had established their Councillor Empowerment Grant Scheme and that applications had to be linked to Covid recovery.

**32. POETRY PROJECT**

James McInerney presented to the committee members via zoom, detailing the Poetry Project, where had it had been used before and how he would like to do it in his home town of Northampton. He explained that this project was a free to use initiative about using 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 highlighting that WNC had some poems displayed in their buildings and on computer screensavers. It was also commented that this could be something that could be partnered with the BiD Northampton.

It was agreed that the Council would initially look to design some posters with poems quoted on them, which could then be distributed to councillors. The Council would also aim to add a poem weekly to its website and social media and that the possibility of adding poems to electronic advertising boards in the town centre would also be investigated.

**RESOLVED:** That the Council take up the poetry project, look to produce posters, publicise on social media and work with partner organisations where possible.

### **33. KNIFE ANGEL VISIT TO NORTHAMPTON**

Cllr Holland-Delamere gave an update on the Knife Angel visit to Northampton which will take place from 29<sup>th</sup> April to 14<sup>th</sup> May 2022. The youth led event planned for Saturday 7<sup>th</sup> May as part of the visit is now being held at the Market Square instead of Becketts Park.

**RESOLVED:** Cllr Holland-Delamere to work with Rachel Thomas (Communications Officer) to ensure the Knife Angel visit and event is publicised via all communication channels.

### **34. 2022/23 EVENTS**

The Assistant Town Clerk's report was circulated with the agenda.

The committee noted the upcoming events and supporting information for 2022 namely:

#### **Laforey Memorial Parade**

The 78th Anniversary Parade to commemorate the sinking of HMS Laforey takes place on Sunday March 27<sup>th</sup> by the Northampton Sea Cadets, the Mayor is invited to the event.

#### **Bands in the Park, Abington Park Bandstand**

##### **£10,000 budget agreed**

Local and Regional Bands have been invited to play on the bandstand in Abington Park, dates offered are from the first Sunday in April (3<sup>rd</sup>) until the second Sunday in September (11<sup>th</sup>). The dates to use the bandstand have been booked with WNC. The bands charge fees ranging from between £200 - £600 and they play for between 90 - 120 minutes, the Town Council have allocated an estimated budget of £10,000 for this event. A media and marketing campaign will commence as soon as the Assistant Town Clerk has finalised the schedule with the various bands.

#### **Oak Apple Day – 29<sup>th</sup> May**

A Civic event managed by the Civic and Mayoralty Officer. All Saints Church is the venue and discussions with the Church are led via Lizzie.

#### **Knife Angel Parade – 7<sup>th</sup> May**

WNC and the community group Off the Streets NN are leading on an event to mark the Knife Angel coming to All Saints in the Town Centre (29<sup>th</sup> April to 14<sup>th</sup> May). This will be a youth led event with Stalls and a staged event featuring DJ's from Radio 1 Xtra at Becketts park.

#### **Eid Festival – Proposed in May and July**

### **Agreed Budget £10,000**

The Eid Management Group have registered as a constituted group with a bank account and are keen to expand on the celebration of Eid this year and to build this as an annual event. Currently communal prayer time is offered at the Racecourse between 8:30 and 9:30am in line with lunar activity. The group have met to discuss the options around holding a bigger family orientated event. Considerations to a bigger event include marquees, provision of toilets, security, power, children's rides/inflatables, waste bins, parking and food hygiene.

### **Queens Platinum Jubilee Events**

#### **Saturday Parade, Town Centre - Saturday 4<sup>th</sup> June midday**

A pageant is being organised by WNC and partners, this will be the largest parade Northampton has ever done with a provisional number of 2,300 in the pageant to combine the military, civic, blue light services, schools, the seven faiths and community/voluntary organisations. This will be followed by a drumhead service in the Market Square.

#### **Sunday 5<sup>th</sup> June, WNC Big Lunch at Delapre Abbey**

Large picnic and food event at Delapre Abbey open for all to attend

#### **Sunday 5<sup>th</sup> June, NTC Afternoon Tea Platinum Event**

##### **£10,000 budget agreed**

The NTC Platinum Working Group are working with Stage Right Ltd to organise an early evening event (approx. 4-6pm) to celebrate the Queens Platinum Jubilee. Light entertainment and afternoon tea will be served in the Great Hall/Court Yard for invited guests.

#### **Beer Festival, Becketts Park – 2<sup>nd</sup> to 5<sup>th</sup> June**

##### **£5,000 allocated funding**

As per previous years Showtime Events will deliver this event, NTC have been approached to support funding for waste bins, litter pickers and staging /pa systems etc.

#### **Carnival – Saturday 11<sup>th</sup> June Town Centre and Racecourse**

##### **Agreed budget £10,000**

The Northampton Carnival Arts Consortium are responsible for delivering the Carnival event including the production of an event management plan and supporting documentation, road closures, traffic managements, site booking etc. NTC have agreed to provide funding for this event, the Assistant Town Clerk is organising a meeting with Morcea Walker and Myrle Roach (NCAC) to agree what aspects of the event the NTC funding will cover and how best to support the annual carnival. It is likely the funding will cover security costs, first aid and additional waste bins.

#### **NMF 22 – provisional date 19<sup>th</sup> June**

##### **£10,000 agreed to support this event.**

The Assistant Town Clerk is meeting with the organisers of NMF22 to establish the best ways to support this popular event – NTC funding will be utilised for staging/pa costs, waste collection and litter picking.

**Armed Forces Day – 25<sup>th</sup> June****£5,000 budgeted to support the event**

A military event led by the Armed Forces and the Royal British Legion. The Lord Lieutenant (LL) will take the formal salute by the Armed Forces on parade and the Mayor and High Sheriff are normally in attendance on the platform stage. The LL delivers a short speech to those present. The event includes various military support organisations on stalls on the Market Square which are managed by WNC's Market Manager. Stage Right produce the event management plan, ancillary documents and source the stage, PA and security for the road closure. NTC will fund the stage, PA and security and apply to West Northants Council for any road closures.

**Pride LGBTQ – 26<sup>th</sup> June****£2,000 budgeted to support the event**

WNC LGBTQ Forum lead event with partners

**Town Festival, Racecourse – 1<sup>st</sup> – 3<sup>rd</sup> July****£5,000 budget agreed to support the event**

The Town Show is held as a commercial event run by Showtime Events. Showtime took over delivering this event from NBC - used to be the old balloon festival. NTC funding has been agreed to support this event funds will be used for waste collection, litter pickers and staging / pa systems.

**Party in the Park****£5,000 budget agreed to support the event**

Party in the Park is a commercial event introduced by Showtime Events in 2021. NTC funding has been agreed to support this event funds will be used for waste collection, litter pickers and staging / pa systems.

**Diwali Light Celebration – 22<sup>nd</sup> October****£5,000 budget agreed to support the event**

Diwali is a community event that has traditionally been held in the town for over 20 years, it is organised by IHWO. Partner meetings are in the process with IHWO to discuss the plans for this event. The closure of the Market Square from June will impact on the usual venue location, alternative town centre venues are being investigated. Funding from NTC will help to provide a stage/pa and traffic management. WNC will apply for any necessary road closures.

**Fireworks, Racecourse – 5<sup>th</sup> November****Budget - £35,000**

A family event held on the Racecourse, the site and firework display team have been provisionally booked.

To be arranged - source hot food units (income generation) / source quotes for toilets, security, screens, tower lights, first aid, marques, entertainment and event management plan etc. to be arranged.

**Remembrance Day – 13<sup>th</sup> November**

### **Budget Agreed - £5,000**

A military event led by the Royal British Legion. Partner (NTC, WNC, Armed Forces Groups, Church, LL, Mayor etc.) meetings usually commence in April. Considerations include road closures, traffic management, liaison with the police. Changes due to the Market Square closure may incur additional costs.

**RESOLVED:** That the Assistant Town Clerk in consultation with the Clerk, the Chair and the Deputy Chair of the Community Services Committee will agree urgent decisions relating to events. Regular reports would continue on the events to this committee.

It was noted that the Council did not have a good stock of photos for all the events that it did.

**RESOLVED:** That NTC appoint a photographer to attend NTC events to be delegated to the Assistant Town Clerk to arrange.

### **35. CHRISTMAS PROJECT UPDATE 2022**

The Assistant Town Clerk's report was circulated with the agenda.

It was explained that due to regeneration commencing in the summer the Market Square would no longer be available as the main community events space for the following two years. Alternative sites to hold a Lights Switch On in the town centre suggested were outside the Guildhall, Abington Street at the cross section with Fish Street, All Saints or at the top of Abington Street (Radio Northampton end). Any required road closures would be subject to permission from WNC. Members initially favoured the Guildhall option but it was understood that this would be subject to permissions.

It was noted that with the Market Square out of action, the amount of large Christmas trees could be reduced to 3 x 40 foot trees. Alternatively, a fourth tree could be (subject to permission) positioned on the Abington Street/Fish street intersection; a 6 metre square space is required with a nearby power supply.

It was noted that the date for the Christmas Lights Switch On event was generally set as the third Saturday in November which will be 19<sup>th</sup> November 2022.

Other points highlighted and noted were:

- Christmas trees are usually ordered in April.
- Lights are refurbished every 2 years.
- All fixtures and fittings are owned by NTC.

It was proposed and agreed that NTC would lead on the Christmas lights as did NBC in previous years. Other partners i.e. Delapre & Far Cotton and East Hunsbury Parish Councils and the Business Improvement District who have far less requirements could be invoiced accordingly.

The contractors who were generally employed to assist with the Christmas campaign are:

- Elveden Christmas Trees – complete Christmas tree service – provision of tree, install, take away.

- G M Lawrence Electrical Ltd to test the electrical fittings/connections and lamp posts annually.
- Ultralite Ltd for testing the Cross street light fittings, requirement for testing is every 3 years.

It was noted that NTC owned approximately 200 small 5 foot Christmas trees for use in the town centre brackets located on various buildings in the town centre. The trees were in situ for approximately 6 weeks. Currently the lighting used for the majority of the small trees was battery powered on 6 hour timers, the project required at least one battery change throughout the period which was not very sustainable from an environmental perspective. Solar was not an option as many were shaded. The brackets in Guildhall Road had 240-volt power which could be accessed enabling LED lights. It was agreed that options for these lights would be reviewed.

**RESOLVED:** that the Assistant Town Clerk in consultation with the Clerk, the to be appointed Events and Projects Officers, the Chair and the Deputy Chair of the Community Services Committee be delegated to agree decisions relating to Christmas events and lights. Reports will come back to the committee detailing actions taken as happens now.

**RESOLVED:** that due to the forthcoming closure of the Market Square 3 x 40 foot Christmas trees will be ordered for Christmas 2022. The trees will be located one each at All Saints Plaza, St Giles Square and Abington Square.

Mrs Thorneycroft was thanked for her report.

**36. COUNCILLOR GRANT APPLICATIONS FOR CONSIDERATION BEFORE THE END OF THE FINANCIAL YEAR.**

App No	Organisation	Project Name, Amount & Synopsis	Ward	Councillor
CCF55	70th Northampton Brownies and Rainbows (Parklands)	Brownies and Rainbows Trip to Twycross Zoo £805 Coach Hire and Group Entry for a visit to Twycross Zoo	Parklands	Cllr Hallam
CCF56	St Georges Con Club	Community Grant to help celebrate the Queen's Jubilee £200 We intend to hold a 1950's style garden party to celebrate the Queen's Jubilee to which all local residents will be invited. It will be publicised on social media and we hope to leaflet many surrounding households. (St George's Ave, Homestead Way, Trinity Avenue & Kingsley Road at least.) The event will be entirely free from any political bias or propaganda.	Trinity	Cllr Birch

CCF57	71 <sup>st</sup> Northampton Guides	<p>Outdoor learning, exploration and deepening friendships post covid £667</p> <p>Our goal is to make the second half of the summer term all outdoors, including a weekend activity day and a weekend camp in June. Although the guides will be making their usual termly financial contribution to the unit, the majority goes to cover the annual census payment and rent for first half of term, leaving little for activities. We would love to be able to explore all the green spaces Northampton and the surrounding area provides whilst allowing the girls to deepen friendships, learn new skills and most importantly have fun and start to recover from the past 2 years</p>	Parklands & Boothville	Cllr Hallam £234 Cllr Lane £433
CCF58	Friends of Eastfield Park	<p>Installation of 5 new bins £539.02 - The park already has over 12 bins, but only 7 of these are modern bins of the approved design. Increasing bin capacity should hopefully help reduce littering in the park. All park users will benefit from reduced litter.</p>	Parklands	Cllr Hallam

**RESOLVED:** That the Council approve the additional Councillor Grant applications as per the summary above.

### 37. EVENTS AGREEMENT WITH WNC

Tabled at the meeting was a report regarding the Community Events Agreement with WNC. The report explained that this was the culmination of much negotiation with WNC. The report also highlighted the contract with Stage Right Productions to assist the town council in the delivery of the events. This contract would be crucial in terms of offering support and advice as the Town Council transitioned into taking the lead on events.

WNC had stated that there would be some transitional support from officers and that they had no intent to charge the town council at present for ‘community events’ held on their land. For storage of Christmas lights, there was no intention to charge at this time but that this may change.

The report also stated that legal advice had been sought on the agreement. The Town Council’s solicitor stated that the agreement was overly complicated but had no major concerns that warranted slowing the process.

**RESOLVED:** That the committee agrees in principle to the Events Agreement with WNC.

**RESOLVED:** That the committee delegate the final sign off to the Chair, Deputy Chair, Chair of Policy and Finance and Town Clerk.

### **38. QUEENS PLATINUM JUBILEE EVENT**

The Chair informed members that the working group were planning to hold a tea party at the Guildhall to celebrate the Queen's Platinum Jubilee. This would be held at 4pm-6pm and would be held later in the day compared to the WNC Big Lunch at Delapre Abbey. Numbers would be approximately 200 so the intention was to invite councillors and partners, grant recipients, and then depending on numbers, allocate around two tickets per councillor to people in their wards that they thought deserved to be invited for whatever reason.

There would be entertainment in the courtyard and Great Hall as well as food and drinks.

**NOTED**

### **39. COMMUNITY NEEDS AUDIT**

The Town Clerk gave a verbal update on the progress of the audit. De Montfort students were writing to youth leaders locally requesting to interview them in order to get an idea on youth provision, plans, expectations etc in Northampton.

To give an oversight it was explained that included in the list of people asked to interview were the PCC, WNC councillor with youth services portfolio, community teams at Northampton Saints and Northampton Town FC and many more. They would then compile the findings in a report to be reported back to the Council.

De Montfort University had also linked up with the University of Northampton in order to get their views on youth provision and services and see where they could provide mutual support in undertaking the audit.

It was hoped that this model could be used for engaging with other demographics as the audit focussed on other areas.

It was highlighted that the Knife Angel event may be a good event at which to do some engagement, this would be passed on to De Montfort University.

**NOTED**

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

The Clerk informed the committee that he had been liaising with the Communities Team at WNC on a welcome event for Afghan Refugees. They were keen to partner with the Town Council and the NBA, however, they wanted to wait until later in the year. At present there were more Afghan refugees in Northampton than ever before, however, there was a constant churn and the majority would be allocated housing around the country. It was therefore recommended that an event be deferred to later in the year pending the allocation of homes in and around Northampton. Once this was confirmed NTC, WNC and NBA could then work together to organise an event for those staying in Northampton. Councillors fully understood this and agreed to defer this until later in the year.

**NOTED**

### **41. COVID MEMORIAL**

The Chair gave a verbal report which explained 6 students from the University of Northampton will be giving presentations on their ideas on Thursday 10<sup>th</sup> March at 1:30pm, this will be attended by Cllrs Birch and Holland-Delamere.

They had been asked to draft designs for the memorial that is to be located at Becketts Park. Further information would be fed back to the committee in due course.

**NOTED**

**42. SUPPORT FOR UKRAINE**

The Chair updated the committee and explained that she and other Town Councillors were working with Goodwill Solutions and members of the Polish and Ukrainian communities to provide support where possible.

Warehouse storage for sorting and storage of donations was in the process of being arranged. It was hoped to find drop off points (possibly the Guildhall) in the town for local donations. Logistics and routes for transport to Poland and Ukraine were also discussed.

The Clerk explained that legislation prevented the Town Council from giving financial assistance to the effort, but that councillors could help coordinate and publicise what was going on.

**RESOLVED:** NTC to communicate through their social media channels updates of the project to keep the local community informed.

**RESOLVED:** That the Council supports the work of Goodwill Solutions in getting provisions to Ukraine.

There being no further business, the meeting ended at 20.30 hours.

Signed.....Chair

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## Northampton Town Council

### Planning Committee – 14<sup>th</sup> March 2022

Minutes of the meeting held on 14<sup>th</sup> March 2022 in the Godwin Room, The Guildhall at 6pm.

**PRESENT:** Councillors Brown (Chair), Fuchshuber, Lane, Meredith, Miah, Stevens

Officer: Julie Thorneycroft

#### **31. Apologies for Absence**

Councillors Russell (Deputy Chair), Choudary, Connolly, Haque, Ismail and Purser.

#### **32. Declarations of Interest**

There were no declarations of interest

#### **33. To authorise the Chair to sign the Minutes of the last meeting held on 16<sup>th</sup> February 2022.**

It was **RESOLVED** to authorise the Chair to sign the minutes of the last meeting as a true and accurate record.

#### **34. Planning Applications**

**RESOLVED:** due to the amount of planning applications received at NTC it was agreed that members would inform officers if they wish to make reference to an application(s) prior to the meeting so the officer could have the plans ready.

Requests to speak at the planning committee was made on the following application which was discussed in detail:

Application 19

#### **Applications**

Application No	Site Address and Proposal	Comment
(1) WNN/2022/0154	<a href="#">3 Beverley Crescent, -, Northampton, Northamptonshire, NN3 2PY</a> Demolition of existing timber garage and erection of new single two storey attached dwelling with off road parking	NTC made no comment on this application
(2) WNN/2022/0084	<a href="#">123A Kettering Road, -, Northampton, Northamptonshire, NN1 4AZ</a> Lawful Development Certificate for Existing House in Multiple Occupation (Use Class C4)	NTC made no comment on this application
(3) WNN/2022/0152	<a href="#">34 34A Gold Street, -, Northampton, Northamptonshire, NN1 1RS</a> Conversion of First and Second Floors to 31no Apartments	NTC made no comment on this application

<b>(4)</b> WNN/2022/0112	<a href="#">78 Kingsley Road, -, Northampton, Northamptonshire, NN2 7BL</a> Renewal of front bay windows with uPVC (retrospective)	NTC made no comment on this application
<b>(5)</b> WNN/2022/0162	<a href="#">12 Donovan Court, -, Northampton, Northamptonshire, NN3 3DD</a> Single storey rear extension	NTC made no comment on this application
<b>(6)</b> WNN/2022/0174	<a href="#">36 Cowper Street, -, Northampton, Northamptonshire, NN1 3QR</a> Variation of Condition 3 of Planning Permission N/2017/1544 (Change of Use from Dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4) for 3 occupants) to increase the number of occupants from 3 to 4	NTC made no comment on this application
<b>(7)</b> WNN/2022/0143	<a href="#">17 Wheatfield Gardens, -, Northampton, Northamptonshire, NN3 2NF</a> Single storey rear extension	NTC made no comment on this application
<b>(8)</b> WNN/2022/0173	<a href="#">64 72 Roe Road, -, Northampton, Northamptonshire, NN1 4PJ</a> Conversion of existing Factory Building (Use Class B2) to 19no Self-Contained Flats for Supported Living (Use Class C2) and associated works including external alterations, formation of new vehicular access, creation of undercroft parking, stopping up existing access, creation of amenity space and partial demolition	NTC made no comment on this application
<b>(9)</b> WNN/2022/0177	<a href="#">4 Twyford Close, -, Northampton, Northamptonshire, NN3 9HR</a> New two storey & porch extension to front elevation and single storey extension to rear elevation	NTC made no comment on this application
<b>(10)</b> WNN/2022/0163	<a href="#">3 Donovan Court, -, Northampton, Northamptonshire, NN3 3DD</a> Demolition of existing detached garage and erection of two storey extension to side of property to create new garage and bedroom above and single storey flat roof extension to rear	NTC made no comment on this application
<b>(11)</b> WNN/2022/0167	<a href="#">592 Kettering Road North, -, Northampton, Northamptonshire, NN3 6HN</a> Two storey side / part rear extension with associated internal and external works	NTC made no comment on this application
<b>(12)</b> N/2021/0226	<a href="#">Campbell Works Clarke Road, -, Northampton, Northamptonshire, NN1 4PW</a> Construction of 5no new apartments above the Cube Disability Day Centre	NTC made no comment on this application
<b>(13)</b> WNN/2022/0071	<a href="#">Land Rear Of 44 Norman Road, -, Northampton, Northamptonshire</a> Erection of detached dwelling with associated landscaping, amenity space, parking and ancillary works	NTC made no comment on this application
<b>(14)</b> WNN/2022/0186	<a href="#">86 Birchfield Road, -, Northampton, Northamptonshire, NN1 4RJ</a> Loft Conversion with the addition of a rear flat roof 'L-Shaped' dormer	NTC made no comment on this application

<b>(15)</b> WNN/2022/0189	<a href="#">131 Spinney Hill Road, -, Northampton, Northamptonshire, NN3 6DQ</a> Two storey side, single storey rear and front extension and new garage with store room	NTC made no comment on this application
<b>(16)</b> WNN/2022/0074	<a href="#">12 Heatherdale Way, -, Northampton, Northamptonshire, NN2 7NY</a> Demolish existing garage and build new enlarged garage	NTC made no comment on this application
<b>(17)</b> WNN/2022/0181	<a href="#">141 Wycliffe Road, -, Northampton, Northamptonshire, NN1 5JJ</a> Conversion of Dwellinghouse to House in Multiple Occupation (Sui Generis) for 7 occupants and 1no One Bed Ground Floor Flat (Use Class C3)	NTC made no comment on this application
<b>(18)</b> WNN/2022/0190	<a href="#">9 9A George Row, -, Northampton, Northamptonshire, NN1 1DF</a> Listed Building Consent Application for new shop signage	NTC made no comment on this application
<b>(19)</b> WNN/2022/0187	<a href="#">149 Kingsley Road, -, Northampton, Northamptonshire, NN2 7BT</a> Change of Use from Dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4) for 6 occupants, including internal alterations together with Office and Dormer to rear	This application is considered to be overdevelopment.  The creation of this HMO will not give sufficient space for 6 people, the sizes of the rooms are very small. 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.
<b>(20)</b> WNN/2022/0198 <b>(21)</b> <a href="#">WNN/2022/0201</a>	<a href="#">8 Kingsley Park Terrace, -, Northampton, Northamptonshire, NN2 7HG</a> Reinstatement of property due to previous fire, internal alterations to extend ground floor commercial unit, reinstate first floor flat and create new flat on second floor	NTC made no comment on this application
<b>(22)</b> WNN/2021/0561	<a href="#">22 The Poplars Greenfinch Drive, -, Northampton, Northamptonshire, NN3 7HX</a> Erection of new double garage	NTC made no comment on this application
<b>(23)</b> WNN/2022/0175	<a href="#">123 Wellingborough Road, -, Northampton, Northamptonshire, NN1 4DL</a> Demolition of existing single storey building and erection of new three storey building with basement, including loft floor and 7no front and	NTC made no comment on this application

	8no rear dormer windows, to consist of 14no Residential Flats (Use Class C3) on Upper Floors and Shop, Takeaway and Restaurant on Ground Floor (Use Class E1/Sui Generis)	
<b>(24)</b> WNN/2022/0094	<a href="#">12 Toad Hall Poyntz Lane, -, Northampton, Northamptonshire, NN5 7TZ</a> New extension above existing garage	NTC made no comment on this application
<b>(25)</b> WNN/2022/0180	<a href="#">26 Clare Street, -, Northampton, Northamptonshire, NN1 3JF</a> Change of Use from Commercial Property (Sui Generis) to 5no One Bedroom Flats (Use Class C3)	NTC made no comment on this application
<b>(26)</b> WNN/2022/0199	<a href="#">134 Charnwood Avenue, -, Northampton, Northamptonshire, NN3 3DY</a> Demolition of existing garage and erection of single storey annexe	NTC made no comment on this application
<b>(27)</b> WNN/2022/0200	<a href="#">3 Rufford Avenue, -, Northampton, Northamptonshire, NN3 3NY</a> First floor extension over existing garage, single storey, part two storey rear extension, porch extension, garden room and solar panels	NTC made no comment on this application
<b>(28)</b> WNN/2022/0206	<a href="#">35 Fir Tree Walk, -, Northampton, Northamptonshire, NN3 3DS</a> Two storey side extension and loft conversion	NTC made no comment on this application
<b>(29)</b> WNN/2022/0215	<a href="#">Telecommunications Mast Talavera Way, -, Northampton, Northamptonshire</a> Removal of 20m pole to be replaced by 20m Streetpole which will support 3no New Antenna, 6no RRH and 1no GPS Module	NTC made no comment on this application
<b>(30)</b> WNN/2021/1081	<a href="#">100 Westone Avenue, -, Northampton, Northamptonshire, NN3 3JQ</a> Two storey rear extension together with new hardstanding and dropped kerb to front	NTC made no comment on this application
<b>(31)</b> WNN/2022/0209	<a href="#">19 St Georges Avenue, -, Northampton, Northamptonshire, NN2 6JA</a> Demolition of existing single storey rear extension and erection of replacement larger single storey rear extension	NTC made no comment on this application
<b>(32)</b> WNN/2022/0213	<a href="#">1 Edgemont Road, -, Northampton, Northamptonshire, NN3 3DF</a> Extension of existing outbuilding to create an undercover outdoor area	NTC made no comment on this application
<b>(33)</b> WNN/2021/1155	<a href="#">105 Abington Avenue, -, Northampton, Northamptonshire, NN1 4PB</a> Change of Use from Flexible Use Dwellinghouse (Use Class C3) / House in Multiple Occupation (Use Class C4) to 7-bed House in Multiple Occupation (Sui Generis) including Dormer loft conversion and rear extensions with associated internal alterations (approved under N/2021/0071).	NTC made no comment on this application
<b>(34)</b> WNN/2021/1145	<a href="#">13 17 Bridge Street, -, Northampton, Northamptonshire, NN1 1NH</a> Conversion to 4no Apartments (Use Class C3) and 7no bedroom House in Multiple Occupation (Sui Generis), including demolition to rear to	NTC made no comment on this application

	create associated amenity area and wider associated alterations	
<b>(35)</b> WNN/2022/0225	<a href="#">78 Derby Road, -, Northampton, Northamptonshire, NN1 4JS</a> Change of Use from Dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4) for 5 occupants	NTC made no comment on this application
<b>(36)</b> WNN/2022/0226	<a href="#">1 Stable Cottage Dallington Park Road, -, Northampton, Northamptonshire, NN5 7AA</a> Two storey rear extension to replace existing single storey rear conservatory and single storey extension for the remainder of the rear elevation	NTC made no comment on this application
<b>(37)</b> WNN/2022/0223	<a href="#">81 83 Broadmead Avenue, -, Northampton, Northamptonshire, NN3 2RA</a> Single storey rear extension and apartment reconfiguration	NTC made no comment on this application
<b>(38)</b> WNN/2022/0179 <b>(39)</b> <a href="#">WNN/2022/0182</a>	<a href="#">Racecourse Messroom, The Racecourse Kettering Road, -, Northampton, Northamptonshire</a> Listed Building Consent Application to add railings and a gate to the archways of the building	NTC made no comment on this application
<b>(40)</b> WNN/2022/0232	<a href="#">64 Gold Street, -, Northampton, Northamptonshire, NN1 1RS</a> Change of Use of Second Floor from Flat (Use Class C3) to Restaurant (Use Class E)	NTC made no comment on this application
<b>(41)</b> WNN/2022/0235	<a href="#">343 Billing Road East, -, Northampton, Northamptonshire, NN3 3LL</a> Replacement dwelling	NTC made no comment on this application
<b>(42)</b> WNN/2021/0925	<a href="#">524 Wellingborough Road, -, Northampton, Northamptonshire, NN3 3HY</a> Demolition of existing dwelling and construction of 2no new dwellings and alterations to existing access	NTC made no comment on this application
<b>(43)</b> WNN/2022/0195	<a href="#">5 Cranmere Avenue, -, Northampton, Northamptonshire, NN1 5SF</a> Erection of rear/side extension with internal layout reconfiguration. Loft conversion to add rear dormer to accommodate an additional bedroom and ensuite	NTC made no comment on this application
<b>(44)</b> WNN/2022/0237	<a href="#">3 Exmoor Close, -, Northampton, Northamptonshire, NN3 3AU</a> New entrance porch to front, single storey rear and side extensions, garage conversion and removal of chimneys	NTC made no comment on this application
<b>(45)</b> WNN/2022/0141	<a href="#">29 Queenswood Avenue, -, Northampton, Northamptonshire, NN3 6JT</a> Single storey rear extension	NTC made no comment on this application
<b>(46)</b> WNN/2022/0239	<a href="#">Unit 1 Fairground Way, -, Northampton, Northamptonshire, NN3 9HU</a> Change of Use from Indoor Trampoline and Community Resource Centre (Use Class E(d)) to Flexible Use for Storage and Distribution (Use Class B8) or General Industry / Storage and Distribution (Use Class B2 / B8)	NTC made no comment on this application

<b>(47)</b> WNN/2022/0251	<a href="#">8 Crediton Close, -, Northampton, Northamptonshire, NN3 3AJ</a> Front porch extension, two storey rear extension, first floor side extension and removal of redundant chimney	NTC made no comment on this application
<b>(48)</b> WNN/2022/0256	<a href="#">O2 Communications Mast Lings Way, -, Northampton, Northamptonshire</a> Removal of existing 17.5m telecommunications mast and all equipment attached to be replaced by new 20m telecommunications mast to support 6no antenna, RRHs and ancillary development thereto. to also include the removal of 1no equipment cabinet	NTC made no comment on this application
<b>(49)</b> WNN/2022/0257	<a href="#">107 Watermeadow Drive, -, Northampton, Northamptonshire, NN3 8ST</a> Construction of single storey timber framed garden room 3.2m x 4.2m in rear garden	NTC made no comment on this application
<b>(50)</b> WNN/2022/0252	<a href="#">3 Clayfield Close, -, Northampton, Northamptonshire, NN3 6QF</a> Erection of ancillary storage structure	NTC made no comment on this application
<b>(51)</b> WNN/2022/0254	<a href="#">Communication Station, British Telecom Spring Gardens, -, Northampton, Northamptonshire</a> Provision of 6no Vodafone antennas (and ancillary antenna equipment) on existing support poles on rooftop of building, replacement of 6no Telefonica antennas (and ancillary antenna equipment) on headframe of existing larger stub mast on rooftop of building, provision of single small scale equipment cabinet (dimensions 0.8m x 0.66m x 1.77m high) with associated minor antenna ancillary equipment centrally on the rooftop of the building and minor ancillary works	NTC made no comment on this application
<b>(52)</b> WNN/2022/0205	<a href="#">144 St James Park Road, -, Northampton, Northamptonshire, NN5 5EL</a> Change of Use from Dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4) for 6 occupants	NTC made no comment on this application
<b>(53)</b> WNN/2022/0240	<a href="#">Billing Arbours House Heather Lane, -, Northampton, Northamptonshire, NN3 7EY</a> Listed Building Consent Application for new vehicular access to allow separate access to nos 1 and 2 Billing Arbours	NTC made no comment on this application
<b>(54)</b> WNN/2022/0115	<a href="#">14 Iceland St Peters Square, -, Northampton, Northamptonshire, NN1 1PS</a> Retention of container to rear of 14 Saint Peter's Way used for storage in association with retail unit	NTC made no comment on this application

With no further business to be transacted the meeting concluded at 18:25.

Signed.....Chair

**NORTHAMPTON TOWN COUNCIL  
POLICY AND FINANCE COMMITTEE  
Minutes of the Extraordinary meeting held at 18.00 on Wednesday 16<sup>th</sup> March 2022  
in the Town Council's Committee Room at Northampton Guildhall**

**PRESENT:** Cllrs Marriott (Chair), Alwahabi, Birch, Connolly, Hibbert, Holland-Delamere, Kilbride Purser, Russell

Also present: Cllr Joyce

Officers in attendance: Mr S Carter (Town Clerk)

**55. Apologies**

Apologies had been submitted by Councillor G Eales, T Eales, Brown and Tarasiewicz.

**56. Declarations of Interest**

None.

**57. Exclusion of the Press and Public**

**RESOLVED:** That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**58. Appointment of Events and Projects Officers**

In confidential session it was proposed to appoint two Events and Projects Officers as opposed to the originally proposed one.

The Clerk confirmed that the budget for salaries would cover the increased cost, and that since the council had considered the original proposal, the council had progressed and was now working on around 20 events. Further to this many projects were now coming forward from the various committees, sub-committees and working groups.

**RESOLVED:** That the Town Council appoint two Events and Projects Officers.

**59. Appointment of a Democratic Services Officer**

The Clerk confirmed that they had interviewed five candidates for the Democratic Services Officer role that day. They were minded to make an offer to the lead candidate, subject to references, that would be done on the following day.

There being no more business the meeting concluded at 18.28 hours.

Signed.....Chair





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**Northampton Town Council**

**Council Meeting – 28<sup>th</sup> March 2022**

**Agenda Item No 7 – Notice of Motion – Supporting notes**

**Purpose of report:** To provide context for the notice of motion regarding Hybrid meetings

**Recommendations:** That the Town Council considers the proposed motion and whether to support it. The motion being

‘This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.

Taken from SLCC, ASDO and LLG statement:

*On 5 January 2022, the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) launched a petition, supported by the SLCC, calling on the government to change the law to give councils (ranging from county, district and unitary authorities, through to town and parish councils) the freedom to hold remote meetings when local circumstances suit. This includes hybrid meetings.*

*This follows the unsuccessful High Court action in 2021 and the subsequent judgement that it was for Parliament to change the law not the courts – as indeed the devolved administrations have done in Wales and Scotland to allow for online meetings.*

*ADSO and LLG do not wish to impose remote meetings on councils. Councils should have the choice to decide how to run meetings depending on local circumstances. They also accept that some meetings (for example, full council meetings) are more suited to physical attendance.*

*The period of lockdown showed that remote meetings bring so many benefits to local democracy and residents, apart from the obvious public health safeguards. It is no longer just a response to Covid, although we are aware that some councillors are still not able to attend meetings for health reasons either relating to them or their families.*

*The wider benefits are:*

- *Increased attendances at remote meetings by both councillors and the public*
- *Significant cost savings for some authorities arising from much less travel to meetings*
- *The environmental benefits of less travel, particularly in the large county authorities*
- *A better work/life balance for councillors*
- *Improved equality of access to meetings for all and opening up opportunities for more people to stand for election as councillors*
- *More transparency and openness for the public to see council meetings*

- *An option to move meetings online when there are constraints, for example bad weather such as snow or flooding.*

SLCC therefore support ADSO and LLG in asking councils to consider passing the following motion and writing to the Secretary of State:

'This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.'