



# Northampton TOWN COUNCIL

**MEETING OF THE COUNCIL – 8<sup>th</sup> JULY 2024 – 18:00**

**To: All Northampton Town Councillors**

You are summoned to attend the meeting of Northampton Town Council to be held in the Guildhall's Council Chamber, Northampton at 18:00 hours on Monday 8<sup>th</sup> July 2024 where the business set out below will be transacted

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

**Stuart Carter**  
**Town Clerk**  
**2<sup>nd</sup> July 2024**

**1. APOLOGIES FOR ABSENCE**

**2. PUBLIC QUESTIONS/STATEMENT TIME:**

To receive any questions or statements from members of the public

**3. DECLARATIONS OF INTEREST**

**4. MAYOR'S ANNOUNCEMENTS**

**5. TO RECEIVE AND AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON 20<sup>th</sup> MAY 2024 – ATTACHED**

*Pages 3 - 6*

**6. TO RECEIVE AND AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 28<sup>TH</sup> MAY 2024**

*Pages 7-8*

**7. TO RECEIVE AND WHERE APPROPRIATE ADOPT THE DECISIONS AS DETAILED IN THE MINUTES OF THE UNDERMENTIONED COMMITTEES**

A. PLANNING COMMITTEE – 1<sup>ST</sup> MAY 2024 – ATTACHED - PAGES 9 -18

- B. COMMUNITY SERVICES COMMITTEE – 7<sup>TH</sup> MAY 2024 - ATTACHED - PAGES 19 -22
- C. POLICY & FINANCE COMMITTEE – 13<sup>TH</sup> MAY 2024 – ATTACHED – PAGES 23-26
- D. PLANNING COMMITTEE – 29<sup>TH</sup> MAY 2024 – ATTACHED – PAGES 27 - 37
- E. COMMUNITY SERVICES COMMITTEE – 10<sup>TH</sup> JUNE 2024 – ATTACHED – PAGES 38 - 41
- F. ENVIRONMENTAL SERVICES COMMITTEE 17<sup>TH</sup> JUNE 2024 - ATTACHED – PAGES 43 – 46
- G. PLANNING COMMITTEE – 24<sup>TH</sup> JUNE 2024 – *To follow*

**8. NOMINATION FOR THE ROLE OF NORTHAMPTON TOWN COUNCIL POLICE LIAISON REPRESENTATIVE**

Report attached

*Page 47*

**9. NOTICE OF MOTION – TO BE PROPOSED BY COUNCILLOR A STEVENS AND SECONDED BY COUNCILLOR D MEREDITH**

*Northampton Town Council welcomes the initiative from West Northamptonshire (WNC) to work with businesses to clean up the town centre, especially with the amount invested in its regeneration. However, areas outside the town centre such as Semilong, Talavera, Phippsville are plagued with fly tipping and litter and are being neglected. Groups like the fantastic Northampton Litter Wombles are filling the void left by WNC as they do their best to keep our streets clean, however WNC should fulfil its commitment to residents to ensure Northampton is clear of waste and litter as this detracts from the Town's heritage and character. Northampton Town Council will hold WNC to account and ask what they plan to do in these areas to clean them up for the benefits of residents and visitors alike.*



## **FULL COUNCIL – 20<sup>TH</sup> MAY 2024**

MINUTES OF THE FULL COUNCIL MEETING HELD ON 20<sup>TH</sup> MAY 2024 AT 5:30PM IN THE COUNCIL CHAMBER OF THE GUILDHALL, NORTHAMPTON

- PRESENT:** Councillor S Hibbert (Town Mayor)  
Councillor P. Joyce (Deputy Mayor)
- COUNCILLORS:** J Alwahabi, R Ashraf, J Birch, N Choudary, K Evans, M Hallam, E Haque, K Holland-Delamere, F Ismail, A Kilbride, J Lane, L Marriott, T Miah, A Stevens, B Purser and W Tarasiewicz
- OFFICERS PRESENT:** Mr S Carter (Town Clerk), Mrs J Thorneycroft (Assistant Town Clerk), Mrs C Maclellan (Responsible Finance Officer), Miss L Hawkins (Mayoral Officer), Miss C Burke (Mayoral Support) Miss F Barford (Democratic Services Officer), Miss S Kennedy (Communications Officer), Mr C Osborn (Community Engagement Officer), Miss J Haines, Miss N Haviland and Mrs L Hanam-Jones (Events & Projects Officers)
- OTHERS PRESENT:** Ms Liz Cox (Mayoress), Mr David Peach (Macebearer) and Cannon Michael Webber (Mayor’s Chaplain) and approximately 50 guests.

The Mayor expressed his gratitude on being provided the opportunity to become 782<sup>nd</sup> Mayor of Northampton and all the people who have supported him throughout his mayoral year, especially his Mayoress Liz Cox. The Mayor stated he had attended many engagements and it was a delight meeting the people of Northampton.

The Mayor explained he’d attended over 170 engagements visiting local businesses, charities, community groups and events supporting other charity initiatives. The Mayor was pleased to announce during his mayoral year £24,000 was raised for his chosen charity, Spencer Contact.

### **10. ELECTION OF TOWN MAYOR**

Cllr Holland-Delamere proposed that Cllr P Joyce be elected Town Mayor of Northampton for the ensuing Municipal Year. In proposing Councillor Holland-Delamere explained how Cllr Joyce had strong links with the Eastern District of Northampton and how throughout his life continually represented his Royal Mail colleagues, residents and businesses. In seconding Cllr Hallam highlighted Cllr Joyce’s character and his ability to work collaboratively to the benefit of his ward residents at both the former County Council, Northampton Borough Council and now the Town Council.

There were no further nominations.

**RESOLVED:** That Councillor Paul Joyce be elected as the Town May of Northampton for the ensuing Municipal Year.

Cllr Hibbert removed the Chains of Office and disrobed and thee to the Macebearer then, took his seat in the Council Chamber. Cllr Joyce received the Chains of Office and robe from the Macebearer then, read and signed the Declaration of Acceptance of Office which was attested by the Town Clerk. The Mayoress, Mrs Mylissa Joyce was then presented with the Chains of Office.

In response to his election, the Town Mayor Cllr Joyce expressed his gratitude for Cllrs Holland-Delamere and Hallam's kind words and that this was one of his proudest achievements. The Mayor stated his mayoralty would oversee the 80-year anniversary for D-Day and the 150-year anniversary of the Great Fire of Northampton next year. The Mayor added how he was excited to engage with the community and open the parlour to community groups.

#### **11. VOTE OF THANKS TO OUTGOING MAYOR AND MAYORESS**

Cllr Lane proposed a vote of thanks to the outgoing Mayor Cllr Hibbert and his Mayoress Liz Cox. In proposing Cllr Lane stated that both Cllr Hibbert and Miss Cox had upheld their duties with great passion in the last year.

In seconding, Cllr Ashraf expressed her thanks to the outgoing Mayor and Mayoress for representing and demonstrating the values of Northampton Town.

**RESOLVED:** The outgoing Mayor Cllr S Hibbert and his Mayoress Miss Liz Cox received a vote of thanks from Northampton Town Council.

#### **12. ELECTION OF DEPUTY TOWN MAYOR**

Cllr Marriott proposed that Cllr J Birch be elected the Deputy Town Mayor for the ensuing Municipal Year. In proposing Cllr Marriott highlighted Cllr Birch's commitment to serve and support the community through her roles at the former County Council, Northampton Borough Council and now the Town Council. He added Cllr Birch alongside her husband continue to champion the community via their roles within Community Spaces Northampton that safeguarded community centres for community use.

In seconding, Cllr Ashraf stated she had known Cllr Birch and Mr Birch for an extended period of time since she was a teacher at Trinity Secondary School and she would make an outstanding Deputy Mayor.

There were no further nominations.

**RESOLVED:** That Councillor J Birch be elected as the Deputy Mayor for the ensuing Municipal Year.

#### **13. APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillors Meredith and Fuchshuber.

#### **14. DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

## 15. MAYORAL APPOINTMENTS

The Town Mayor made the following appointments:

- Mayor's Chaplain – Rev Adam Eakins
- Macebearer – Dave Peach
- Mayor's Cadet – Cadet Corporal Oscar Pancoust
- Mayor's Charity – [The Lewis Foundation](#)

## 16. MINUTES

**RESOLVED:** The Town Mayor was authorised to sign the minutes of the previous meeting of the council held on 29<sup>th</sup> April 2024 as a true and accurate record of the proceedings.

## 17. MEMBERSHIP OF COMMITTEES

**RESOLVED:** The following committee membership as outlined below be approved and adopted.

### **Members of the Policy and Finance Committee: 14**

Councillors Marriott (Chair), Evans (Vice Chair), Alwahabi, Birch, Connolly, Hallam, Haque, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Stevens and Tarasiewicz

### **Members of the Environmental Services Committee: 12**

Councillors Stevens, (Chair), Kilbride (Deputy Chair), Ashraf, Brown, Choudary, Fuchshuber, Joyce, McNicholas, Meredith, Miah, Soan and Tarasiewicz

### **Members of the Community Services Committee: 12**

Councillors Birch (Chair), Holland-Delamere (Deputy Chair), Alwahabi, Evans, Hallam, Hibbert, Ismail, Lane, Marriott, Miah, Russell and Soan

### **Members of the Planning Committee: 12**

Councillors Connolly (Chair), Haque (Vice Chair), Brown, Birch, Choudary, Fuchshuber, Ismail, Joyce, Lane, McNicholas, Meredith and Purser

### **Members of the Accounts Sub-Committee: 4**

Cllrs Marriott (Chair), Birch, Evans and Hibbert

### **Members of the Grants Sub Committee: 5 + 1 for Environmental Grants**

Cllrs Birch (Chair), Alwahabi, Hibbert, Holland-Delamere and Russell  
(Stevens for Environmental Grants)  
Named substitute: Cllr Lane

### **Members of the Staffing Sub-Committee**

Councillors Marriott (Chair) Birch (Vice Chair), Hibbert, Kilbride, Purser and Russell

## 18. CLOSING OF THE MEETING

The Town Mayor thanked attendees for their attendance to the meeting and formally closed the meeting.

**MEETING CONCLUDED: 6:20PM**

## **EXTRAORDINARY COUNCIL MEETING – TUESDAY 28TH MAY 2024**

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 28<sup>TH</sup> MAY 2024 AT 5:15PM IN THE COURT ROOM AT THE GUILDHALL, NORTHAMPTON

- PRESENT:** Councillor P Joyce (Town Mayor)  
Councillor J Birch (Deputy Mayor)
- COUNCILLORS:** J Alwahabi, S Hibbert, A Kilbride, J Lane, L Marriott, M McNicholas, T Miah, B Purser,  
C Russell, A Stevens, and W Tarasiewicz.
- OFFICERS PRESENT:** Mr S Carter (Town Clerk), Mrs C Maclellan (Responsible Finance Officer) and Miss F Barford (Democratic Services Officer)

### **19. APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillor Holland-Delamere.

### **20. PUBLIC QUESTIONS/STATEMENT TIME:**

No public statements or questions had been submitted.

### **21. DECLARATIONS OF INTEREST**

No declarations were made.

### **22. APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT 2023/2024**

The Responsible Finance Officer (RFO) introduced the Annual Governance Statement and Annual return. She explained the AGAR was legally required to be completed annually at the end of each financial year by local councils and needs to be independently verified by the auditor who reviews the Council's accounts. The Town Clerk explained the internal auditor had completed her audit and as a result the Annual Governance Return. The RFO added the internal auditor found the Council's accounts and bookkeeping in good order.

**RESOLVED:** That the Annual Governance statement be received, approved and that the Mayor be authorised to sign it.

### **23. TO APPROVE THE ANNUAL ACCOUNTING STATEMENT 2023/24**

The RFO presented the Final Accounts, for the financial year ending 2023-24 as part of the AGAR.

Councillor Marriott stated that the Town Council had reserves, general reserves amounting to approximately £1 million. This equated to 8 months' worth of expenditure, ensuring continuity of service in the rare event that the precept could not be paid. The RFO highlighted the earmarked reserves had been done with purpose, she also highlighted the uncertainty with the Council's accommodation.



A Councillor inquired whether any forecasting had been done regarding the potential transfer of Moulton Leys into Moulton Parish Council's boundary area. The Responsible Financial Officer (RFO) stated that this had not been done but would be considered, noting that current budget forecasts indicate that reserves would be depleted by year 10 at the current levels of income and expenditure.

**RESOLVED:** That the Final Accounts for Financial Year 2023 - 2024 be received and approved.

**RESOLVED:** That the Accounting Statement as detailed within the AGAR be approved, accepted and that the Mayor be authorised to sign it.

**MEETING CONCLUDED: 17:24**

**PLANNING COMMITTEE – 1<sup>ST</sup> MAY 2024**

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 1<sup>ST</sup> MAY 2024 AT 6PM IN THE COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Connolly (Chair), Haque (Vice Chair) and Birch.

**OFFICERS PRESENT:** Miss F Barford (Democratic Services Officer)

**64. APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillors Fuchshuber, Ismail, Lane, Meredith and Purser

**65. DECLARATIONS OF INTEREST**

Councillor Birch declared a non-pecuniary interest in minute item 68, as she was the secretary of the Semilong and Trinity Neighbourhood Forum who assisted with the formulation of the Semilong and Trinity Neighbourhood Plan.

**66. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 3<sup>RD</sup> APRIL 2024**

**RESOLVED:** The Chair was authorised to sign the minutes of the previous meeting held on 3<sup>rd</sup> April 2024 with the inclusion of Councillor Haque being included within the present list as a true and accurate record of the proceedings.

**67. TO DISCUSS HOW THE COMMITTEE WISHES TO PROVIDE COMMENT ON WEST NORTHAMPTONSHIRE COUNCIL'S NEW DRAFT LOCAL PLAN CONSULTATION**

The Democratic Services Officer (DSO) circulated copies of West Northamptonshire Council's (WNC) Draft Local Plan and showed some of the sites outlined for development with the Town Council area.

The DSO referred to the report enclosed within the agenda, she explained the planning training with Mrs Andrea Pellegram highlighted the significance of local plans therefore, the Town Council should engage with the consultation. A Councillor suggested as the consultation closed on 5<sup>th</sup> June 2024, that Mrs Pellegram be requested to review the local plan and highlight the areas of concern to the Town Council and assist in the formulation of a response. The DSO explained she could pose this to Mrs Pellegram with the committee's agreement.

The DSO explained she requested representatives from WNC's Local Plan team to attend this meeting however, they were unable to attend and the Local Plan Team offered to attend another date. A Councillor suggested a stand-alone meeting be arranged and opened to all Councillors of interest to gain further information on the Draft Local Plan.

**RESOLVED:** It was resolved that Mrs Pellegram be requested to review West Northamptonshire Council's Draft Local Plan and to assist with the formulation of the Town Council's response.

**RESOLVED:** It was resolved the Local Plan Team at West Northamptonshire Council be invited to attend the Town Council to brief members.

**RESOLVED:** It was resolved that expenditure from budget code 4601 Planning Support be delegated to the Democratic Services Officer in consultation with the Chair.

**68. TO PROVIDE APPROVAL FOR THE SEMILONG AND TRINITY NEIGHBOURHOOD PLAN TO BE SUBMITTED TO WEST NORTHAMPTONSHIRE COUNCIL**

Councillor Birch provided copies of the Semilong and Trinity Neighbourhood Plan to attendees and explained the plan required submission to WNC for independent examination prior to the referendum on its adoption. Councillor Birch highlighted the Neighbourhood Plan area included the Racecourse, Barack Road, Semilong and Grafton Street. She added, the former Northampton Borough Council was the designated as the qualifying body however, with local government re-organisation, Northampton Town Council was now the qualifying body. A Councillor complimented the determination and level of detail put into the formulation of the Semilong and Trinity Neighbourhood plan.

**RESOLVED:** It was resolved for the Semilong and Trinity Neighbourhood Plan be approved for submission to West Northamptonshire Council.

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

Application No	Site Address and Proposal	Comments
421. 2024/1530/FULL	Replace flat roof on double garage to a pitched roof in keeping with house and surrounding dwellings.	Northampton Town Council made no comment on this application.
422. 2024/1714/TPO	<a href="#">56 Charnwood Avenue Northampton NN3 3DY</a> Remove 1x Pine and 1x Larch to ground level.	Northampton Town Council made no comment on this application.
423. 2024/1571/ADV	<a href="#">348 Esso Wellingborough Road Northampton NN1 4EX</a> New Canopy Fascia Signage with 'Eyebrow' LED down light lighting strips	Northampton Town Council made no comment on this application.
424. 2024/0131/FULL	<a href="#">9 Chestnut Road, Northampton, NN3 2JL</a> Single storey rear extension	Northampton Town Council made no comment on this application.
425. 2024/1679/FULL	<a href="#">13 Bembridge Drive Northampton NN2 6LZ</a>	Northampton Town Council made no

	Proposed conservatory conversion into new kitchen	comment on this application.
<b>426. 2024/1722/S73</b>	<a href="#">Lock Up Garages Stanley Road Northampton</a> Variation of condition 2 [approved plans] to application WNN/2023/0279 [Demolition of 9no prefabricated garages and construction of 3no terrace houses with associated car parking] to move the proposed terraced houses a further 500mm away from the south west gable of 13 Stanley Road	Northampton Town Council made no comment on this application.
<b>427. 2024/1702/FULL</b>	<a href="#">111 Malcolm Drive Northampton NN5 5NJ</a> Loft conversion with erection of rear dormer	Northampton Town Council made no comment on this application.
<b>428. 2024/1728/FULL</b>	<a href="#">7 Ibstock Close Northampton NN3 5DL</a> Proposed Front Extension and Extended Driveway	Northampton Town Council made no comment on this application.
<b>429. 2024/1576/FULL</b>	<a href="#">348 Esso Wellingborough Road Northampton NN1 4EX</a> Replacement of Existing Fuel Tanks, Fills, Pipework and Forecourt Canopy. Alterations to Existing Parking Arrangements.	Northampton Town Council made no comment on this application.
<b>430. 2024/1741/FULL</b>	<a href="#">417 Wellingborough Road Northampton NN1 4EY</a> Dismantle existing conservatory, to erect single storey infill extension and insertion of window and exterior doors to rear (northwest) elevation	Northampton Town Council made no comment on this application.
<b>431. 2024/1617/FULL</b>	<a href="#">Osborne House 29 St Georges Avenue Northampton NN2 6JA</a> Consolidation of existing children's nursery use for 80 children to No.29 St Georges Avenue	Northampton Town Council made no comment on this application.
<b>432. 2024/1727/FULL</b>	<a href="#">42 Henry Street Northampton NN1 4JE</a> The installation of 3no. freestanding support frame poles supporting 2no. antenna apertures each (6no. antenna apertures in total), the installation of 4no. support poles supporting 1no. 600mm dishes (4no. dishes in total), the installation of 4no. equipment cabinets	The Planning Committee commented their concerns on the height of the antenna apertures and associated equipment as it was out of keeping

	on freestanding support frame on rooftop, and ancillary development thereto.	with the other building heights on Henry Street.
<b>433. 2024/1724/FULL</b>	<a href="#">Land to rear of 92 Lower Adelaide Street Northampton NN2 6BB</a> Part demolition of existing storage building and conversion of remaining storage buildings into 3No new one bedroom dwellings.	Northampton Town Council made no comment on this application.
<b>434. 2024/1609/FULL</b>	<a href="#">79 North Holme Court, Northampton, NN3 8AB</a> Front porch. Installation of solar panels on roof. Insulate the house externally. Changes to the position of the window.	Northampton Town Council made no comment on this application.
<b>435. 2024/1622/FULL</b>	<a href="#">235 Abington Avenue, Northampton, NN1 4PU</a> Proposed Change of Use from dwelling (Use Class C3) to House in Multiple Occupation for 7No persons (Sui Generis)	The Planning Committee commented concerns on the concentration of HMOs within the area of Abington Avenue. In addition, they raised concerns on the lack of parking and how this development could contribute further to pre-existing highway issues, as evidenced within the draft local plan 51% of people in West Northants use a private car/van as their main means of transport to work. However, the Committee welcomed the detailed nature of the plans within the application.
<b>436. WNN/2023/0649</b>	<a href="#">141 Wycliffe Road, Northampton, NN1 5JJ</a> Change of use of existing dwelling house to 5 person house in multiple occupation ( class C4) including rear two storey flat roof extension to form new dwelling and private amenity space	The Planning Committee commented concerns on the concentration of HMOs within the area of Wycliffe Road. In

		addition, they raised concerns on the lack of parking and how this development could contribute further to pre-existing highway issues, as evidenced within the draft local plan 51% of people in West Northants use a private car/van as their main means of transport to work.
<b>437. 2024/1603/PA</b>	<a href="#">Aegis House, 1 Purser Road, Northampton, NN1 4PG</a> Change use of from offices [Use class E] to 6 self-contained flats [Use class C3]	Northampton Town Council made no comment on this application.
<b>438. 2024/1687/TCA</b>	<a href="#">Palmerston Court Palmerston Road Northampton NN1 5EU</a> Work to 4x lime trees within a conservation area	Northampton Town Council made no comment on this application.
<b>439. 2024/1792/TCA</b>	<a href="#">Church Of St Peter And St Paul Park Avenue South Northampton NN3 3AB</a> Reduction to 2 x damaged conifers back to boundary wall.	Northampton Town Council made no comment on this application.
<b>440. 2024/1845/S73</b>	<a href="#">80 Stanhope Road Northampton NN2 6JX</a> Removal of condition 4 (Number of Staff) WNN/2023/0737 (Change of use from Supported Accommodation (Use Class C2) to accommodate a maximum of 3no young people aged 16yrs to 18 yrs to Residential Children's Home (Use Class C2) for aged 5 years to 18 years old for maximum of 3 children)	Northampton Town Council made no comment on this application.
<b>441. 2024/1865/ADV</b>	<a href="#">Mayleigh House Kettering Road North Northampton NN3 6HF</a> 1. 2no. internally illuminated 'Lidl' logo sign mounted to the store canopy (2.5m x 2.5m) 2. 1no. internally illuminated flagpole sign (2.1m x 5.98m) 3. 1no. illuminated poster display unit (1.7m x 2.22m) 4. 2no. small wall mounted billboards (3.245m x 1.64m) 5. 3no. large	Northampton Town Council made no comment on this application.

	wall mounted billboards (6.3m x 3.25m) 18	
<b>442. 2024/1603/PA</b>	<a href="#">Aegis House, 1 Purser Road, Northampton, NN1 4PG</a> Change use of from offices [Use class E] to 6 self contained flats [Use class C3]	Northampton Town Council made no comment on this application.
<b>443. WNN/2023/0258</b>	<a href="#">17 Harding Terrace, Northampton, NN1 2PF</a> Erection of new two storey Residential Building containing 6no one-bed apartments (Use Class C3), with rear amenity space, covered cycle storage area, refuse store and associated works	Northampton Town Council made no comment on this application.
<b>444. 2024/1672/FUL</b>	<a href="#">Sw Wreford And Sons Silvanus Park Edgar Mobbs Way Northampton NN5 5JT</a> Single storey extension to existing office	Northampton Town Council made no comment on this application.
<b>445. 2024/1796/S73</b>	<a href="#">82 Land Rear Of Kingsley Park Terrace Northampton NN2 7HJ</a> Variation of condition 2 (approved drawings) to application WNN/2022/1206 [Erection of three terraced residential dwellings & off road parking.] to enhance the usability of the dwellings by adjustments to the internal layout	Northampton Town Council made no comment on this application.
<b>446. 2024/1215/FULL</b>	<a href="#">Royal Insurance Tower Royal Insurance Computer Centre Pondwood Close Northampton NN3 6RT</a> Removal of the existing 32.5m tower and the replacement with a 35m free-standing lattice tower. Installation of 3No antennas at 28.39m. Installation of 3No antennas at 27.73m. The relocation of 3No existing antennas at 28.52m. The relocation of 3No existing antennas at 29.04m. The relocation of 2No existing dishes at 28.39m. The installation of 1No cabinet at ground level. The installation of associated ancillary equipment.	Northampton Town Council made no comment on this application.
<b>447. 2024/1844/FULL</b>	<a href="#">5 Cyril Street Northampton NN1 5EL</a> Change of Use from single dwelling house (C3) into 3 no. flats (C3) including new dormer to rear elevation, single storey rear extension, lightwell to front elevation	Northampton Town Council made no comment on this application.

	and alteration to window to lower ground floor	
<b>448.</b> 2024/1905/FULL	<a href="#">104 The Drive, Northampton, NN1 4SP</a> Proposed single storey rear extension	Northampton Town Council made no comment on this application.
<b>449.</b> 2024/1853/FULL	<a href="#">110 Pembroke Road Northampton NN5 7ER</a> Single storey part two storey rear extension, single storey side extension, first floor rear extension to rear and dropped kerb, including basement storage beneath rear extension - part retrospective	Northampton Town Council made no comment on this application.
<b>450.</b> 2024/1915/FULL	<a href="#">Northampton General Hospital Nhs Trust Cliftonville Northampton NN1 5BD</a> Plant pod at roof level to contain 1 no. air handling unit. alterations to existing guardrails and and new access to be formed to new plant room, alterations to the elevation and window positions to suit internal reconfiguration.	Northampton Town Council made no comment on this application.
<b>451.</b> 2024/1724/FULL	<a href="#">Land to rear of 92 Lower Adelaide Street Northampton NN2 6BB</a> Part demolition of existing storage building and conversion of remaining storage buildings into 3No new one bedroom dwellings.	Northampton Town Council made no comment on this application.
<b>452.</b> 2024/1910/FULL	<a href="#">92 Abington Street Northampton NN1 2AP</a> Change of use-Ground Floor - Use Class E (Commercial, Business & Service Use) - new demarcation to the office (fronting) and a change of use to a Use Class C (Dwellinghouses) to the rear section of the ground floor - C3(a) . First Floor & Second Floor - Use Class E (Commercial, Business & Service Use) - A change of use from Use Class E to a Use Class C (Dwellinghouses) - C3(a)	Northampton Town Council made no comment on this application.
<b>453.</b> 2024/1983/S73 <a href="#">2024/1995/S73</a>	<a href="#">18A Sheep Street Northampton NN1 2LU</a> Variation of Condition 2 (approved plans) of WNN/2022/0577 (Listed Building Consent Application for the conversion of Upper Floor Offices and First Floor	Northampton Town Council made no comment on this application.



	Restaurant Area (Use Class E) to provide 5no Apartments (Use Class C3), with installation of rooflights, fenestration changes and internal alterations) to make internal amendments to alter the layouts of the apartments and modify roof light locations	
<b>454.</b> 2024/1773/FULL	<a href="#">37 Greenfield Avenue Northampton NN3 2AF</a> Proposed single-storey rear extension	Northampton Town Council made no comment on this application.
<b>455.</b> 2024/1527/FULL	<a href="#">Second Floor And Third Floor Flat 35 Bridge Street Northampton NN1 1NS</a> Change of use from 2 independent flats into 5 units of multiple occupancy. (Resubmission of WNN/2021/0498)	The Planning Committee commented concerns on the storage of the HMO Units household waste alongside the ground floors business' waste. The Committee added concerns of the impact of noise from the business below.
<b>456.</b> 2024/1756/FULL	<a href="#">Waterside House Edgar Mobbs Way Northampton NN5 5JE</a> Proposed erection of two external storage enclosures and a compressor housing within the service yard and smoking shelter (retrospective). Erection of covered cycle parking.	Northampton Town Council made no comment on this application.
<b>457.</b> 2024/1842/FULL	<a href="#">Rbn Gurdwara Sahib Cromwell Street Northampton NN1 2TE</a> Re-locate main entrance door and canopy and new internal W/c Block	Northampton Town Council made no comment on this application.
<b>458.</b> 2024/1950/OUT	<a href="#">25 Holyrood Road Northampton NN5 7AH</a> Outline application with all matters reserved for erection of 2 dwellings	Northampton Town Council made no comment on this application.
<b>459.</b> 2023/8100/FULL	<a href="#">15 Ardington Road Northampton NN1 5LP</a> Proposed erection of a single storey ground floor side infill extension.	Northampton Town Council made no comment on this application.
<b>460.</b> 2024/1652/FULL	<a href="#">20 Longueville Court Northampton NN3 8HJ</a> Erection of single storey rear extension and change of use from dwellinghouse	The Planning Committee raised concerns on the concentration of HMOs

	(Use Class C3) to House in Multiple Occupation (Sui Generis) for 7 occupants	in this area and believe the terraced nature of these properties were not suitable for HMO purposes. It was added, if this plan was approved it would result in the loss of a family home.
461. 2024/1814/FULL	<a href="#">158 Birchfield Road Northampton NN1 4RH</a> Renovation of existing Garage including increase in height and depth and an array of 8 No. Photovoltaic Panels.	Northampton Town Council made no comment on this application.
462. 2024/1943/FULL	<a href="#">Sol Central, Unit 2 Ground Floor Only, Marefair, Northampton, NN1 1SR</a> Subdivision of the Property to 2no units with the change of the use of one of the units from vacant former casino (sui generis) to oral surgery/dentist practice (Class E(e)).	Northampton Town Council made no comment on this application.
463. 2024/1957/FULL	<a href="#">20A Ryland Road, Northampton, NN2 7DL</a>  Proposed ground floor extension to side and rear (re-submission of WNN/2023/0698)	Northampton Town Council made no comment on this application.
464. 2024/2054/FULL	<a href="#">13 Connaught Street, Northampton, NN1 3BP</a>  Change of use of single dwelling house to two flats	Northampton Town Council made no comment on this application.
465. 2024/2049/FULL	<a href="#">Oneschool Global Uk, Hunsbury Hill Avenue, Northampton, NN4 8QS</a>  New sports hall and secondary vehicle access onto Hunsbury Hill Avenue	Northampton Town Council made no comment on this application.
466. 2024/2032/PND	<a href="#">Kings House 40 Billing Road Northampton NN1 5BA</a> Prior Notification of Change of Use from offices (Class E) to residential (Class C3) providing 8 apartments	Northampton Town Council made no comment on this application.
467. 2024/0797/FULL	<a href="#">51 Gold Street Northampton NN1 1RA</a>	The Planning Committee <b>OBJECTED</b>

	Part demolition and adaptation of existing first floor and addition of two further floors for 14No flats and retention of Class E ground floor and basement	to the planning application as the proposed development would occur next to a grade listed building within the conservation area. The Planning Committee believe the addition of two further floors would create a stark contrast between with the grade listed building and would be out of keeping with the street scene.
<b>468. 2024/2119/FULL</b>	<a href="#">Simon De Senlis Court Robert Street Northampton NN1 3AE</a> Replacement of the existing windows and external doors, to white PVCu double glazed windows and aluminium doors	Northampton Town Council made no comment on this application.
<b>469. 2024/2142/PA</b>	<a href="#">Elgin House Billing Road Northampton NN1 5AU</a> Prior approval for the change of use of Elgin House from offices (Class E) to a state funded school (Class F1a)	Northampton Town Council made no comment on this application.
<b>470. 2024/2097/FULL</b>	<a href="#">Unit A1, 1 - 5 Fairground Way, Northampton, NN3 9HU</a> External alterations and reconfiguration of Unit A1 to facilitate subdivision, including extensions, and alteration to service yard arrangements.	Northampton Town Council made no comment on this application.
<b>471. 2024/0131/FULL</b>	<a href="#">9 Chestnut Road, Northampton, NN3 2JL</a> Single storey rear extension	Northampton Town Council made no comment on this application.
<b>472. 2024/0650/FULL</b>	<a href="#">5 Thirlmere Avenue Northampton NN3 2QN</a> Part single, part two storey rear extension and first floor side extension.	Northampton Town Council made no comment on this application.

**MEETING CONCLUDED: 7:35PM**

## **COMMUNITY SERVICES COMMITTEE – 7<sup>TH</sup> MAY 2024**

MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 7<sup>TH</sup> MAY 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillor Holland-Delamere (Vice Chair), Marriott, Hibbert, Miah and Ismail

**OFFICERS PRESENT:** Mr S Carter (Town Clerk), Mrs Hanam-Jones (Events & Projects Officer), Mr C Osborn (Community Engagement Officer) and Miss F Barford (Democratic Services Officer)

### **49. APOLOGIES**

Apologies were submitted by Councillors Birch (Chair), Alwahabi, Hallam, Lane and Russell.

### **50. DECLARATION OF INTERESTS**

No declaration of interests was submitted.

### **51. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 25<sup>TH</sup> MARCH 2024 – ATTACHED**

**RESOLVED:** The Vice Chair was authorised to sign the minutes of the previous meeting held on 25<sup>th</sup> March 2024 as a true and accurate record of the meeting.

The Town Clerk stated application for the license for VAS signs had been submitted and a purchase order has been raised. Kingsley Residents Association had created a bid and would submit shortly to the PFCC, in relation to Headlands and Weston Favell Residents Association had not heard anything further. In response to a question, the Town Clerk explained he was informed verbally that additional VAS signs could be added with no extra fee however, clarification would need to be sought.

The Town Clerk explained smaller parish council areas would apply for funding for VAS signs however, there was a cap up-to £5,000 and with the large size of the Town Council's area it was recommended that resident associations apply for the funding individually to prevent this cap being met. The Town Clerk added the insurance of the VAS signs were covered by the Town Councils' insurance.

### **52. TO RECIEVE THE MINUTES OF THE EXTRAORDINARY GRANTS SUB-COMMITTEE MEETINGS HELD ON 6<sup>TH</sup> MARCH 2024 – ATTACHED**

**RESOLVED:** The minutes of the Extraordinary Grants Sub-Committee meeting held on 6<sup>th</sup> March 2024 be approved and adopted.

### **53. EVENTS AND PROJECTS UPDATE**

The Events and Projects Officer (EPO) referred to the report within the agenda. She requested that members share within their networks there was stalls available at the Eid Festival. A Councillor explained there was a number of stalls reserved out of the 20 available.

In relation to Heritage Open Day, she explained it worked well with former Mayors to attend to provide their stories and had sent invitations to former Mayors requesting their attendance.

In response to a question, the EPO explained the route was confirmed from Lady's Lane and the Drapery and the rolling road closure had been confirmed with Stage Coach and Northamptonshire Highways.

The EPO explained that Armed Forces Day route was cancelled due to the regeneration works in the Town Centre and the logistics with Stage Coach buses on the Drapery.

The EPO stated the Town Council currently used WNC's roadside boards and the inability to use the Abington Park boards and was offered Becketts Park's board however this would confuse the public. She added the Parks Team had offered the Town Council to install our own boards at Abington Park. The EPO highlighted that if the expenditure was approved it would be costed to the Advertising and Marketing budget under Policy & Finance Committee. She added, the Town Council was offered a noticeboard within the Town Centre that would remain within our ownership pending authorisation from West Northamptonshire Council.

A Councillor raised concerns about the potential for maintenance and potential for graffiti. The EPO explained the Town Council's previous advertisements had not been graffitied and were well maintained. In response to a question, the EPO stated the locations proposed were high traffic areas and visible to pedestrians and vehicle users from the main road.

**RECOMMENDED:** It was resolved and recommended to the Policy & Finance Committee, that the two Abington Park boards be agreed to the sum of £3,278.80 from the Advertising and Marketing Budget.

#### **54. WESTON FAVELL'S 50<sup>TH</sup> ANNIVERSARY UPDATE – VERBAL UPDATE BY COUNCILLOR HOLLAND-DELAMERE**

The Vice Chair explained a budget of £10,000 had been allocated to the Weston Favell 50<sup>th</sup> Anniversary celebrations later this year. He explained part of the funding be used as match funding for Arts Council funding that would be submitted by Weston Favell Shopping Centre on behalf of 60 Miles by Road & Rail Group.

The Community Engagement Officer explained a bid for funding could be sourced via Councillor Community Funding to assist with work on the green space.

In response to a question, the Vice Chair explained some of the fund be used as match funding to enable £30,000 funding bid if approved. Activities for a large-scale photo display in the engagement centre. Pop-up exhibition, with archives and verbal stories and performance by Silhouette theatre.

#### **55. COMMUNITY NEEDS ANALYSIS UPDATE – ATTACHED**

Connor explained money had been earmarked to complete Community Needs Analysis since the Town Council's formation. He explained a proposal had been submitted from the University of

Northampton that could be completed within 9 months and would provide information that can guide grant funding and any additional services.

A Councillor requested what guarantees the analysis would be completed. The Community engagement officer explained the funds would be payable upon completion of the Community Needs Analysis however, this committee requires approval for them to start the work. The people undertaking the work were three professors who would be assisted by some students.

In response to a question, the Community Engagement Officer explained that Terms of Reference had been provided and was bespoke to the Town Council.

**RESOLVED:** The Committee agreed for the Community Needs Analysis to start with the costs paid upon completed.

*Action: TOR to be circulated by CEO*

## **56. COMMUNITY ENGAGEMENT OFFICER UPDATE**

The CEO highlighted the new out of town fund had been established for community events that take place in the outer-wards that already occur and boost their funding. He highlighted community events that were well subscribed and do not require much assistance in their management or hosting of the event. A Councillor posed whether Spring Borough's Festival could be considered as out-of-town. The community engagement officer stated it depends on what is defined as out-of-town but believe this is an event that should be funded.

The Community Engagement Officer explained he was invited to WNC's Youth Offer Board meeting which was instigated by a training session hosted by the Local Government Association. The meetings are held monthly and included many organisations who assist with providing Youth Provision.

He highlighted some changes that had been made to Grant application form to assist in measuring the impact and quantify it however, this would be presented to the Grants Sub-Committee.

The Town Clerk explained the two new Councillors would attend and have an in-depth induction in the coming weeks.

## **57. COMMUNICATIONS OFFICER'S SOCIAL MEDIA ENGAGEMENT REPORT – ATTACHED**

The Town Clerk explained this would be a regular reoccurring item on the agenda to demonstrate the social media outreach. He added that Facebook generally performed better compared to other. In response to a question, the Town Clerk explained no paid advertising had been used so far. A Councillor suggested that the Communications Officer attends this committee or Policy & Finance Committee to provide further information and share any ideas.

A Councillor stated the number of followers was small amount compared to the amount of people within the wards. A Councillor suggested whether paid advertising could be used prior to an event

to see the impact. A Councillor stated it would be great for the Communications Officer to attend to explain her strategies.

**MEETING CONCLUDED: 6:58PM**

## **POLICY & FINANCE COMMITTEE – 13<sup>TH</sup> MAY 2024**

MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING HELD ON 13<sup>TH</sup> MAY 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM, LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Marriott (Chair), Connolly, Holland-Delamere, Kilbride and Tarasiewicz.

**OFFICERS PRESENT:** Mr S Carter (Town Clerk), Mrs C Maclellan (Responsible Finance Officer) and Miss F Barford (Democratic Services Officer).

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

Apologies were submitted by Councillors Alwahabi, Birch, Haque, Hibbert, Hallam, Joyce, Russell, Stevens and Tarasiewicz.

### **25. DECLARATIONS OF INTEREST**

Councillor Kilbride declared a non-pecuniary interest in minute 67 as he was the ward Councillor for Park Ward that would be affected.

### **26. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 11<sup>TH</sup> MARCH 2024 AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEM**

**RESOLVED:** The Chair was authorised to sign the minutes held on 11<sup>th</sup> March 2024 of the previous meeting as a true and accurate record of the proceedings.

The Town Clerk explained the Town Council had started the process for becoming members of Locality and the Local Government Association.

### **27. TO RECEIVE THE MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETINGS FOR INFORMATION:**

- a) Minutes of the meeting held on 11 March 2024
- b) Minutes of the meeting held on 15 April 2024

The Chair referred to the minutes for information. In response to a question, the Town Clerk explained that under the Allotment Management agreement with Idverde, they retained the income from allotment holders and managed the associated administration. The Town Council did not handle payments or invoices, which is beneficial.

### **28. TO FORMALLY APPROVE THE APPOINTMENT OF THE EVENTS AND PROJECTS OFFICER (MATERNITY COVER)**

The Town Clerk explained the recruitment of maternity cover for one of the Events and Projects Officers was delegated to the Staffing Sub-Committee and the successful candidate was experienced with events at parish council level.

**RESOLVED:** That Miss Haviland be appointed as maternity cover for the Event and Project Officer role.

### **29. ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT AND AUDIT REPORT**



The Town Clerk stated that the AGAR would be presented to Full Council at a future date and reported positive feedback from the internal audit. The RFO confirmed that the internal auditor found the processes and record keeping in good order. In response to a question, the Town Clerk mentioned plans to host an extraordinary Full Council meeting to approve the AGAR.

**NOTED**

### **30. CCLA DEPOSIT FUND UPDATE**

The RFO presented a report on interest payments received and asked if the Committee wished to explore further investment opportunities. A Councillor noted the substantial funds in the CCLA Deposit Fund and suggested using some for the Councillor Community Fund. The Chair highlighted uncertainty regarding accommodation and potential financial implications from the Community Governance Review. The RFO explained that a portion of the CCLA funds is earmarked and that expenditure currently exceeds precept income. A Councillor suggested discussing a strategy for the Town Council on any services it wished to provide.

The Chair mentioned the Budget Working Group meets quarterly to review budgets and expenditure in great detail and encouraged all Committee Chairs to attend.

The RFO noted that the main income streams are the precept and interest received. A Councillor raised concerns about some long-term investment opportunity in stocks and shares, which were currently deemed high risk. The RFO explained that reserves would be depleted by year ten due to the loss of the tapering grant from West Northants Council.

**NOTED**

### **31. COMMUNITY GOVERNANCE REVIEW UPDATE**

The Town Clerk reported that phase two of the Community Governance Review would include further consultation with Moulton Leys residents. He suggested additional consultation in the proposed Weston Favell Parish Council area.

In response to a question, the Town Clerk explained he would share the newsletter once finalised. A Councillor explained the rationale behind consulting on a parish in Abington Park, Abington Vale and Weston Favell Parish Council was residents to provide their views as the option for parish councils in Weston Favell and Billing was not provided during the local government reorganisation within Northamptonshire. The Chair responded there was opportunity for consultation on the formation of new parish councils during the previous Community Governance Review and work was completed which resulted in Far Cotton and Delapre Community Council and Kingsthorpe Parish Council alongside Northampton Town Council.

**RESOLVED:** Councillors Marriott, Birch, Hallam and Lane work in conjunction with the Town Clerk to provide a response to the Community Governance Review stage two consultation.

### **32. APPROVAL FOR PUBLICATION OF A NEWSLETTER**

The Town Clerk explained Councillor Hallam suggested a council newsletter be trialled in the

Moulton Leys area at a previous Full Council meeting and work had been undertaken by the Communications Officer. He added, costings had been sourced and the design was almost finalised. The Town Clerk requested £1,200 be assigned for the cost of the production and delivery.

**RESOLVED:** That £1,200 be deducted from the Advertising and Marketing budget for the cost of production for a council newsletter and for its delivery in Moulton Leys.

### **33. VOLUNTEER POLICY**

The Town Clerk reported that Mrs Hanam-Jones had developed a Volunteer Policy and noted ongoing work with Voluntary Impact Northampton to finalise the Volunteer Handbook. The Town Clerk sought the Committee's opinion on the age applicability of the handbook, mentioning that children could volunteer with adult supervision. A Councillor suggested a parental consent form for volunteers over 15 without a guardian present. The Town Clerk confirmed some staff have DBS checks. A Councillor noted that volunteers might interact with vulnerable individuals.

**RESOLVED:** It was agreed young adults over the age of 15-years-old would be able to volunteer for the Town Council without a parent or guardian present if there was a completed consent form from their parent or guardian.

**RESOLVED:** The Volunteer policy be approved and adopted.

### **34. BRANDING UPDATE**

The branding guidelines were circulated to members. The Town Clerk announced that the Branding Working Group had approved a new logo and branding, with designs differentiated by colour for various council activities. Final items from the designer, such as email signatures and business cards, are pending.

**NOTED**

### **35. TO CONSIDER THE PURCHASE OF BRANDED TOTE BAGS**

The Town Clerk stated this request was from the Event and Projects Officer as the tote bags were very popular at events and stalls for engaging with the public. The Town Clerk stated the new tote bags would feature a new design and the new branding. A Councillor stated an alternate supplier 'Bag Trade' could provide the bags at a cheaper cost.

Another Councillor stated demographic data should be gained at events to assist with understanding who engages and what parish area they live within. The RFO explained she had spoken with the Community Engagement Officer would take a tablet and suggest visitors to complete a survey.

**RESOLVED:** The purchase of the tote bags be approved but that Bag Trade be contacted for a quote.

### **13. TO CONSIDER THE PURCHASE OF ROADSIDE BOARDS**

The Town Clerk explained the Town Council could no longer use the West Northamptonshire Council (WNC) owned boards to promote our activities therefore, costings had been sourced to install our own advertisement boards which WNC provided permission for. The Town Clerk added, the boards could be moved if a Weston Favell Parish was formed as a result of the Community Governance Review.

The Town Clerk stated the costing included a noticeboard that was offered within the Town Centre. A Councillor posed whether a digital format might be effective. The Town Clerk responded that marketing via the digital boards within the Town Council was costly and required booking in advance.

**RESOLVED:** That approval for the purchase of two roadside boards and a noticeboard be given.

**36. EXCLUSION OF PUBLIC AND PRESS FROM THE MEETING IN ACCORDANCE TO STANDING ORDER 3.D**

**RESOLVED:** That the public and press be excluded from the meeting in accordance to standing order 3.D due to the confidential nature of the business transacted.

**37. ACCOMMODATION UPDATE**

The Town Clerk circulated a confidential report to update members on the Town Council's accommodation.

**RESOLVED:** That the Committee delegate to the Town Clerk the ability to engage the solicitor to formally write to West Northamptonshire Council outlining the points made with regards to the licence, the requirement to find alternative accommodation with the site and the security of tenure.

*DSO's Note: Cllr Kilbride abstained from voting on the above recommendation.*

**MEETING CONCLUDED: 7:15PM**

## PLANNING COMMITTEE – 29<sup>TH</sup> MAY 2024

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 29<sup>TH</sup> MAY 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Haque (Vice Chair), Birch, Fuchshuber, Lane, and Purser

**OFFICERS PRESENT:** Miss F Barford (Democratic Services Officer)

### 70. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Connolly (Chair) and Meredith.

### 71. DECLARATIONS OF INTEREST

Councillor Lane declared a non-pecuniary interest in application number 2024/0136/FULL as he knew the applicant.

*DSO Note: This application was not called-in or discussed.*

### 72. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 29<sup>TH</sup> MAY 2024

**RESOLVED:** The Chair was authorised to sign the minutes of the previous meeting held on 29<sup>th</sup> May 2024 as a true and accurate record of the proceedings.

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

Application No	Site Address and Proposal	Comments
1. 2024/2118/FULL	<a href="#">60 Booth Lane South Northampton NN3 3EP</a> Erection of wrap around rear extension with flat roof	The Planning committee made no comment on this application.
2. 2024/2044/FULL	<a href="#">33 Oleander Crescent, Northampton, NN3 8QP</a> Change of use of single garage to a podiatry clinic including small single storey rear extension.	The Planning committee made no comment on this application.
3. 2024/2151/FULL	<a href="#">27 Denmark Road Northampton NN1 5QR</a> Proposed single storey infill extension to rear and change of use from dwelling (Use Class C3) to 5 person House in Multiple Occupancy (Use Class C4)	The Planning committee made no comment on this application.
4. 2024/2156/PA	<a href="#">Sol House 29 St Katherines Street Northampton NN1 2QZ</a>	The Planning Committee welcomed the installation of bike storage. However,

	Prior approval for the change of use of Class E space to form 51 apartments (Use Class C3)	they raised concerns on where and how waste from the apartments would be stored
5. 2024/2144/FULL	<a href="#">329A Billing Road East Northampton NN3 3LL</a> Single storey rear extension and front porch canopy. Rendering of elevations with fenestration changes and insertion of roof windows. Car port and changes in front of the building to create additional car parking space and access.	The Planning committee made no comment on this application.
6. 2024/2141/FULL	<a href="#">24 Danefield Road, Northampton, NN3 2LT</a> External wall insulation with render finish to all elevations.	The Planning committee made no comment on this application.
7. 2024/2130/FULL	<a href="#">11 Faramir Place Northampton NN3 8SF</a> External wall insulation with a render finish to front, side and rear elevations	The Planning committee made no comment on this application.
8. 2024/2147/FULL	<a href="#">Street Record Candace Court Northampton NN5 7LX</a> Replacement of the existing windows to white PVCu double glazed units	The Planning committee made no comment on this application.
9. 2024/2076/FULL	<a href="#">23 East Priors Court Northampton NN3 8LB</a> Change of use from a dwelling house [Class C3] to a children's home [Class C2] for up to three children	The Planning committee made no comment on this application.
10. 2024/2026/FULL	<a href="#">78 Derby Road Northampton NN1 4JS</a> Single storey rear extension to HMO 5 Bedroom 5 person HMO to form a 6 Bedroom 6 person HMO.	The Planning Committee recommended this application be <b>REFUSED</b> . The Planning Committee object this proposed development due to the insufficient facilities such as the size of the kitchen for a six-person HMO. In addition to the high-density of pre-existing HMOs in the area.
11. 2024/2053/FULL	<a href="#">96 Coppice Drive Northampton NN3 6NF</a> Single storey rear extension and attic conversion including dormers front and rear.	The Planning committee made no comment on this application.
12. 2024/2152/S73	<a href="#">Lock up garages Glebeland Road Northampton NN5 7HA</a> Variation of Condition 2 [approved plans] to application N/2021/0127 [Demolition of 1no domestic lock up garage and construction of 2no new build residential units with associated parking].	The Planning committee made no comment on this application.

	Amendment to window shape and position to side elevation.	
<b>13. 2024/1652/FULL</b>	<a href="#">20 Longueville Court Northampton NN3 8HJ</a> Erection of single storey rear extension and change of use from dwellinghouse (Use Class C3) to House in Multiple Occupation (Sui Generis) for 7 occupants	The Planning committee made no comment on this application.
<b>14. 2024/1557/ADV</b>	<a href="#">Advertising at Riverside Retail Park, Northampton, NN3 9HU</a> Replacement signage around Riverside Retail Park	The Planning committee made no comment on this application.
<b>15. WNN/2023/0716 <a href="#">WNN/2023/0705</a></b>	<a href="#">Spring Hill House Cliftonville Northampton NN1 5BE</a> Change of Use from Former Mental Health Residential Facility (Use Class C2) to 30no Residential Units (Use Class C3), including part demolition and conversion	The Planning committee made no comment on this application.
<b>16. 2023/7437/MAF</b>	<a href="#">Wollaston Motors Bedford Road Northampton NN1 5SZ</a> Redevelopment of existing trade dealership site to comprise of the demolition of existing showroom and erection of a replacement; erection of a car deck; retention and refurbishment of existing showroom and erection of a building comprising of 3 No. wash bays and 2 No. enclosed valet bays. To include all associated works.	The Planning committee made no comment on this application.
<b>17. 2024/2240/PA</b>	<a href="#">287 Wellingborough Road Northampton NN1 4EW</a> Determination as to whether prior approval is required under Class MA of Part 3 of the above Order for the change of use Commercial, Business and Service (Use Class E) to a dwelling (first floor to Flat) (Use Class C3) with associated building operations.	The Planning committee made no comment on this application.
<b>18. 2024/2206/TPO</b>	<a href="#">The Gables Priory Close Northampton NN3 3LQ</a> 1 Mature Beech Tree - Crown reduce (width only) by up to 2.5m, remove dead wood	The Planning committee made no comment on this application.
<b>19. 2024/2026/FULL</b>	<a href="#">78 Derby Road Northampton NN1 4JS</a> Single storey rear extension to HMO 5 Bedroom 5 person HMO to form a 6 Bedroom 6 person HMO.	The Planning committee made no comment on this application.
<b>20. 2024/0612/FULL</b>	<a href="#">45 Greenview Drive, Northampton, NN2 7LB</a>	The Planning committee made no comment on this application.

	Demolition of existing dwelling (and garage) and erection of replacement dwelling	
21. 2024/2265/FULL	<a href="#">23 St Georges Avenue Northampton NN2 6JA</a> Demolition of existing single storey at the rear of the property, new single storey rear extension. Replacement of existing windows.	The Planning committee made no comment on this application.
22. 2024/1474/FULL	<a href="#">16 Bush Hill Northampton NN3 2PE</a> Proposed Change of Use from dwelling (Use Class C3) to House in Multiple Occupation for 6No persons (C4) to include removal of garage door and infilling opening with new window to front	The Planning committee made no comment on this application.
23. 2024/2211/FULL <a href="#">2024/2212/LBC</a>	<a href="#">9 Dallington Court Dallington Park Road Northampton NN5 7AA</a> Installation of an electric vehicle (EV) charging point on the front wall in proximity to existing electric meter box	The Planning committee made no comment on this application.
24. 2024/2321/FULL	<a href="#">88 Crestline Court Northampton NN3 8XZ</a> Change of use from dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4) for 7 occupants	It was recommended this application be <b>REFUSED</b> . The Committee cited the plans were very poor and lacked detail on the toilet facilities therefore, it was recommended this application be refused on the grounds of insufficient facilities.
25. 2024/2276/FULL	<a href="#">35 St Matthews Parade Northampton NN2 7HE</a> Single storey extension to garage & part conversion to habitable space.	
26. 2024/2289/PNHDP	<a href="#">13 Windrush Way Northampton NN5 7NA</a> Determination as to whether prior approval is required (under Class A, Part 1 of the above Order) in respect of the impact on the amenity of any adjoining premises of a proposed single storey rear extension extending 6m beyond the rear wall of the original dwelling house, maximum height of 3.30m and height at the eaves 2.85m	The Planning committee made no comment on this application.
27. 2024/0136/FULL	<a href="#">17 Spinney Hill Road Northampton NN3 6DH</a> Conversion of existing integral garage to study	The Planning committee made no comment on this application.
28. 2024/2319/ADV	<a href="#">Strada Real Estate 34 36 St Giles Street Northampton NN1 1JW</a>	The Planning committee made no comment on this application.

	Replacement fascia signage to front and side elevation	
<b>29. 2024/2354/S73</b>	<a href="#">9 Church Way Northampton NN3 3BT</a> Variation of Condition 2 (drawings) of WNN/2023/0206 (Removal of existing single storey rear projection, installation of new roof which includes raising the ridge height, construction of new two storey rear extension, porch extension, change of materials and outbuilding) to amend the outbuilding from a gym to an annexe, including material change	The Planning committee made no comment on this application.
<b>30. 2024/2237/FULL</b>	<a href="#">102 Ashburnham Road, Northampton, NN1 4RB</a> Proposed change of use from dwelling (C3) to 6No person House in Multiple Occupancy (C4) to include new window opening to side (West) elevation	<p>It was recommended this application be <b>REFUSED</b>.</p> <p>Our primary concerns relate to the significant highway issues and the exacerbation of existing parking problems in the area. Despite being considered a sustainable location, the reality is that 56% of people in Northampton rely on private vehicles as their main mode of transport. The introduction of an HMO in this location would likely increase the number of vehicles requiring parking, thereby intensifying the already strained parking availability on Ashburnham Road and surrounding streets.</p> <p>Increased on-street parking can obstruct sightlines for drivers and pedestrians, raising safety concerns. The higher volume of vehicles associated with an HMO could lead to increased traffic congestion and potential hazards for all road users.</p>



		Ashburnham Road is primarily a family-oriented street. The introduction of an HMO would contribute to the loss of its family-friendly character, potentially leading to a transient population that may not have the same long-term commitment to the community as single-family households. This shift could adversely affect the social fabric and cohesion of the area.
<b>31. 2024/2251/FULL</b>	<a href="#">336 London Road A508, Northampton, NN4 8BD</a> Hip to gable roof change, Dormer to rear and single storey flat roof extension to rear	The Planning committee made no comment on this application.
<b>32. 2024/2161/FULL</b>	<a href="#">Units 4 The Boulevard Octagon Way Northampton NN3 8JP</a> Change of use of vacant retail unit (E use class) into restaurant and take away (sui generis) including installation of extraction flue system to the rear and new fascia signs	The Planning committee made no comment on this application.
<b>33. 2024/2371/FULL</b>	<a href="#">28 Bostock Avenue Northampton NN1 4LW</a> Change of use of a dwellinghouse (Use Class C3) to a large HMO (Use Class C4)	It was recommended this application be <b>REFUSED</b> . The Planning Committee recommended refusal as the increase in tenants will exacerbate the existing parking shortage, further straining local infrastructure. In addition, the proposed kitchen size is insufficient for the number of tenants, raising concerns about the practicality and quality of living conditions. Furthermore, the kitchen's location in the cellar is problematic.

		We urge a fire safety report from Northants Fire and Rescue to assess risks and compliance with safety regulations
<b>34. 2024/2375/FULL</b>	<a href="#">19 Derby Road Northampton NN1 4JP</a> Change of use of existing house to large HMO with the provision of a rear dormer	The Planning committee made no comment on this application.
<b>35. 2024/1702/FULL</b>	<a href="#">111 Malcolm Drive Northampton NN5 5NJ</a> Construction of a front dormer to the front elevation	The Planning committee made no comment on this application.
<b>36. 2024/1021/FULL</b> <a href="#">2024/1022/LBC</a>	<a href="#">2-6 College Street Northampton NN1 2QP</a> Change of use from Class-E (storage use from former restaurant/retail businesses) to Class B8 (self-storage units).	The Planning committee made no comment on this application.
<b>37. 2024/2389/ADV</b>	<a href="#">1 Market Square Northampton NN1 2DN</a> Display of 2no. new illuminated hanging signs and 4no. new non-illuminated fascia signs in Santander's new standard script font. All fascia signs illuminated by existing light troughs. Application of window film to sections of glazing on the side (west) elevation for improved customer privacy and security	The Planning committee made no comment on this application.
<b>38. 2024/2066/MAF</b>	<a href="#">Land between Glassthorpe Solar Farm and Northampton West Substation</a> Installation of underground electrical connection and communication cables extending between the consented Glassthorpe Solar Farm and Northampton West Substation, with temporary construction compounds and associated infrastructure.	The Planning committee made no comment on this application.
<b>39. 2024/1646/FULL</b>	<a href="#">251 Abington Avenue Northampton NN3 2BU</a> Construction of pitch roof over existing flat roof to the rear. Construction of a new first floor external metal staircase to include a landing structure fixed to the rear wall at first floor level to serve a new opening on rear elevation . Construction of a new dormer roof window to west elevation of roof.	The Planning committee made no comment on this application.
<b>40. 2024/2352/FULL</b>	<a href="#">5 Rixon Close Northampton NN3 3PF</a> Two storey front, side extension, two storey part single storey rear extension, first floor side extension and loft conversion.	The Planning committee made no comment on this application.

<p><b>41. 2024/2479/FULL</b></p>	<p><a href="#">Morrisons Superstore Kettering Road Northampton NN3 6AA</a>  Creation of an EV charging zone and erection of canopy, sub-station enclosure, LV panel, meter cabinet, combi unit and bay, four jet wash bays, plant room and associated works.</p>	<p>The Planning committee made no comment on this application.</p>
<p><b>42. 2024/2372/FULL</b></p>	<p><a href="#">9A Abington Street Northampton NN1 2AN</a>  The change of use from a vacant Class E unit to an Adult Gaming Centre (AGC) (Sui Generis) (SG) use.</p>	<p>It was recommended this application be <b>REFUSED</b>.</p> <p>The Planning Committee commented the proposed development does not align with the Northampton Plan Part 2 on the following:</p> <p>Impact on Character and Vitality:</p> <p>Protecting Retail and Other Town Centre Uses: The introduction of an adult gaming centre in this location is inconsistent with the goal of maintaining the retail character and vitality of Abington Street. This street is a key retail area, and an adult gaming centre does not contribute positively to its retail function or appeal.</p> <p>Community Well-being:</p> <p>Supporting Healthy Communities: Adult gaming centres can have negative social impacts, including contributing to problem gambling and associated social issues. This use does not align with the policy's aim to support healthy, inclusive, and safe communities.</p> <p>Suitability of Location:</p>

		<p>Promoting Sustainable Transport and Accessibility: While Abington Street is a central location with good transport links, the proposed use does not promote sustainable economic or social activity that benefits the broader community.</p> <p>Economic Impact:</p> <p>Promoting Economic Prosperity: The change of use to an adult gaming centre may deter other types of businesses from opening in the vicinity, potentially affecting the economic diversity and prosperity of the area. In addition, there is already a high volume of Adult Entertainment Centres within a mile radius, on Abington Street and the Market Square.</p> <p>Given these considerations, we recommend that the planning application for 9A Abington Street be refused. The proposed change of use is inconsistent with the policies outlined in the Northampton Local Plan Part 2 and does not support the long-term vision for a vibrant, healthy, and economically prosperous town centre.</p>
<p><b>43. 2024/2229/FULL</b></p>	<p><a href="#">51 Harcourt Way, Northampton, NN4 8JR</a>  The proposal is for planning permission to grant the change of use a dwelling house (Use Class C3) to a residential children’s home (Use Class C2). The home will provide care and accommodation for up to three children.</p>	<p>The Planning committee made no comment on this application.</p>

<p><b>44. 2024/2509/FULL</b></p>	<p><a href="#">British Telecom Spring Gardens Northampton NN1 1LZ</a> The replacement of 2 antennas at 39.49m height on existing pole using proposed 2.5m long pole and the replacement of 1 antenna at 40.51m height on existing pole using proposed 2.5m long pole. The installation of 1 GPS node at 36.38m height on proposed support pole and installation and replacement of ancillary equipment and steelwork</p>	<p>The Planning committee made no comment on this application.</p>
<p><b>45. 2024/2341/FULL</b></p>	<p><a href="#">4 Abington Street Northampton NN1 2AJ</a> Third floor extension with external staircase to create 2 apartments</p>	<p>The Planning committee made no comment on this application.</p>
<p><b>46. 2024/2439/FULL <a href="#">2024/2652/LBC</a></b></p>	<p><a href="#">Addison Villas 34 &amp; 35 Billing Road Northampton NN1 5DQ</a> Changes of use from commercial office/mixed use to 2x 8 bedroom HMOs with minor internal alterations</p>	<p>The Planning Committee recommended this application be <b>REFUSED</b>.</p> <p>The Planning Committee commented the Addison Villas are historic buildings that contribute to the architectural heritage and character of Billing Road. The proposed change of use to HMOs is not compatible with the need to preserve and enhance the historic environment. The internal alterations required for HMO conversion may compromise the architectural integrity and historical value of the buildings.</p> <p>The proposed change could negatively impact adjacent commercial properties. The introduction of large HMOs in a predominantly commercial area may disrupt business operations, reduce the attractiveness of the location for businesses, and alter the commercial character of the area.</p>

		<p>The application lacks detailed plans for waste management. An increase in occupants will lead to a significant rise in waste production, necessitating robust waste disposal solutions to prevent environmental and health issues.</p> <p>Given these considerations, we recommend that the planning application for Addison Villas 34 &amp; 36 Billing Road be refused.</p>
<b>47. 2024/2620/FULL</b>	<p><a href="#">115 Colwyn Road Northampton NN1 3PU</a>  Creation of two additional basement flats, extra windows to one basement flat and alterations to building lightwell (retrospective). New external entrance door to one new basement flat; access to highway moved and widened; new brick wall and 2m high railings to highway; brick bin store; 14 new parcel boxes, permeable bitmap access and hardstanding; bike store.</p>	<p>The Planning committee made no comment on this application.</p>
<b>48. 2024/2026/FULL</b>	<p><a href="#">78 Derby Road Northampton NN1 4JS</a>  Single storey rear extension to HMO 5 Bedroom 5 person HMO to form a 6 Bedroom 6 person HMO.</p>	<p>The Planning committee made no comment on this application.</p>

**MEETING CONCLUDED 6:50PM**

## **COMMUNITY SERVICES COMMITTEE – 10<sup>TH</sup> JUNE 2024**

MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 10<sup>TH</sup> JUNE 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM, LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Birch, Holland-Delamere, Evans, Hallam, Hibbert, Marriott, Lane and Soan

**OFFICERS PRESENT:** Mrs J Thorneycroft (Asst. Town Clerk), Mr C Osborn (Community Engagement Officer) and Miss F Barford (Democratic Services Officer).

**OTHERS PRESENT:** Mrs Sally Burns (Director of Public Health & Regulatory Services, West Northamptonshire Council).

### **58. APOLOGIES**

Apologies were submitted by Councillors Alwahabi and Russell.

### **59. DECLARATION OF INTERESTS**

No declarations of interests were made.

### **60. TO RECEIVE PRESENTATION FROM SALLY BURNS, DIRECTOR OF PUBLIC HEALTH FOR WEST NORTHAMPTONSHIRE COUNCIL**

The Chair welcomed the attendance of Sally Burns (Director for Public Health & Director of Regulatory Services) from West Northamptonshire Council.

- Mrs Burns explained Public Health required a multi-agency approach with different stakeholder and to ensure health and wellbeing were prioritised. She added the relationship between West Northants and Northampton Town Council was very important in improving the lives of Northampton residents.
- She explained that the Public Health team in West Northamptonshire Council was relatively new, having previously been hosted within North Northamptonshire Council which served the entirety of Northamptonshire.
- Public Health's strategy focuses on prevention and integrating health priorities into various council services and strategies. Mrs. Burns noted that Northampton Town Council's grant schemes align well with this strategy.
- There are significant health inequalities in Northampton. The Public Health team is working with the community to better understand and address these issues.
- Public Health is developing a strategic document to guide services and create an interactive tool for assessing local needs, which could benefit the Town Council.

Councillors raised concerns about fly-tipping and waste from HMOs affecting residents' wellbeing. Mrs. Burns acknowledged these environmental issues and mentioned a Wellbeing Team within the Communities team. There were also concerns about reduced Neighbourhood Warden presence and high levels of anti-social behaviour and fly-tipping in Regent Square.

Mrs. Burns indicated that the Town Council could contribute to the Strategic Needs Assessment and that Danny Moody would report back on its progress.

Regarding funding opportunities, Mrs. Burns mentioned there are many funding sources available for public health initiatives and expressed willingness to explore these in partnership.

To prevent duplication of efforts, she highlighted the importance of the Local Area Partnership in identifying key focus areas. Emily noted that the larger parish forum is a valuable platform for the Town Clerk to stay engaged.

The Assistant Town Clerk mentioned that initiatives like Northampton in Bloom, which includes mental health walks, contribute to residents' health and wellbeing.

**61. TO RECEIVE PRESENTATION FROM PROFESSOR CLAIRE PATERSON-YOUNG FROM THE UNIVERSITY OF NORTHAMPTON ON THE COMMUNITY NEEDS ANALYSIS**

Professor Claire Paterson-Young presented the Community Needs Analysis, explaining its purpose to guide the Town Council's work by identifying and prioritizing community needs. She added, the analysis aims to highlight key impact areas such as health and wellbeing, and community engagement and this framework would assist in decision-making for grant applications and the Council's broader initiatives.

The Chair noted that this work could help reformat the Grants Sub-Committee, ensuring that funded groups and projects provide a greater benefit. Professor Paterson-Young confirmed that the University would conduct the research and develop a research-backed framework.

In response to a question, she clarified that many grant providers now require a Community Needs Analysis to quantify the impact of their funding on the community. The Town Clerk inquired about including the events programme and Northampton in Bloom in the research. Professor Paterson-Young responded that the framework would guide the Town Council on how to conduct such research in the future.

**62. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 7<sup>th</sup> MAY 2024**

**RESOLVED:** The Chair was authorised to sign the minutes of the previous meeting held on 7<sup>th</sup> May 2024 as a true and accurate record of the proceedings.

**63. TO RECEIVE THE MINUTES OF THE GRANTS SUB-COMMITTEE MEETING HELD ON 5<sup>TH</sup> JUNE 2024**

The Chair referred to the minutes of the Grant Sub-Committee enclosed within the agenda and provided an overview. The Community Engagement Officer explained that there was a high volume of applications during this round of funding and the total amount requested if all of the applications were to be approved would deplete the entirety of the budget.



The Chair noted that grant application CGF106 submitted by the NAYC (Northamptonshire Association of Youth Clubs) had frequently applied for various Northampton Town Council grant schemes and questioned whether they had explored other funding sources hence the application was deferred for further information.

In discussion of grant application CGF113, the Community Engagement Officer explained Prospects were funding their core costs however they requested additional funding for hiring a practitioner and covering room hire costs. In response to a question he confirmed that the rooms they intend to hire were within the Northampton Town Council area. A Councillor mentioned that Prospects were part of the Shaw Trust, that had significant reserves and suggested that funding should be prioritized for smaller organizations.

**RESOLVED:** The minutes of the Grants sub-Committee be approved and adopted.

#### **64. EVENTS AND PROJECTS UPDATE**

The Full Events and Projects Report circulated with the meeting agenda was discussed and noted.

**NOTED**

#### **65. TO REVIEW PROPOSAL ON UPDATING THE GRANT PROCESS – COMMUNITY ENGAGEMENT OFFICERS REPORT**

The Chair discussed the time-consuming nature of processing grant applications, noting that some Councillors felt the process was too slow to benefit the community effectively. She highlighted that processing a grant application takes over 2 hours of an officer's time, which can be disproportionate to the outcome.

To address this, the Chair proposed forming a Grants Committee consisting of a maximum of 10 Councillors to review and decide on applications, leveraging their expertise and scrutiny. A Councillor suggested that meetings should be held in the evening to improve attendance.

Another Councillor expressed support for the idea in principle but recommended waiting for the outcome of the University of Northampton's research to guide the Grants Committee's decisions and enhance scrutiny. The Chair suggested inviting Professor Paterson to assist with developing the Grants Policy.

**RESOLVED:** That a Grants Committee be formed to review and decision grant application once the Community Needs Analysis has been completed.

#### **66. COMMUNICATIONS OFFICER'S SOCIAL MEDIA ENGAGEMENT REPORT – FOR INFORMATION ONLY**

The Communications Officer's Social Media Engagement Report was circulated and noted. A Councillor inquired about the goals for the Town Council's social media platforms and the strategy to achieve them. Another Councillor responded the press releases circulated to all councillors from the Communications Officers have been beneficial. Additionally, a Councillor commented that she was unaware of the Town Council's Instagram and LinkedIn accounts and suggested these be publicized to Councillors so they can share and promote through their channels.

**MEETING CONCLUDED: 7:33PM**

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## **ENVIRONMENTAL SERVICES COMMITTEE – 17<sup>TH</sup> JUNE 2024**

MINUTES OF THE ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD ON 17<sup>TH</sup> JUNE 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Stevens (Chair), Kilbride (Deputy Chair), Fuchshuber, Meredith and Tarasiewicz

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

**OTHERS PRESENT:** Ms Sally Burn (Director of Public Health and Regulatory Services), Nuala Duffy (Environmental Crime Manager, WNC), Karen Pell (Environmental Protection Officer, WNC) and two members of the public from Southfields Allotment.

### **1. APOLOGIES**

Apologies were submitted by Councillors Miah, Soan and Joyce.

### **2. DECLARATION OF INTERESTS**

Councillor Meredith declared a non-pecuniary interest in item 10 as he was an allotment holder at Southfields Allotment. Councillor Stevens declared a non-pecuniary interest in minute 10 as he was an allotment holder at Broadmead Avenue.

### **3. TO RECEIVE PRESENTATION FROM SALLY BURNS (DIRECTOR OF PUBLIC HEALTH & REGULATORY SERVICES, WEST NORTHAMPTONSHIRE COUNCIL) ON THE TOWN CENTRE WASTE & RECYCLING POLICY**

Sally Burns presented the Town Centre Waste & Recycling Policy, that was agreed by the WNC Cabinet in May 2024. The policy aims to change the way waste is stored and presented in the Town Centre. Key points from the presentation included:

- The policy would be effective from 1st July 2024.
- There are currently ten neighbourhood wardens covering West Northamptonshire Council, with plans to recruit an additional warden.
- Funding had been sourced from the government to assist with the implementation of the policy and to fund an additional neighbourhood warden.
- Businesses will need to label their waste bins, and was taking place engagement to ensure all 554 businesses in the Town Centre are aware of the policy.
- Businesses who did not comply could be issued with a fixed penalty notice, however enforcement would be gradually introduced to ensure business owners were engaged and informed.
- Commercial bins under the policy should not be stored on public highways, except during the designated collection windows and would need to be stored but within premises or private land.
- Information packs will be delivered to businesses, including policy details and identification stickers for waste bins.

- The policy is informed by successful implementations in other local authorities like Bristol.
- If the roll-out is successful the policy could be extended to encompass the Wellingborough Road, Kettering Road or areas with issues with commercial waste and storage.

Concerns were raised about engagement with neighbourhood wardens and the adequacy of the numbers. Issues with clothing donation bins were discussed as it had been noted fly-tipping occurred around them. Questions about waste disposal by businesses without commercial waste contracts and potential fly-tipping were addressed.

**4. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 8<sup>TH</sup> APRIL 2024 AND ASK QUESTIONS TO THE PROGRESS OF ANY ITEMS**

**RESOLVED:** The Chair was authorised to sign the minutes of the previous meeting held on 8<sup>th</sup> April 2024 as a true and accurate record of the proceedings.

**5. BUDGET UPDATE**

The latest budgetary report for the committee were circulated. The Chair explained there was high expenditure within the Northampton in Bloom budget as the project was underway. A Councillor commented the flowers looked lovely this year and requested this be passed onto the responsible Event and Projects Officer.

**NOTED**

**6. UPDATE ON THE JOINT WEST NORTHAMPTONSHIRE COUNCIL AND PARISH COUNCIL'S CLIMATE SUMMIT PLANNING FOR AUTUMN 2024 – REFER TO CHAIR'S REPORT**

The Chair reported on the planning of a Climate Summit for parish councils to collaborate, which was agreed upon at a West Northamptonshire Council meeting. The summit aims to be an open forum for residents, schools, and community groups to provide their views on climate change. A Councillor suggested inviting Northamptonshire Partnership Homes for their role in sustainability.

In response to a question, the Chair explained the first planning meeting was an open forum with other parish and town councils to discuss the matter of climate change and how we could collaborate. A Councillor suggested whether Northamptonshire Partnership Homes be invited as they have part to play in sustainability.

**7. PROPOSAL TO APPROVE FUNDING FOR THE JOINT WEST NORTHAMPTONSHIRE COUNCIL AND PARISH COUNCIL'S CLIMATE SUMMIT – REFER TO CHAIR'S REPORT**

The Chair asked the Committee to provide £5,000 from the Environmental Projects budget code toward the cost of the Climate Summit. A Councillor suggested the Town Council host a stall at the event with promotional material.

**RESOLVED:** That £5,000 from the Environmental Projects budget code be used to.

## 8. BLOOM UPDATE – ATTACHED

Circulated within the agenda was the latest Bloom Report update. In response to a question, the Chair explained the Town Council intends to partake in Midlands in Bloom next year in 2025. The Chair added it would take a large amount of work to prepare for the Town Council's submission. A Councillor asked whether any further sustainable planters were available. The Chair explained the sustainable planter was transferred to Eastfield due to the high amount of vandalism in Abington Street. A Councillor commented no branding was included on the planters within the Town Centre. The Town Clerk stated he would get an update in relation to the branding of the planters.

*Clerk's Note: The Bloom Working Group would place branding on the smaller planters however, it was decided not brand the larger planters as the floral arrangements would grow down and over any branding placed there.*

## 9. ALLOTMENTS UPDATE

The Town Clerk referred to the detailed report enclosed within the agenda, providing updates on several key allotment sites.

The Town Clerk explained that the Kingsthorpe South and Studland Avenue allotment sites were not included within the vesting day document. These sites predominantly serve residents of the Kingsthorpe parish council area. The access road and the majority of the site's catchment fall within this area.

The Town Clerk highlighted that the Glebeland Road allotment site had previously been undersubscribed. In response, the former Northampton Borough Council had fenced off a section of the area, reducing the overall size of the allotments. The Town Clerk, along with the Community Engagement Officer, planned to visit the site to assess its current condition and potential for future use of the unused area.

In response to a Councillor's query, the Town Clerk explained the complexities involved in selling allotment sites. Although theoretically possible, the process is complicated due to specific allotment legislation that protects these spaces. This legislation ensures allotments are preserved for community use, making any potential sale a legally intricate matter.

The Town Clerk reported on the concerns raised by allotment holders regarding security and incidents of anti-social behaviour at the Southfields Allotment site. A detailed report from a Police Community Support Officer (PCSO) had provided recommendations to enhance security. Allotment holders had approached the Town Council, expressing their worries that these problems might also affect other sites.

A Councillor suggested obtaining indicative quotes for the recommended security enhancements and presenting these at a future Environmental Services Committee meeting. The Town Clerk noted that while the Idverde Allotment contract includes assistance with minor repairs, the proposed security measures would exceed their remit, making the Town Council responsible for implementation.

**RESOLVED:** The Town Clerk to source an indicative quote on the recommended works and be presented at a future Environmental Services Committee meeting.

**10. CCF UPDATE – REFER TO CHAIR’S REPORT**

The Chair stated the Climate Change Forum had not had many meetings recently. The Chair added he believed a discussion should be held to review the Town Council’s declaration of a climate emergency. A Councillor asked whether the goal for the Town Council was to be carbon neutral by 2030.

The Chair explained he contributed to the Town Council website with information on clean air quality and links to West Northamptonshire Council’s clean air resources. A Councillor commented that clean air in Northampton was very important to people’s health and wellbeing. The Chair requested comments and recommendation to be included within the motion.

**ACTION** – Clean Air Quality be included on the next agenda.

**MEETING CONCLUDED: 7:37PM**

## TOWN COUNCIL – 8<sup>th</sup> JULY 2024

### REPORT OF THE TOWN CLERK

#### TO APPOINT A COUNCILLOR AS THE TOWN COUNCILS POLICE LIASON REPRESENTATIVE (PLR)

**PURPOSE:** To ask the Council to appoint a councillor as its PLR

**RECOMMENDATION:** The Council consider any volunteers and appoint accordingly

#### BACKGROUND

The PLR Scheme, is where every parish and town council and parish meeting appoint a person (could be a councillor, officer, or member of the public) to act as a single point of contact for the police. It is the same principle as the Parish Paths Warden Scheme for rights of way and the Highways Representative Scheme for highways. The scheme was trialled a few years ago in Daventry district, but was not adequately managed. However, the scheme is now being managed by Northants CALC.

The Clerk by default was appointed as the PLR however, it seems more appropriate that a cllr be appointed. A role description has been published and is as follows:

#### Police Liaison Representative (PLR)

##### Role Description

##### Appointment

At its annual meeting (*in NTC's case the meeting after the Annual Meeting*), the parish council will appoint a Police Liaison Representative (PLR) who shall hold office until the next annual meeting unless the appointment is terminated by the council. A person may be re-appointed from one year to the next. The Police Liaison Representative may be a member or officer of the council or a member of the public.

##### Role

The role of Police Liaison Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action. The role of the Police Liaison Representative shall be to:

- Establish contact with the relevant members of the Neighbourhood Policing Team.
- Attend an annual meeting of Police Liaison Representatives.
- Promote awareness of 101 and Crime Stoppers.
- Understand the role and impact on councils of the Crime and Disorder Act.
- Monitor crime statistics for the area and report to the council on any significant trends.
- Where there is a council-sponsored PCSO, communicate as appropriate with the council's Single Point of Contact (SPOC) for the PCSO.
- Act as the point of contact between the Neighbourhood Watch Co-ordinator and the council and help promote the Neighbourhood Watch.



- Receive news and information from the Neighbourhood Policing Team (general and related to specific local incidents) and disseminate it in the council's area as appropriate.
- Liaise with other groups/persons in the council's area on the broader community safety agenda, including fire prevention and emergency planning and bring items of interest to the attention of the council.
- Liaise and engage with the Northamptonshire Independent Advisory Group (IAG).

**Time commitment**

Hours will vary from community to community and person to person, but it is envisaged that the role will require between five and ten hours per month.

**Commitment to electronic working**

The vast majority of information will be shared electronically (e-mail and social media). Police Liaison Representatives should be comfortable working electronically.

**Limit of role**

Police Liaison Representatives are not involved in operational policing and are not an appropriate person to receive reports of incidents or crimes from members of the public, who should use 101 or 999 as appropriate