



**NORTHAMPTON**  
**BOROUGH COUNCIL**

# **CABINET AGENDA**

**Wednesday, 11 April 2018**

The Jeffrey Room, St. Giles Square, Northampton,  
NN1 1DE.

6:00 pm

**Members of the Cabinet:**

**Councillor:** Jonathan Nunn (Leader of the Council)

**Councillor:** Phil Larratt (Deputy Leader)

**Councillors:** Mike Hallam, Tim Hadland, Stephen Hibbert, Brandon Eldred and Anna King.

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**Francis Fernandes**

**Borough Secretary & Monitoring Officer**

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[democraticservices@northampton.gov.uk](mailto:democraticservices@northampton.gov.uk) or 01604 837722

## PORTFOLIOS OF CABINET MEMBERS

CABINET MEMBER	TITLE
Councillor J Nunn	Leader
Councillor P Larratt	Deputy Leader
Councillor M Hallam	Environment
Councillor B Eldred	Finance
Councillor T Hadland	Regeneration, Enterprise and Planning
Councillor S Hibbert	Housing and Wellbeing
Councillor A King	Community Engagement and Safety

### SPEAKING AT CABINET MEETINGS

Persons (other than Members) wishing to address Cabinet must register their intention to do so by 12 noon on the day of the meeting and may speak on any item on that meeting's agenda.

Registration can be by:

Telephone: (01604) 837722  
(Fax 01604 838729)


In writing: Democratic Services Manager  
The Guildhall, St Giles Square, Northampton NN1 1DE  
For the attention of the Democratic Services Officer

By e-mail to [democraticservices@northampton.gov.uk](mailto:democraticservices@northampton.gov.uk)

Only thirty minutes in total will be allowed for addresses, so that if speakers each take three minutes no more than ten speakers will be heard. Each speaker will be allowed to speak for a maximum of three minutes at each meeting. Speakers will normally be heard in the order in which they registered to speak. However, the Chair of Cabinet may decide to depart from that order in the interest of hearing a greater diversity of views on an item, or hearing views on a greater number of items. The Chair of Cabinet may also decide to allow a greater number of addresses and a greater time slot subject still to the maximum three minutes per address for such addresses for items of special public interest.

Members who wish to address Cabinet shall notify the Chair prior to the commencement of the meeting and may speak on any item on that meeting's agenda. A maximum of thirty minutes in total will be allowed for addresses by Members unless the Chair exercises discretion to allow longer. The time these addresses take will not count towards the thirty minute period referred to above so as to prejudice any other persons who have registered their wish to speak.

### KEY DECISIONS

 denotes the issue is a 'Key' decision:

- Any decision in relation to the Executive function\* which results in the Council incurring expenditure which is, or the making of saving which are significant having regard to the Council's budget for the service or function to which the decision relates. For these purpose the minimum financial threshold will be £250,000;
- Where decisions are not likely to involve significant expenditure or savings but nevertheless are likely to be significant in terms of their effects on communities in two or more wards or electoral divisions; and
- For the purpose of interpretation a decision, which is ancillary or incidental to a Key decision, which had been previously taken by or on behalf of the Council shall not of itself be further deemed to be significant for the purpose of the definition.

**NORTHAMPTON BOROUGH COUNCIL**

**CABINET**

Your attendance is requested at a meeting to be held:  
in The Jeffrey Room, St. Giles Square, Northampton, NN1 1DE.

on Wednesday, 11 April 2018

at 6:00 pm.

**Francis Fernandes**  
**Borough Secretary & Monitoring Officer**

**AGENDA**

1. **APOLOGIES**
2. **MINUTES**
3. **INTENTION TO HOLD PART OF THE MEETING IN PRIVATE IF NECESSARY**
4. **DEPUTATIONS/PUBLIC ADDRESSES**
5. **DECLARATIONS OF INTEREST**
6. **ISSUES ARISING FROM OVERVIEW AND SCRUTINY COMMITTEES**
7. **DESIGNATION OF THE QUEENS PARK NEIGHBOURHOOD AREA & FORUM FOR THE PURPOSES OF NEIGHBOURHOOD PLANNING**

Report of Director of Regeneration, Enterprise and Planning (Copy herewith)

8. **PROCUREMENT OF CONTRACTOR TO DEVELOP COUNCIL OWNED LAND AT ST.PETER'S WAY**

Report of Director of Regeneration, Enterprise and Planning (Copy herewith)

9. **12 MONTH EXTENSION OF PARTNERSHIP DELEGATION AGREEMENT WITH LGSS FOR THE DELIVERY OF BUSINESS SUPPORT SERVICES**

Report of Borough Secretary & Monitoring Officer (Copy herewith)

10. **EXCLUSION OF PUBLIC AND PRESS**

THE CHAIR TO MOVE:

“THAT THE PUBLIC AND PRESS BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT THERE IS LIKELY TO BE DISCLOSURE TO THEM OF SUCH CATEGORIES OF EXEMPT INFORMATION AS DEFINED BY SECTION 100(1) OF THE LOCAL GOVERNMENT ACT 1972 AS LISTED AGAINST SUCH ITEMS OF BUSINESS BY REFERENCE TO THE APPROPRIATE PARAGRAPH OF SCHEDULE 12A TO SUCH ACT.”



## NORTHAMPTON BOROUGH COUNCIL

### CABINET

Wednesday, 14 March 2018

**PRESENT:** Councillor Nunn (Chair); Councillor Larratt (Deputy Chair); Councillors Eldred, Hadland, Hallam, Hibbert and King

#### 1. APOLOGIES

There were none.

#### 2. MINUTES

The minutes of the meeting held on 21 February 2018 were agreed and signed by the Leader.

#### 3. INTENTION TO HOLD PART OF THE MEETING IN PRIVATE IF NECESSARY

There were no items to be considered in private.

#### 4. DEPUTATIONS/PUBLIC ADDRESSES

There were none.

#### 5. DECLARATIONS OF INTEREST

Councillor King declared a personal and pecuniary interest in respect of item 8 as a trustee of Northampton Leisure Trust and her daughters being paid employees of Unity Leisure and stated that she would leave the room whilst the item was being discussed.

#### 6. ISSUES ARISING FROM OVERVIEW AND SCRUTINY COMMITTEES

None.

#### 7. MUSEUM EXPANSION PROJECT

This item was withdrawn from the agenda.

#### 8. GRANT OF PROPERTY LEASES, AND FINANCIAL AND MANAGEMENT AGREEMENTS WITH UNITY LEISURE.

At this juncture Councillor King left the room, having declared an interest.

Councillor Birch addressed Cabinet and questioned whether a full guarantee would be in place should the Council lend money to Unity Leisure, and asked how much money the Council was set to make.

Councillor Hadland, as the relevant Cabinet Member, elaborated upon the report and commented that this was an excellent way for the leisure centres to grow and prosper, noting that they were in need of improvements and were in a good position to carry them out. He added that the Council did not expect to profit from the leases.

#### RESOLVED:

- 2.1 Three new Full Repairing and Insuring leases be granted under the Landlord and Tenant Act 1954 to Unity Leisure for the three leisure centres owned by

Northampton Borough Council (Lings Forum, Danes Camp, Mounts Baths), for a period of 30 years. The combined rent will be £51,000 per year plus any addition for building insurances and VAT where applicable, and will be in accordance with the terms and conditions set out in this report, which reflects a discount from market rent of £22,500 per annum.

- 2.2 The Head of Regeneration, Economic Development & Assets be authorised to complete the above leases in consultation with the Borough Secretary & Monitoring Officer and the Cabinet Member for Regeneration, Enterprise and Planning.
- 2.3 Either the lending of up to £3m to Unity Leisure or acts as guarantor for commercial lending in a similar amount, for the purpose of carrying out capital improvement works on the aforementioned three Leisure Centres.
- 2.4 The Operating Agreement between the Council and Unity Leisure be amended to remove the Council's option to close any one or more of the leisure centres on providing not less than six months' notice.
- 2.5 The Operating Agreement between the Council and Unity Leisure be amended to remove any requirement for a management fee to be paid by the Council to Unity Leisure, this amendment to apply retrospectively back to 2014/15.
- 2.6 The Council's Capital Programme be increased by the amount of the agreed loans in any given year, to be funded entirely by repayments from Unity Leisure.
- 2.7 Authority be delegated to the Chief Finance Officer acting in consultation with the Borough Secretary & Monitoring Officer and the Cabinet Member for Finance to approve the terms of the necessary loan or guarantee agreements following completion of necessary due diligence checks, ensuring that the Council is not exposed to unacceptable financial loss or liability.
- 2.8 The Chief Finance Officer be instructed to amend the appropriate revenue budgets to reflect the agreed level of rental income and savings on repairs and maintenance and insurance.
- 2.9 Authority be delegated to the Borough Secretary & Monitoring Officer in consultation with the Chief Finance Officer and the Head of Regeneration, Economic Development & Assets the power to complete all the relevant documentation, including the loan agreements, leases and Guarantee, as relevant.

## **9. GREAT BILLING AND GREAT HOUGHTON CONSERVATION AREA APPRAISAL & MANAGEMENT PLANS.**

Councillor King re-joined the meeting.

Councillor Hadland, as the relevant Cabinet Member, presented his report and thanked officers for their hard work. He stated that the consultation regarding Article 4 Direction in the area showed there was evidence to support the measure and that further consultation would be arranged with residents and parish councils. He noted that the support from parish councils regarding the Conservation Area had been unanimous.

### **RESOLVED:**

- 2.1 That Cabinet approved the adoption of the Conservation Area Appraisal and

Management Plans for Great Billing and Great Houghton Areas.

- 2.2 That Cabinet agreed an alteration to the boundary of Great Billing Conservation Area to remove conservation area designation from Cumbrae Drive, Great Billing.
- 2.3 That Cabinet approved further consultation on the making of an Article 4 Direction in respect of Great Billing and Great Houghton Conservation Areas.

## **10. NORTHAMPTON LOCAL PLAN PART 2 - RESPONSES TO SITES CONSULTATION**

Coduncillor McCutcheon commented that he was looking forward to what would be produced in the Local Plan in respect of HIMOs. He stated that local plans required policies to evolve and bring about better communities and hoped that the Council would be able to take positive steps moving forwards.

Councillor Hadland, as the relevant Cabinet Member, elaborated upon the report and explained that over 500 comments from 66 different parties had been received. He stated that the Council would potentially have more flexibility in terms of providing sites to meet figures from the West Northamptonshire Joint Core Strategy. He added that policy was slowing down the building of new homes, both locally and nationally. Councillor Hadland thanked officers for their objective work.

Councillor Hibbert commented on the urgency to build more houses and stated his encouragement on the report suggesting an increase in what could be built in the next 5 years.

Councillor Larratt commented that he was encouraged by Highways England's comments regarding the M1 and A45, noting existing air quality issues in some sites and stated that the development and management of the A45 should be looked at closely moving forwards.

### **RESOLVED:**

- 2.1 That the comments received on the Local Plan Part 2 Sites Consultation and the officer responses be noted and used to inform production of the Local Plan Part 2.

## **11. FINANCE MONITORING - PERIOD 10 - 2017/18**

Councillor Stone commented that she could not find details of an underspend in relation to the environmental contract within the report and asked for clarification, and questioned whether the contract had been split between 2 providers. She enquired as to whether the Council was doing all it could to raise awareness of the disabled facilities grant and whether it could be spent elsewhere if not used for its original purpose. Councillor Stone questioned whether, in light of the situation with Northamptonshire County Council, capital receipts were being used for transformation. She noted that under £2.4m of an expected £5m for the capital programme had been acquired so far and questioned when the remaining monies would be received.

Councillor Hallam advised that the underspend represented approximately £550,000 to date. He further advised that Veolia would be using a subcontractor for grounds maintenance and that the subcontractor had already begun meeting with community groups.

Councillor Eldred, as the relevant Cabinet Member, confirmed that the disabled facilities grant would not be spent elsewhere and stated that the Council would look at different ways of advertising it. He further confirmed that capital receipts would be spent on housing

development.

Councillor Russell congratulated the Head of Housing and Wellbeing for bringing statistics down, noting the waiting time for a non-emergency appointment with a Homeless Officer being reduced from 4 weeks to 3 days. She noted the 66 outstanding applications and commented that it was a blight on society that there were any people without a home. She enquired as to the reasons for homelessness and questioned what support was offered to individuals and families.

Councillor Eldred stated that a breakdown of the underspend would be given at the end of the financial year and that the Council continued to look at ways to cut back without affecting services.

Councillor Hibbert commented that homelessness was challenging both nationally and locally and noted the work by officers in bringing the statistics down. He noted that the Housing Support team actively worked with individuals and families on the applications list to help them into suitable accommodation.

#### **RESOLVED:**

- 2.1 That the contents of the report be noted.
- 2.2 That Cabinet approved the transfer of the net General Fund underspend to the MTFP Cashflow reserve to meet future financial pressures.

#### **12. PERFORMANCE REPORT - QUARTER 3 2017 - 1ST OCTOBER TO 31 DECEMBER 2017**

Councillor Stone stated that she had noticed contradictions between the Performance and Finance Monitoring reports in respect of licensing fees and asked for clarification. She noted that a number of Hackney drivers were not meeting set standards and asked what could be done to encourage better results. In respect of new start-ups, Councillor Stone suggested that a graph may provide more information relating to their sustainability and how many were still operating. She further suggested a members' briefing for major projects and expressed her disappointment that Castle House had not appeared as a major development yet.

The Leader explained that talks were ongoing with Northamptonshire County Council regarding Castle House.

Councillor Birch commented on the turnover of neighbourhood wardens and stated that the recent disruptions had had an effect of how residents interacted with them. She questioned whether wardens' workloads had increased or if they were under any additional pressure. She further noted the lack of visibility of police officers in the town and that crime had increased over the winter period, both had a large impact on residents.

Councillor Larratt, as the relevant Cabinet Member, commented that whilst missed bins rose during December, the number of corrected missed bins also increased. He stated that whilst the number of households in temporary accommodation was a concern, the outcome showed that the work done to address the situation was having a significantly positive effect. Regarding crime, the Deputy Leader explained that whilst the Council had some input, a multi-service approach was needed. Regarding environmental service and warden requests, the Deputy Leader stated that recruitment had continued to fill gaps in service and he looked forward to the performance indicator improving over the next quarter. In respect of off-licence compliance, he explained that the Enforcement team were finding those who didn't



comply and that the performance indicator showed that the right people were being targeted. He noted the work done in respect of HIMO's being made compliant.

Councillor King commented that theft of tools and aggravated burglary had increased over the quarter and added that Neighbourhood Watch offered direct reports via Twitter and Facebook. Regarding Hackney vehicles, she stated that offending drivers were served notice and required to have defects corrected within a certain time or risk having their vehicles taken off the road.

Councillor Hallam commented that the number of posts for environmental wardens remained the same but that there had been several issues outside of the Council's control, including a case of misconduct and the death of a warden. He applauded the work carried out by wardens and stated that they were filling the gap in service not received by Enterprise. He further stated that enforcement officers had taken enforcement duties from the wardens, leaving them to carry out more community work.

Councillor Hadland explained that Castle House was not on the major projects update as it was not owned by the Council and no partnership arrangement with the owner was in place.

Councillor Hibbert stated that HIMO income was below target and licences granted were above target but that any anomaly would be resolved when the Enforcement team expanded and started their investigations.

**RESOLVED:**

2.1 That the contents of the performance report and appendix 1 of the report be noted.

The meeting concluded at 6.53pm

Appendices: 3



**NORTHAMPTON**  
BOROUGH COUNCIL

## CABINET REPORT

<b>Report Title</b>	Designation of the Queens Park Neighbourhood Area & Forum for the purposes of neighbourhood planning
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	11 April 2018
<b>Key Decision:</b>	Yes
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorate:</b>	Regeneration, Enterprise & Planning
<b>Accountable Cabinet Member:</b>	Councillor Tim Hadland
<b>Ward(s)</b>	Trinity, Kingsthorpe and Semilong Wards

### 1. Purpose

- 1.1 To designate a Neighbourhood Area within the Trinity, Kingsthorpe and Semilong wards under Section 61G of the Town and Country Planning Act 1990 (as amended) for the purposes of preparing a Neighbourhood Plan.
- 1.2 To designate a Neighbourhood Forum, to be known as the Queens Park Neighbourhood Forum, under Section 61F of the Town and Country Planning Act 1990 (as amended) for the purposes of preparing a Neighbourhood Plan.

### 2. Recommendations

- 2.1 That Cabinet notes the analysis of representations received in response to the publicising of the Queens Park Neighbourhood Area and Neighbourhood Forum applications (Appendix 1).
- 2.2 That Cabinet designates the Queens Park Neighbourhood Area as published in Appendix 2 for the purposes of preparing a Neighbourhood Plan under Section 61G of the Town and Country Planning Act 1990 (as amended).
- 2.3 That, following the designation of the Queens Park Neighbourhood Area, Cabinet designates Queens Park Neighbourhood Forum (Appendix 3) under Section 61F of the Town and Country Planning Act 1990 for a period of five

years for the purposes of producing a Neighbourhood Plan, subject to the following conditions:

- Maintaining a written constitution
- Holding an Annual General Meeting within 12 weeks of the designation
- Maintaining a minimum of 21 members drawn from each of the subsections set out within the Localism Act section 61F(5)

### **3. Issues and Choices**

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#### **3.1 Report Background**

##### **Introduction**

- 3.1.1 This report requests the designation of (1) the Queens Park Neighbourhood Area and (2) Neighbourhood Forum as per the provisions for Neighbourhood Planning set out in the Town and Country Planning Act 1990 [The Act]. The Act is supported by the Neighbourhood Planning (General) Regulations 2012 which came into force on the 6 April 2012.
- 3.1.2 Under the Act and Regulations, Northampton Borough Council has a statutory duty to assist groups wishing to progress Neighbourhood Plans. This includes the designation of the Neighbourhood Area and, in areas where there are no Parish Councils, such as the Trinity, Kingsthorpe and Semilong Wards, a Neighbourhood Forum.
- 3.1.3 The preparation of a Neighbourhood Plan must be made in accordance with The Regulations. Once the Council has designated a Neighbourhood Area and Forum, the community are responsible for preparing the plan. This occurs with technical assistance provided by the Planning Department and others, dependent on the issues. Once prepared, the Plan is checked by the Council to determine if the basic conditions are satisfied before it is subject to an independent examination and local referendum.

##### **A Neighbourhood Plan for Queens Park**

- 3.1.4 In 2017 members of the Queens Park neighbourhood came together to talk about the anticipated changes and development proposed for their local area and to share a vision for the future.
- 3.1.5 Changes in the appearance and character of the neighbourhood brought about by some of the new developments and the increase of the number of Houses in Multiple Occupation and lack of access to local open space led to the idea of preparing a Neighbourhood Plan for the area. This will provide a community-led framework to guide future development in the proposed Neighbourhood Area and help tackle associated social, economic and environmental issues arising from that.

## 3.2 Issues

### Designation of Neighbourhood Area and Forum

- 3.2.1 In reaching a decision, careful consideration must be given to the following factors:
- (a) Designating a Neighbourhood Area that is suitable for the purposes of Neighbourhood Planning
  - (b) Being satisfied that reasonable steps have been taken to secure a representative Forum to take forward the plan

### Plan Area

- 3.2.2 The proposed Neighbourhood Area incorporates parts of the Trinity, Kingsthorpe and Semilong Wards and includes the Thornton Park. It includes mainly residential areas, green space such as allotments, some light industrial and commercial units and a place of worship.
- 3.2.3 The Regulations place the duty to publicise the Neighbourhood Area application on the Council. This is intended to ensure that all groups are properly informed of the intention to designate a Neighbourhood Area and that the area meets the requirements of the Regulations and Act. On Monday 8 January 2018 the Council formally received an application requesting the designation of the Queens Park Neighbourhood Area. In accordance with the Regulations<sup>1</sup> the application was publicised and representations invited from Thursday 11th January to 5.00pm on Wednesday 21st February 2018.
- 3.2.6 The proposed Neighbourhood Area has been subject to some criticism through the publicising process of the application (see Appendix 1). Of the 39 representations received 11 openly objected to the inclusion of the Thornton Park in the proposed Neighbourhood Area. However, upon analysis, the similarity and content of the representations indicate a lack of understanding about the neighbourhood planning process and the benefits that can be brought to a Neighbourhood Area.
- 3.2.7 The principle concern expressed is that if the Thornton Park is positioned within the Neighbourhood Area, members of the community external to that boundary will have no say in matters affecting the future of it. There is clearly a strong feeling of affection towards the Thornton Park but the fear from local people that they may be excluded from taking part in developing ideas to revive it are speculative and misguided; this is not how Neighbourhood Planning works.
- 3.2.8 A good Neighbourhood Plan is founded on a robust programme of community engagement and a strong, proportionate evidence base. The extent to which these foundations have been established and exercised will be examined by an independent examiner. This will ensure appropriate levels of engagement / evidence gathering has been undertaken; it will ensure that the Plan is based on a proper understanding of the area and of the views, aspirations, wants and needs of local people.

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<sup>1</sup> Regulation 6 (Neighbourhood Planning (General) Regulations 2012)

- 3.2.9 The proposed Neighbourhood Forum, working in partnership with the Council, is continuing with their programme of community engagement. Their focus is on working with concerned members in the locality to develop a clearer understanding about the process of Neighbourhood Planning and emphasising the benefits and opportunities to be gained. This could be done by forming a working group of residents in Kingsthorpe for instance, and having regular meetings with them in order to discuss the future of Thornton Park.
- 3.2.10 The concern about being excluded from decisions affecting the future of Thornton Park led to many of representations wanting to see Thornton Park omitted from the Neighbourhood Area. This is an indication that there is a lack of understanding about the advantages of a Neighbourhood Area. A Neighbourhood Area is sometimes referred to as an Area of Benefit in reflection of the opportunities a Neighbourhood Plan can bring to it.
- 3.2.11 A Neighbourhood Plan can develop policy to support appropriate development opportunities (sport, leisure and recreational) in the right location, for example, at Thornton Park. Community proposals and aspirations about the regeneration and enhancement of the Thornton Park, for example enhancing pedestrian links; making entrances and exits more attractive to feel safer; and creating key features to encourage footfall can be contained in planning guidance developed to support Neighbourhood Plan policy. This would mean community aspirations are delivered in line with the community vision.
- 3.2.12 From a funding perspective, if the Community Infrastructure Levy continues, the Neighbourhood Plan can secure 25% of the funding arising through receipts from development in the Plan area. Some of this could be secured to realise community aspirations for the enrichment of Thornton Park environment. In addition, Neighbourhood Areas often attract funding streams from alternative sources in support of development, regeneration and enhancement. With these possibilities in mind it would not be appropriate to advise that Thornton Park should be excluded from the Neighbourhood Area.
- 3.2.13 The lack of understanding with regard to the Neighbourhood Planning process and benefits that a Neighbourhood Area can bring is a community engagement issue, but it is not a sufficient planning reason for the Council to refuse the application for the Neighbourhood Area. Therefore, while Members will be mindful of the representations received, they are reminded that the independent examination provides a safeguard to ensure the Neighbourhood Plan is founded on a robust programme of community engagement and a strong, proportionate evidence base.
- 3.2.14 There is no specific provision within the Regulations for withdrawing an area application once it has been submitted. If the proposed Neighbourhood Forum wish to amend the area they must inform the Council who will advise that a new application must be submitted with the revised boundary. If accepted by the Council the new application will be subject to the 6 week publicising process.

## Neighbourhood Forum

- 3.2.16 In addition to designating a Neighbourhood Area for Queens Park, the Council must also seek to designate a Neighbourhood Forum as the Qualifying Body to take forward the Neighbourhood Plan. Once designated, the Forum is the only group who may prepare the Neighbourhood Plan for the Queens Park Neighbourhood Area.
- 3.2.17 An application for the Forum which satisfied the requirements of the Regulations<sup>2</sup> was received on Monday 8 January 2018. The application was publicised<sup>3</sup> and representations invited from Thursday 11th January to 5.00pm on Wednesday 21st February 2018.
- 3.2.18 24 representations of the total of 39 representations openly supported the proposal for a Neighbourhood Forum/Plan, the remaining 15 had no comments. There were no representations which were openly against designation of the Queens Park Neighbourhood Forum.
- 3.2.19 Without the designation of both the Area and Forum, a Neighbourhood Plan cannot be advanced. The designation of a Neighbourhood Area is required prior to the Forum as a forum's designation is directly linked to a designated area. Therefore, if Cabinet decide to refuse the application for the area then the application for the forum must also be refused.

## 3.3 Choices (Options)

- 3.3.1 The options presented below are those that are considered as choices that can be made in accordance with the Act and the Regulations.
- 3.3.2 **Option 1 [Recommended]: Designate the Queens Park Neighbourhood Area as published (no amendments); designate the Queens Park Neighbourhood Forum**
- 3.3.3 By designating the area as applied for, the Council will be acting consistently in respect of its approach toward designating areas. It should be noted that for a previous application, that of the Spring Boroughs Neighbourhood Area and Spring Boroughs Voice (as the Neighbourhood Forum) received objections and / or differences in opinion through community representations during the publicising of the proposed Neighbourhood Area and Forum applications.
- 3.3.4 These were weighed up through the Cabinet Report<sup>4</sup> with the final outcome being the designation of Spring Boroughs Neighbourhood Area as published and Spring Boroughs Voice (as the Neighbourhood Forum). This decision has led to a successful conclusion for Spring Boroughs. Spring Boroughs Voice worked closely with local volunteers to prepare a Neighbourhood Plan for the area.

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<sup>2</sup> Regulation 8 (Neighbourhood Planning (General) Regulations 2012)

<sup>3</sup> Regulation 9 (Neighbourhood Planning (General) Regulations 2012)

<sup>4</sup> Northampton Borough Council Cabinet Report 11 December 2013

At full Council on 18 April 2016 Northampton Borough Council made the Spring Boroughs Neighbourhood Plan. It now forms part of the Development Plan meaning that it is the starting point when deciding planning applications.

- 3.3.5 Once designated, it is recommended that the Queens Park Neighbourhood Forum is designated as the Qualifying Body. This will allow the formal stages of Neighbourhood Planning to progress in a timely manner and ensure that the momentum and enthusiasm of the community be retained for the Neighbourhood Planning Project.
- 3.3.6 **Option 2: Designate a reduced Neighbourhood Area to exclude the Thornton Park; designate the Queens Park Neighbourhood Forum**
- 3.3.7 The requirements of the Act mean the Council is required to secure some, or all of the area, for the purposes of Neighbourhood Planning. Having reviewed the planning context, there are no planning matters that would preclude designation of the whole area from Neighbourhood Planning. Excluding Thornton Park from the proposed Neighbourhood Area would only serve to limit opportunities that could be available to the park as set out above in paragraphs 3.2.11 to 3.2.12. If the neighbourhood area designated is not the same as the one originally applied for, a prospective neighbourhood forum may have to revisit its membership, purpose or constitution and submit a revised forum application.
- 3.3.8 **Option 3: Designate a wider area as the Neighbourhood Area; designate the Queens Park Neighbourhood Forum**
- 3.3.9 39 representations were received as part of the publicising process. Of these 9 ostensibly approved of Thornton Park forming part of the Neighbourhood Area. 19 representations did not specifically state that Thornton Park should be omitted from the proposed neighbourhood area. The remaining 11 openly objected to Thornton Park forming part of the Neighbourhood Area.
- 3.3.10 As noted above in 3.2.7, the principal concern expressed is that if Thornton Park is positioned within the Neighbourhood Area, members of the community external to that boundary will have no say in matters affecting the future of it. The narrative explained this is not the purpose of neighbourhood planning and concluded that the lack of understanding expressed with regard to the Neighbourhood Planning process and benefits that a Neighbourhood Area can bring is a community engagement issue. It is not a sufficient planning reason for the Council to refuse the application for the Neighbourhood Area.
- 3.3.11 The Council could consider designating an area wider than that proposed to include all the properties close to the Thornton Park as there were representations purposely stating that these residents have a direct relationship with the Thornton Park and specific concerns about decision making that may affect them. Streets including Tollgate Close, Mill Lane, Kingswell Road, Northgate School area or Kingsthorpe Village in general could all be included but the rationale is questionable.

- 3.3.12 Firstly, the majority of representations lobbied for the Thornton Park to be excluded from the Neighbourhood Area not that properties abutting it should be included. Secondly the inclusion of the area of Kingsthorpe would extend the Neighbourhood Area into further in Kingsthorpe Ward. If the neighbourhood area designated is not the same as the one originally applied for, a prospective neighbourhood forum may have to revisit its membership, purpose or constitution and submit a revised forum application.
- 3.3.13 Lastly, this approach would contravene the purpose of the proposed Neighbourhood Plan for the Queens Park as set out in para 3.1.5. This advocates the drawing of a boundary which focused on a Neighbourhood Area where they could effect positive change in order to maintain the character of the area. The Forum were of the view at the time of drawing that the neighbourhood plan was to protect and enhance the character and identity of their neighbourhood.
- 3.3.14 Paragraph 3.2.9 established that the development of a Neighbourhood Plan is founded on a robust, programme of community engagement and the development of a strong, proportionate evidence base. At all stages of plan making the proposed Forum will need to look at how development and change influences the surrounding local community and ensure that those local communities are consulted. This would include all residents abutting the Thornton Park given its significance to the plan making area. Therefore there are insufficient planning reasons for the Council to seek an expansion to the area.

#### **3.3.15 Option 4: Refuse both applications**

- 3.3.16 Under the Town and Country Planning Act 61G (5) [as amended], Northampton Borough Council is required to designate a Neighbourhood Area for the purposes of Neighbourhood Planning or to publish reasons for refusal. Where a valid application is made, the authority must exercise their power of designation to secure some or all of the specified area. This means that there is no option to refuse the designation of the Neighbourhood Area applied for, without designating an area that includes all or part of it.
- 3.3.16 The Regulations as amended prescribe a date for determination of an area application. The prescribed date for determining the Queens Park Neighbourhood Area application is 13 weeks from the date immediately following that on which the application is first publicised. Therefore the Council must determine the application by 11 April 2018. If the time limit is not met the Council must designate the area applied for.

### **4. Implications (including financial implications)**

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#### **4.1 Policy**

- 4.1.1 The designation of a Neighbourhood Area and Neighbourhood Forum will allow residents and local interested bodies to take forward the formal process of Neighbourhood Planning for the Queens Park Neighbourhood Area. Once designated, no other Neighbourhood Areas may be designated that overlap with the area.



- 4.1.2 The Neighbourhood Plan must have appropriate regard to national policy and be in general conformity with the strategic policies in the Local Plan for the area, namely the West Northamptonshire Joint Core Strategy Local Plan (Part 1) (WNJCS) and the developing Northampton Local Plan (Part 2). Once made, the Neighbourhood Plan will become part of the Development Plan for Northampton and used in the determination of Planning Applications. Neighbourhood Plans carry significant weight as part of the planning process.
- 4.1.3 It is expected that the Neighbourhood Plan will provide a local interpretation of WNJCS Policies N1 and N12 for the Neighbourhood Area, with applications for planning permission determined against policies within the Neighbourhood Plan. Delivering this plan is subject to the meeting the statutory requirements of the Regulations, including independent examination and a final referendum.

## **4.2 Resources and Risk**

- 4.2.1 The majority of the costs of preparing a neighbourhood plan are the responsibility of the neighbourhood planning group. The Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 place duties on local planning authorities with regard to neighbourhood planning, including the role associated with supporting local neighbourhood forums in preparing their neighbourhood plans.
- 4.2.2 To assist, the Ministry of Housing, Communities and Local Government (MHCLG) has made available grants to local planning authorities of £5,000 for designating a neighbourhood area and a further £5,000 for designating a neighbourhood forum. These grant monies are awarded to local planning authorities to assist them in supporting neighbourhood forums in the production of neighbourhood plans. As such, these grants are intended to cover the Council's staff time and other costs associated with the Council's statutory duties. In addition to the £10,000 for area/forum designation, LPAs can also claim £20,000 following a successful examination and a referendum date being set. This information is correct for the 2017/18 financial year. At the time of report writing, the Government had yet to confirm neighbourhood planning funding to LPAs for 2018/19.
- 4.2.3 It should be noted that there is a cap to the number of grants for area/forum designation an LPA can apply for. The limit is for 5 Neighbourhood Plans. The Council has already received 4 grants for the Spring Boroughs, Duston, Growing Together and Semilong and Trinity Neighbourhood Plans. The proposed Queens Park Neighbourhood Plan would mean making a fifth application to MHCLG.
- 4.2.4 In addition to the MHCLG grant, the Council has a small budget for Neighbourhood Planning to provide additional resources to meet the Council's statutory duties in relation to neighbourhood planning including publicity and administration costs such as referendums.

- 4.2.5 Publicity costs associated with making the Neighbourhood Plan will be met within the existing Neighbourhood Plans budget and staff resources to support the production of the Plan will come from the Council's existing staff - primarily within the Regeneration, Enterprise and Planning Directorate.
- 4.2.6 On 21 September 2015 the Council approved the Community Infrastructure Levy (CIL) Charging Schedule for the Borough. All liable developments granted planning permission, including those allowed by an appeal decision, and submitted on or after 1st April 2016 need to pay the Levy. Once the Plan is made the Council will engage with the community to agree how the 25% of the CIL receipts from development within the Queens Park Neighbourhood Area should be spent.

### 4.3 Legal

- 4.3.1 Neighbourhood planning is part of the Government's initiative to empower local communities to bring forward planning proposals at the local level, as outlined in Section 116 of the Localism Act 2011. The Act and the subsequent Neighbourhood Planning (General) Regulations 2012 (known as the 2012 Regulations) confer specific functions on local planning authorities in relation to neighbourhood planning and sets out the steps that must be followed in relation to neighbourhood planning.
- 4.3.2 The Queens Park Neighbourhood Area and Forum applications have been publicised in accordance with the Neighbourhood Planning (General) Regulations 2012. The designation of a Neighbourhood Area and related Forum are vital steps in empowering communities to take forward Neighbourhood Planning. Under the Localism Act, Northampton Borough Council has a statutory responsibility to groups who wish to exercise their right to produce a Neighbourhood Plan. As such, a refusal of either the area or Forum following submission of a valid application could lead to potential legal challenge.
- 4.3.3 The Housing and Planning Act 2016 has introduced additional requirements for neighbourhood planning which have been incorporated into the Neighbourhood Planning (General) Regulations and Development Management Procedure (Amendment) Regulations 2016, and the Neighbourhood Planning (Referendums) (Amendment) Regulations 2015. These Regulations amend the 2012 Regulations introducing timescales within which the Council must act in relation to the different stages of the neighbourhood planning process.
- 4.3.4 In relation to the Queens Park Neighbourhood Area application the 2012 Regulations (as amended) require the following:

#### **Prescribed date for determination of an area application**

The prescribed date for determining the Queens Park Neighbourhood Area application is 13 weeks from the date immediately following that on which the application is first publicised. Therefore the Council must determine the application by 11 April 2018.

## **Publicising a designation of a neighbourhood area and neighbourhood forum**

As soon as possible after designating the Queens Park Neighbourhood Area and Forum the Council is required to publish on their website and in such other manner as is likely to bring to the attention of people who live, work or carry on business in the neighbourhood area:

- The name of the neighbourhood area and forum
- A map to identify the area
- A copy of the written constitution of the neighbourhood forum
- Contact details for at least one member of the neighbourhood forum

4.3.5 The designation of a Neighbourhood Forum will apply for a period of 5 years unless it is withdrawn voluntarily by the Forum, or by the Council by reference to the conditions under which it was designated. As such, it is necessary to state that these conditions are considered to be:

- That an AGM is held, the first taking place within 12 weeks of the designation so as to discuss matters relating to the constitution raised during consultation
- That the minutes of the AGM are made available for publication on Northampton Borough Council's website
- That a minimum of 21 members are retained at all times throughout the duration of the Forum and names, addresses and eligibility in reference to 61F(5)b is reported to the Council following each AGM

4.3.6 At the Plan submission stage the Council are required, with agreement from the Neighbourhood Forum, to appoint a suitably qualified independent person to examine the Plan. At various stages of the plan-making process Planning Officers will review the plan to ensure it is being prepared in a manner consistent with the Regulations and other relevant legislation (such as Human Rights and Environmental requirements).

## **4.4 Equality and Health**

4.4.1 In terms of publicising an application, the regulations provide flexibility. Northampton Borough Council made inspection copies available in the One Stop Shop, The Central Library, 5 other locations within the Queens Park area (Balmoral Stores, Holy Trinity Church, Pink Ladies Gym, QP Working Men's Club, Swift Electrical) and online.

4.4.2 The designation of the Neighbourhood Area and Forum will allow residents and those who work in the area, to help shape future policies and in turn, improve the physical quality and inclusiveness of the neighbourhood. Moreover, engagement in the process is likely to have a positive impact, giving residents power to shape their own communities.

4.4.3 This report focuses on the formal designation of the Neighbourhood Area and Forum for the purposes of enabling the community to take forward Neighbourhood Planning. Therefore, an Equality Impact Assessment or Community Impact assessment has not been completed. However, these will be requested, prepared and submitted alongside the draft plan. Measures will be built into the Community Engagement Strategy, which is an element that the Council will continue to provide support with.

#### **4.5 Consultees (Internal and External)**

4.5.1 It should be noted that it is not the Council's duty to explain what the applications are for or justify why a Neighbourhood Plan is being progressed for this area, merely to draw attention to the fact that an application for designation has been received.

4.5.2 On Monday 8 January 2018 the Council formally received applications requesting the designation of the Queens Park Neighbourhood Area and Forum. In accordance with the Regulations<sup>5</sup> the applications were publicised and representations invited from Thursday 11th January to 5.00pm on Wednesday 21st February 2018. This met the regulatory requirement of publicising for a period of 'not less than six weeks'.

4.5.3 The regulations provide flexibility in terms of publicising applications. Northampton Borough Council made inspection copies available as stated in paragraph 4.4.1. The applications were also published through dedicated sections on the Council's website namely the Council's formal Consultations page and the Neighbourhood Planning page hosted by Planning Policy.

4.5.4 In addition to the inspection locations, the Council created posters for the proposed Neighbourhood Forum to publicise the applications. Additional leaflets were delivered to the properties adjacent to the Thornton Park within the Kingsthorpe ward following requests

4.5.5 Appendix 1 sets out the full analysis of representations to the publicising process of the Neighbourhood Area and Forum.

#### **4.5.6 Neighbourhood Area**

4.5.7 Of the 39 representations received 11 openly objected to the inclusion of the Thornton Park in the proposed Neighbourhood Area. However, upon analysis, the similarity and content of the representations indicate a lack of understanding about the neighbourhood planning process and the benefits that can be brought to a Neighbourhood Area.

4.5.8 Explanations as to the process of neighbourhood planning, the benefits afforded to a Neighbourhood Area and subsequently, the rationale for affording little weight in planning terms to the representations received are set out in Section 3.2: Issues. These details will not be repeated here. It is considered that the explanation set out in Section 3.2 provides sufficient justification behind the recommendation to determine the Neighbourhood Area application as published.

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<sup>5</sup> Regulations 6 and 9 (Neighbourhood Planning (General) Regulations 2012)

#### **4.5.9 Neighbourhood Forum**

- 4.5.10 24 representations of the total of 39 representations openly supported the proposal for a Neighbourhood Forum/Plan, the remaining 15 had no comments. There was no representation which openly against designation of the Queens Park Neighbourhood Forum.

#### **4.6 How the Proposals deliver Priority Outcomes**

- 4.6.1 The designation of a Neighbourhood Area will contribute to a number of Priority Outcomes within the Corporate Plan 2017 - 2022. The following Priorities should benefit: Safer Communities by empowering the local community to engage with and make a positive contribution to the security of the neighbourhood; Protecting our Environment by empowering the local community to actively plan for and address specific needs for the Thornton Park and the look and feel of the neighbourhood; Housing for Everyone by enabling the local community to inform future developments; and Love Northampton by encouraging and supporting the local community to actively participate in local democracy through the preparation of a Neighbourhood Plan for their area.

#### **4.7 Other Implications**

- 4.7.1 N/A

#### **5. Background Papers**

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- 5.1 Appendix 1: Analysis of representations  
5.2 Appendix 2: Application for Neighbourhood Area  
5.3 Appendix 3: Application for Neighbourhood Forum

**Director of Regeneration, Enterprise and Planning**

## **Analysis of Representations made on the Queens Park Neighbourhood Area and Forum Applications**

### **Introduction**

Northampton Borough Council formally received applications requesting the designation of the Queens Park Neighbourhood Area and Forum. In accordance with the Neighbourhood Planning (General) 2012 Regulations (6 and 9) Northampton Borough Council publicised both applications and invited representations from Thursday 11th January to 5.00pm on Wednesday 21st February 2018.

### **Overview of Findings**

39 representations were received. Of these 11 openly objected to Thornton Park being included in the proposed Neighbourhood Area and 9 supported the inclusion of Thornton Park.

The remaining 19 had no comment regarding the inclusion of Thornton Park, of which 9 supported the proposed area boundary, 1 was against the proposed area boundary but with different reasons and the remaining 9 had no comments.

24 representations openly supported the proposal for a Neighbourhood Forum/Plan, the remaining 15 had no comments. There were no representations openly against designation of the Queens Park Neighbourhood Forum.

### **Analysis in Detail**

#### **Neighbourhood Area: Thornton Park**

11 respondents objected to Thornton Park being included in the Neighbourhood Area (NA). However, the analysis of these responses indicates a lack of understanding about the process of developing a Neighbourhood Plan and the benefit that would be brought to Thornton Park if it were included in the Neighbourhood Area (NA).

These are four main reasons cited for objecting to Thornton Park being in the NA:

1. Residents with properties much closer to the Thornton Park than the residents in Queens Park should not be excluded for making decisions on the future of the Thornton Park (8 responses)
2. Thornton Park (and the community centre) belongs to everyone and should not be confined to the proposed NA boundary (2 responses)
3. Excluding people outside of the NA from having a say on issues affecting Thornton Park is undemocratic / unfair (5 responses)
4. Residents in Kingsthorpe Village have a strong connection with Thornton Park. They should be included / not excluded from any decision making (6 responses)
5. Everyone should be able to have a say on issues affecting Thornton Park not just the people who live and carry on business within the proposed NA (1 responses)

Many of the respondents appeared to believe that if Thornton Park is included in the NA only the residents living in the NA get to propose ideas and make decisions about it. This is not how Neighbourhood Planning works. A good Neighbourhood Plan is founded on a robust programme of community engagement and a strong, proportionate evidence base. This approach makes sure that the Plan is based on a proper understanding of the area and of the views, aspirations, wants and needs of local people.

A Neighbourhood Plan is a community led framework for guiding the future development, regeneration and conservation of an area. Nobody is excluded from the community engagement process. Indeed engaging with the wider community right from the beginning of the plan making process will make sure it genuinely represents the range of wants and needs in the local area.

### **Neighbourhood Area – An Area of Benefit**

Interestingly many representations wanted to see Thornton Park removed from the NA. The preference to exclude Thornton Park from the NA indicates a lack of understanding about the advantages for including Thornton Park in the NA.

A NA is sometimes referred to as an Area of Benefit in reflection of the opportunities a Neighbourhood Plan can bring about. The Plan can develop policy that supports appropriate development opportunities (sport, leisure and recreational). Community proposals about the regeneration and enhancement of Thornton Park, for example enhancing pedestrian links; improving entrances and exits; creating key features can be contained in planning guidance developed to support Plan policy. This would mean community aspirations are delivered in line with community vision.

If the Community Infrastructure Levy continues, the Neighbourhood Plan can secure 25% of the funding arising though receipts from development in the Plan area. Some of this could be allocated to delivering enhancements to Thornton Park. In addition, NAs often attract funding streams from alternative sources in support of development, regeneration and enhancement.

### **Neighbourhood Area – Other Concerns**

During the publicising period, residents in Kingsthorpe expressed their concern that information about the consultation had not been disseminated to a wider area other than the Queens Park area and that the most residents in Kingsthorpe were not aware of the applications of the Queens Park Neighbourhood Area and Forum.

The Queens Park residents group, the Members of the Kingsthorpe Ward and Trinity Ward agreed to provide more leaflets of the consultation to the Tollgate Close, Mill Lane, Kingswell, Washington Street, Lincoln Street, Garfield Street and Thornton Hall Close.

Most respondents who expressed their disappointment of being excluded from the proposed Neighbourhood Area (NA) wish Thornton Park to be removed from the NA rather than themselves to be included in the NA. This would require the Qualifying Body to submit a new application for the revised neighbourhood Area to be designated.

However, as mentioned above, as preparation of the Plan is to be founded on robust community engagement those residents wanting to have a say about the development taking place in these areas can either:

- feed into the Neighbourhood Plan community engagement process, including the making of formal representations on the Neighbourhood Plan or
- make representations on planning applications through the Borough Council development management procedures.

One respondent who supported the designation of the Forum but did not express whether to support the proposed NA boundary wished to include the residential area bounded by Thornton Road, Kingsthorpe Road, Northgate School and Studland Road.

One respondent questioned why Thornton Hall Close was not included yet the community centre across the other side of the road was.

## **Conclusion**

39 representations were received in response to the publicising of the applications for the Queens Park Neighbourhood Area and Forum. Of these 11 openly objected to Thornton Park being included in the proposed Neighbourhood Area and 9 supported the inclusion of it. However, upon analysis, the similarity and content of the representations illustrated a lack of understanding about the neighbourhood planning process and the benefits that can be brought to a Neighbourhood Area.

There is obviously a strong sense of community and loyalty in matters which concern Thornton Park. However, excluding Thornton Park from the Neighbourhood Area would be to its detriment and miss opportunities for investing in its future as a leisure and recreational facility for the area and the town. It would be more advantageous for Thornton Park if the wider community were better informed on the benefits of neighbourhood planning. And that they were reassured that an inclusive and robust community engagement will take place to inform the development of the neighbourhood plan. This would lead to a neighbourhood planning exercise that will focus on the neighbourhood area as an area of benefit where all members of the local community who want to contribute to the neighbourhood plan are empowered to do so.



## **Application for designation of the Queens Park Neighbourhood Area**

### **Introduction**

Since April 2012 (under the Localism Act) local communities have been able to produce a Neighbourhood Plan for their local area, putting into place planning policies for the future developments and growth for the neighbourhood.

This application is for the designation of the Neighbourhood Area and is the first formal stage of creating a Neighbourhood Plan for the communities within the Queens Park area. The designation of the Neighbourhood Area is important in allowing work to formally start on the Neighbourhood Plan.

This application has been prepared by local residents and the elected Members of Queens Park with the support of the officers at Northampton Borough Council.

In accordance with the *Neighbourhood Planning (General) regulations 2012* this application contains:

- A map of the proposed Neighbourhood Area
- A Statement explaining why this area is considered appropriate to be designated as a neighbourhood area
- A statement that this group meets the requirements as a relevant body in accordance with section 61G of the 1990 Town and Country Planning Act
- The contact details for the Secretary of the Queens Park Neighbourhood Forum.

### **Neighbourhood Area**

The proposed Neighbourhood Area is set out in the Queens Park Neighbourhood Plan Area.

On the West side the area includes Thornton Park (Kingsthorpe Park) and the allotments adjoining the park. The area is then bounded by the South-west of Kingsthorpe Grove, North-west of Balfour Road and East of the Kingsthorpe Rd (A508) from the intersection with Balfour RD up to Thornton Park.

The area includes diverse and distinctive residential areas, small shops and businesses and places of worship. Also of importance, though not included in the boundary is Kingsthorpe Meadow Nature Reserve.

Families are an important part of the area with several popular schools within walking distance.

## Application for designation of the Queens Park Neighbourhood Area

We believe that the area is appropriate to be designated as a neighbourhood area for the following reasons

- A move away from family residences to houses in multiple occupation has resulted in increased pressure on local infrastructure. In particular parking and traffic is already an issue. Where there are opportunities for development, these should be sympathetic with the general character of the area.
- Thornton Park is the only significant green space bordering the Queens Park residential area. Because of the importance of retaining and attracting families to area, improving and enhancing the park is important to local residents.
- The allotments provide the residents with the opportunity to grow fruit, vegetables, plants and flowers. This is beneficial to both the mental and physical health of residents. For these reasons residents would like to see the allotments protected and improved
- With the prospect of further developments in the neighbourhood over the next few years, the formation of a Neighbourhood Plan is seen as a way for local residents to have a say in the appropriateness of these developments for the benefit of current and future citizens.

### The Neighbourhood Forum

The proposed area does not contain any land covered by a parish council and therefore a Neighbourhood Forum will need to be designated. The Localism Act allows for groups capable of becoming a Neighbourhood Forum to make this application. We believe that the Queens Park Neighbourhood Area forms a suitable basis for setting up a Neighbourhood Forum to take forward the development of a Neighbourhood Plan. The forum is comprised of 21 members drawn from all Community Partnership members (which includes local residents and businesses), both elected NBC Members and Advisory Group co-optees. We have a written constitution and we believe that this group meets the requirements as a relevant body in accordance with section 61G of the 1990 Town and Country Planning Act.

The contact for this application is:

[REDACTED]  
Secretary Queens Park Neighbourhood Forum  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

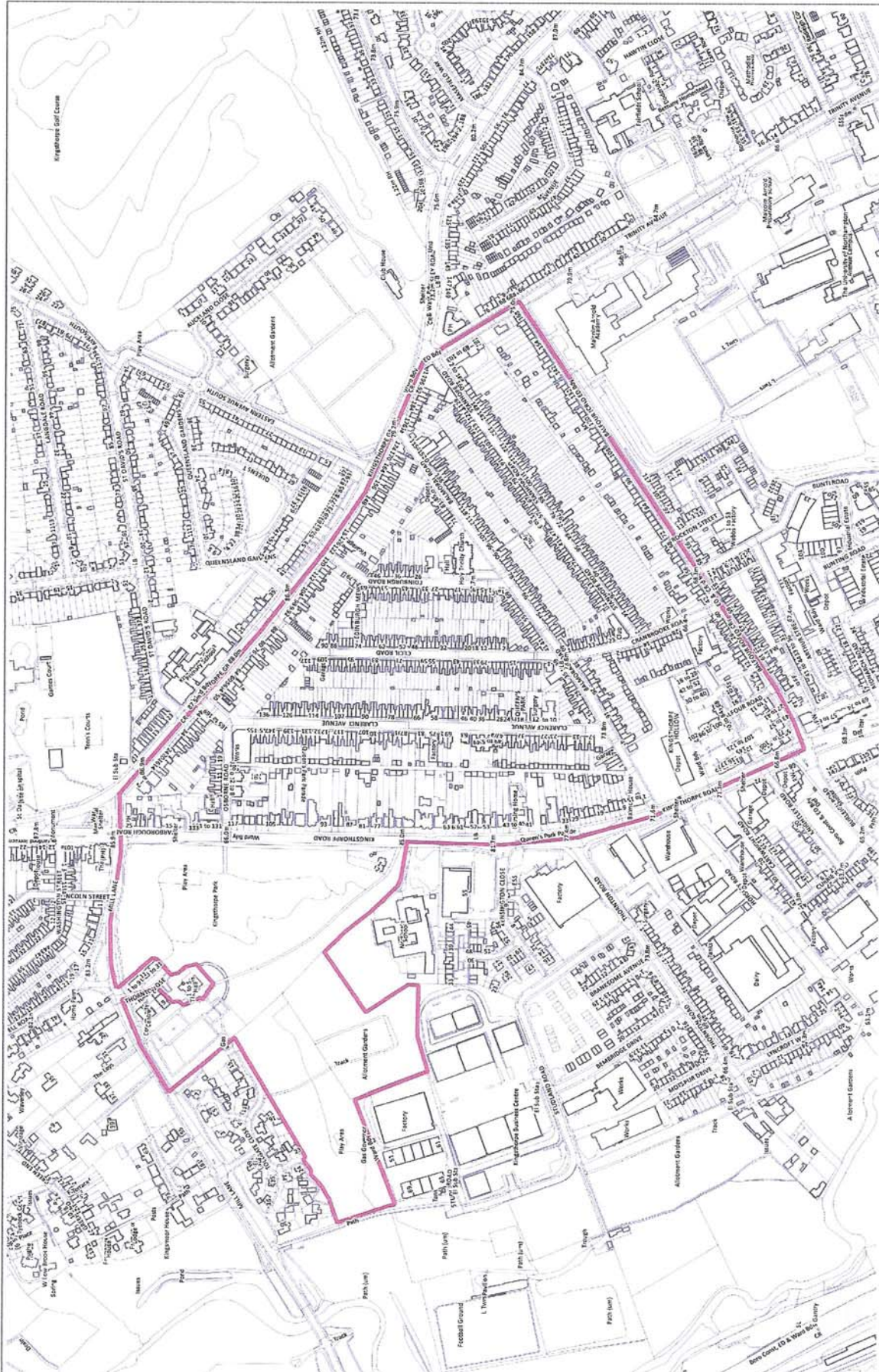
**Application for designation of the Queens Park Neighbourhood Area**

Signed  Chair

Date: 8/1/18

Signed  Secretary

Date: 8th January 2018



# Proposed Neighbourhood Area for Queens Park Neighbourhood Plan

16 November 2017  
not to scale

ON  
ICIL

base rights 2017 Ordnance Survey licence no. 10019655

## Application for Queens Park Area Neighbourhood Forum

### Statement:

In accordance with the Neighbourhood Planning (General) 2012 regulation 8, I am applying on behalf of the Queens Park Neighbourhood to make an application to designate a Neighbourhood Forum for the Queens Park Neighbourhood (as per the map attached).

A copy of our constitution is attached. The constitution contains details of the area to be covered by the plan, together with maps.

The Queens Park Neighbourhood Forum is open to all those who live in the area, work in the area, are active members of organisations based in the area and the elected Members for the Borough and County Council, as set out in our constitution. The Forum will have a minimum of 21 members who either live in the area, work in the area, are active members of organisations based in the area or are elected Councillors. The Forum has been established for the express purpose of promoting and improving the social, economic and environmental wellbeing for the Queens Park area. We believe that we satisfy the requirements of Section 61F(5) of the Town and Country Planning Act, as amended by the Localism Act (2011)

The contact for this application is:

[Redacted]  
Secretary Queens Park Neighbourhood Forum  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted] [katieabu@virginmedia.com](mailto:katieabu@virginmedia.com)

Signature: [Redacted] Chair  
Date: 8/1/18

Signature: [Redacted] Secretary  
Date: 8th January 2018

## **Queen's Park Neighbourhood Forum Constitution**

### **Name**

The name of the Forum shall be the Queen's Park Neighbourhood Forum (the Forum).

### **Area of Benefit**

- The Queens Park Neighbourhood Area (the Area) is situated approximately 2 miles north of Northampton Town Centre. The Area consists of a residential area together with a local park and allotments.
- The Forum will pursue its objectives in the Area (the Area of Benefit). The boundaries of the Area of Benefit have been defined by local people as members of the Forum.
- The Area falls entirely within the administrative boundary of Northampton Borough Council. Northampton Borough Council is the Local Planning Authority responsible for producing the Development Plan for Northampton. The Queens Park Neighbourhood Plan will form part of the Development Plan and will be used by Development Management in the determination of planning applications that will affect the Area.

### **Objectives**

The purpose of the Forum is

- To prepare a Neighbourhood Plan for the Area;
- To promote or improve the social, economic and environmental well-being of the Area;
- To promote and preserve the historical/heritage features of the Area.
- Any other appropriate purpose agreed by the Forum.

### **Membership**

- The membership of the Forum is open to anyone living and working in the neighbourhood area but must include at least 21 individuals who are either:
  - a) Residents living in the Neighbourhood Area;
  - b) Elected ward councillors for the Area;
  - c) Individuals working in the Area;
  - d) Individuals who are representatives of organisations or businesses active in the Area.
- The Forum will take reasonable steps to ensure that its membership includes at least one individual falling within each of (a) (b), (c) and (d).
- Members shall be accepted by the Forum; resignations from membership shall be received by the Forum.
- An up to date membership list will be kept by the Secretary.
- The Forum will take all reasonable steps to ensure its membership is representative of the diversity of the Area.
- The Secretary will report the current level of members at each Forum meeting, as well as the number present at that meeting (to see if there is a quorum for voting purposes). If membership falls below the minimum level of 21 people required, the Forum will actively recruit more members to bring it back to the minimum level and no decisions will be taken until this is the case.

# Queen's Park Neighbourhood Forum Constitution

## General Policies and Principles

The Forum will:

- Encourage involvement and membership of the Forum by residents, local representative groups and /or societies, and businesses in the area.
- Respect differences including gender, age, ethnicity, religion, sexual orientation, disability and income.
- Foster community spirit.
- Generally support actions generating employment and supporting local businesses in the area.
- Promote sustainable development and environmental improvement.
- Work to improve the well-being of local people and those who come here for education, work or recreation.
- Publicise and promote the work of the Forum.
- Work with other local groups and exchange information, advice and knowledge.
- Draw up any codes and policies it feels necessary to support its work.
- The Forum is politically and religiously neutral.

## Powers

In furtherance of its objects the Queen's Park Forum may

- Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds.
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- Employ staff and volunteers as are necessary to conduct activities to meet the objects of the Forum.
- Take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including taking out any contracts which it may see fit.

## Working Arrangements

The 21 forum members will include a Chair, Treasurer and Secretary. These positions will be open to any members of the Forum, however, members standing for these positions will need to be seconded and elected by a quorum of the Forum.

## Forum Meetings

- The purpose of the Forum is to be the decision-making body, which prepares an overarching Neighbourhood Plan reflecting the proposals & recommendations for the Area.
- Forum meetings will be held as required and will be open to all registered members of the Forum and any other interested parties.
- The Forum decisions will be made by a simple majority of those present with voting rights (full members of the Forum). If there is a tied vote, the Chair shall have a casting vote.

## **Queen's Park Neighbourhood Forum Constitution**

### **Annual General Meetings**

- Annual General Meetings (AGMs) will be held not later than 3 months after the end of the Financial Year, which will be determined on registration of The Forum.
- The Forum Chair, the Forum Treasurer and the Forum Secretary (The 'Officers') will be elected at each AGM for the following year.
- Members shall be given at least fourteen days' notice of when and where the meeting is to be held and of the agenda.
- Decisions will be by a simple majority. If there is a tied vote the Chair shall have a casting vote.
- A quorum for voting purposes will be one third of the membership.
- At any AGM, each member present will have one vote.
- Where practical, arrangements will be made to enable members who are unable to attend a meeting, to appoint the Chair as their proxy.
- An accurate record of meetings will be kept by the Secretary or agreed minute-taker.

### **Extraordinary General Meeting (EGM)**

- An Extraordinary General Meeting (EGM) may be called by applying to the Secretary.
- For all EGMs, Forum members will be given at least fourteen days' notice of the meeting and details of any proposed resolutions.
- At any EGM, each member present will have one vote.
- Where practical, arrangements will be made to enable members who are unable to attend a meeting to appoint the Chair as their proxy.
- An accurate record of meetings will be kept by the Secretary or agreed minute taker.

### **Finance**

- A bank account will be opened with the agreement of a Forum meeting.
- A Treasurer will be elected at the Annual General Meeting of the Forum to serve for a period of 12 months. The Treasurer will maintain financial records and present verified annual accounts.
- A Forum account will have three unrelated signatories, usually The Officers, and all financial transactions must be approved by at least two signatories.

### **Data Protection**

- All personal data acquired by the Forum shall only be used for the purposes of contacting members by email or phone for Forum business only.
- The Forum will act in accordance with Northampton Borough Council's Data Protection Policy.

### **Duration and dissolution**

- The Forum has a life span of 5 years from its inception and will automatically dissolve unless it is previously wound up or extended in a different form, by resolution at a Forum meeting. 28 days' notice of the resolution must be given to all members. The resolution must attain a two-thirds majority of those present and eligible to vote.
- Any assets or funds remaining after debts have been paid shall be returned to providers, or transferred to local charities or groups with similar aims.



## Queen's Park Neighbourhood Forum Constitution

### Alteration to the Constitution

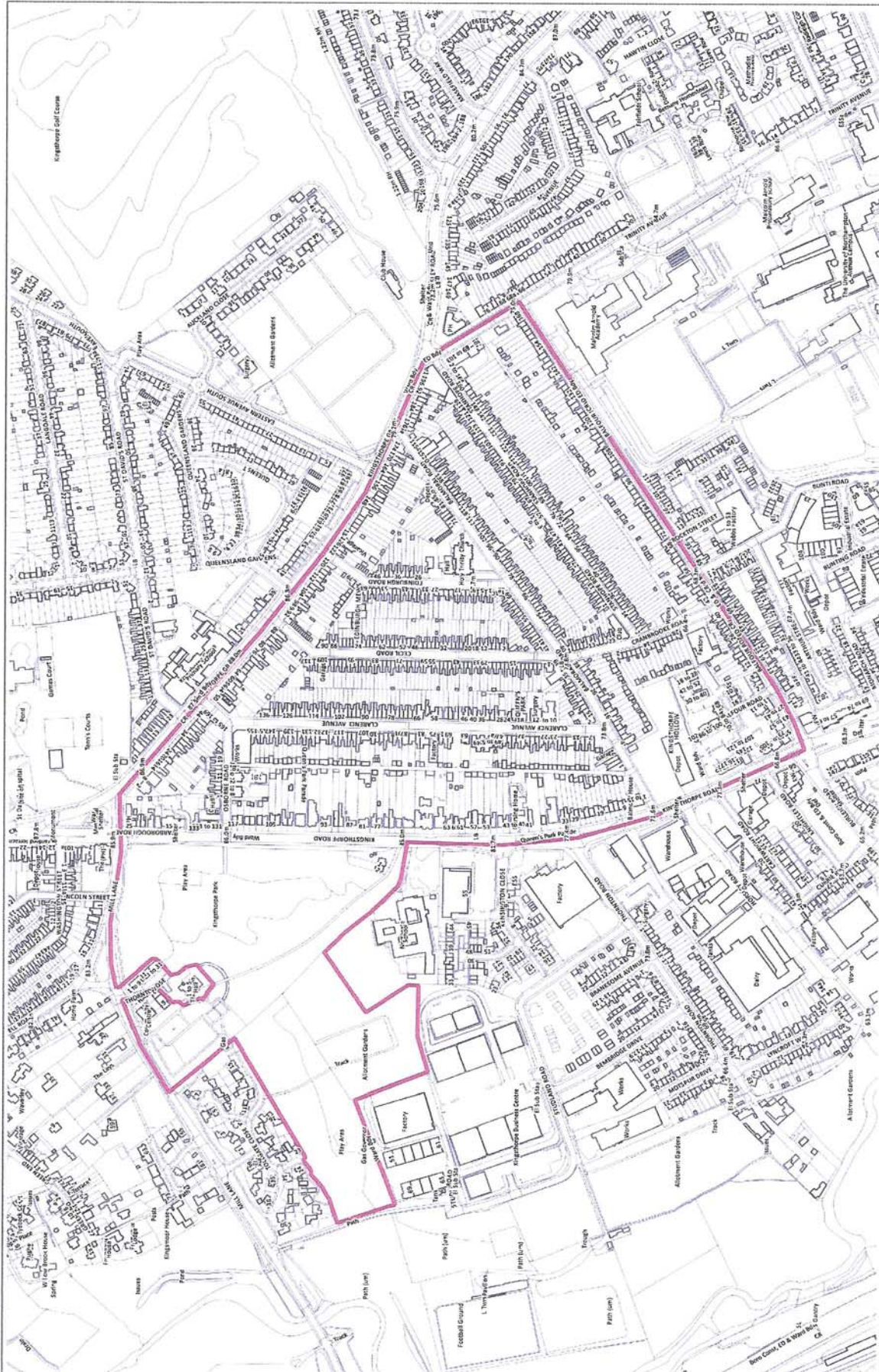
- Amendments to the body of this Constitution will be by decision of a General Meeting and will only be carried if supported by two-thirds or more of those present and eligible to vote.

Sign  Chair

Date: 8/1/18

Sign  Secretary

Date: 8th January 2018



# Proposed Neighbourhood Area for Queens Park Neighbourhood Plan

16 November 2017

not to scale

ON  
ICIL

base rights 2017 Ordnance Survey licence no. 10019655

Appendices

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**NORTHAMPTON**  
BOROUGH COUNCIL

## CABINET REPORT

<b>Report Title</b>	<b>Procurement of contractor to develop Council owned land at St.Peter's Way</b>
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**AGENDA STATUS:** Public

<b>Cabinet Meeting Date:</b>	11 April 2018
<b>Key Decision:</b>	Yes
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorates:</b>	Regeneration, Enterprise & Planning,
<b>Accountable Cabinet Member:</b>	Councillor Tim Hadland
<b>Ward(s)</b>	Castle

### 1. Purpose

This report seeks the agreement of Cabinet:

- 1.1 To approve the process toward procuring a contractor to construct a new office development at Horizon Park, St.Peter's Way, to be occupied by Northampton Partnership Homes Limited.
- 1.2 To agree the process for concluding the lease arrangements between the Council and Northampton Partnership Homes Limited.
- 1.3 To approve the appointment of the project Design Team.

### 2. Recommendations

That Cabinet agrees:

- 2.1 That subject to a positive gateway exercise being carried out in consultation with the Cabinet Member for Regeneration, Enterprise and Planning, the Cabinet Member for Finance, and the Chief Finance Officer; the Head of Economic Development and Regeneration be authorised to commence the procurement of a contractor through an OJEU-compliant Open Tender process in accordance with the Public Contract Regulations 2015.

- 2.2 That subject to a satisfactory review of the business cases (encompassing both an HRA Value for Money position and the Council's General Fund position) being carried out after receipt of tenders, the Head of Economic Development and Regeneration, acting in consultation with the Borough Secretary & Monitoring Officer, the Chief Finance Officer and the Cabinet Member for Regeneration, Enterprise and Planning, be authorised to finalise the terms of the Lease between the Council and Northampton Partnership Homes Limited, and to enter into an Agreement For Lease (AFL).
- 2.3 To consider the recommendations of the Horizon Park Project Board relating to the project design team, and agrees to appoint RG+P Ltd., Aecom Limited, Desco (Design and Consultancy) Ltd., and Wood Group Ltd. as the Design Team pursuant to paragraph 3.1.8 of the report.
- 2.4 That a further report be brought to Cabinet following the procurement exercise making recommendations on the award of the main construction contract.
- 2.5 Any further issues that arise will be reported to Cabinet.

### **3. Issues and Choices**

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#### **3.1 Report Background**

- 3.1.1 At its meeting on 19 July 2017 Cabinet approved the purchase from National Grid of a strategic site within the Northampton Waterside Enterprise Zone at St.Peter's Way. The site was acquired primarily to allow the development of new office accommodation, for which Northampton Partnership Homes Limited (Northampton Partnership Homes) had expressed interest in occupying. Following completion of the necessary legal agreements the acquisition was completed in September 2017.
- 3.1.2 The earlier Cabinet report of 15 March 2017 instructed that following completion of the acquisition a further report be brought to Cabinet concerning the procurement arrangements for the main contractor and the programme for the development. This current report provides that update.
- 3.1.3 Since acquiring the site activity has focussed on four areas:
  - Site investigation works have been carried out to confirm the proposed location of the development, and various topographical and other surveys have been carried out.
  - Detailed discussions have been held to develop the Heads of Terms for the Agreement to Lease the premises to Northampton Partnership Homes.
  - The Horizon Park Project Board have reviewed the possible procurement routes to secure a main contractor.
  - The Horizon Park Project Board have recommended the appointment of the Design Team

- 3.1.4 The site investigations carried out to date have built on the knowledge gained from the due diligence work carried out prior to acquisition of the site. They have confirmed that the condition and location of the main sewer passing across the site will not impinge on the proposed development. Further intrusive investigations are in the process of being carried out to determine whether a slab or piled foundations are appropriate for the site, with the expectation being that the previous uses will require a sleeved pile foundation approach. None of the work carried out to date suggests that the original design aspiration for the development i.e. refurbishment of the existing Horizon House building, linked by an atrium to a new light steel office structure, is inappropriate.
- 3.1.5 In parallel with the site investigations the project architects have been developing an outline programme for the development. This will need further work following the appointment of the full Design Team, but at the moment the key indicative milestones are:
- Submission of Planning Application : End July 2018
  - Start of procurement exercise: End September 2018
  - Award of main contract: End November 2018
  - Start on site: End January 2019
  - Building completion: End March 2020
  - Building occupation: April 2020
- 3.1.6 The lease to Northampton Partnership Homes is to be on commercial terms, and will be on a Full Repairing and Insuring (FRI) basis. Negotiations on the Heads of Terms for the Lease have progressed well, and in principle agreement has been reached on a lease period of 40 years, with an option to break after 10 years, and thereafter every 15 years. The current estimated rent is circa £500k per annum, but this will be reviewed taking into account known construction costs following receipt of tenders, and forecast market rates at commencement of the lease following completion of the building early in 2020. There are aspects of the in principle Heads of Terms that require further refinement as the Business Case is refreshed, the key issue being whether or not to allow a rent free period on occupation..
- 3.1.7 The Horizon Park Project Board have considered the options for securing a main contractor and have recommended that an Open Tender procedure is followed. The form of contract will be a single-stage Design and Build contract. The reasons behind this are considered further in the Choices Section at paragraph 3.3 below.
- 3.1.8 To maintain momentum on the development the Council have carried out a mini-tender exercise to procure the Design Team through the NEPRO Procurement Framework. This has resulted in recommending the appointment of the following Design Team members:
- Project architects. RG+P Ltd, who were Northampton Partnership Homes original preferred architect following an initial design competition.

- Civil & structural engineers. Wood Group Ltd, who already have detailed knowledge of the site having been involved in the due diligence carried out prior to acquisition.
- Mechanical & electrical engineers. Desco (design and Consultancy) Ltd.
- Project managers & cost consultants. Aecom Ltd.

3.1.9 The Design Team appointments will be made on an individual, not group, basis, with no contract being in excess of £250,000.

### **3.2 Issues**

- 3.2.1 The Cabinet report of 19 July 2017 which approved acquisition of the site provided an initial analysis of the Value for Money aspects for both the General Fund and the Housing Revenue Account should the development proceed. The issues identified then remain today, and it will be necessary to revisit the business case once we have completed the procurement exercise and have an accurate cost for the development. This will also require Northampton Partnership Homes to provide further detail in respect of the savings they propose to fund the increase in cost, so as not to be seen to add 'overhead cost' to the HRA
- 3.2.2 Prior to award of the contract it will be necessary to enter into the Agreement for Lease with Northampton Partnership Homes in order to safeguard the Council's position.

### **3.3 Choices (Options)**

- 3.3.1 In considering this report Members have the option of not proceeding with the development at all. This option is not recommended for three reasons. First, the Council wish to see the site developed as it lies within the Northampton Waterside Enterprise Zone and will provide a contribution to Unified Business Rate Uplift receipts. Second, this is one of the key regeneration sites in and around the town centre, and its development will both secure improvement of a main gateway to the town, and send a positive message to the development market. Third, the relocation of Northampton Partnership Homes will provide opportunities to develop part of the Westbridge depot site, leading to the creation of new jobs and generating a capital receipt for the Council.
- 3.3.2 There are two main options to be considered in respect of procuring the main contractor. These are to conduct an Open Tender exercise compliant with the Public Contract Regulations 2015, or to select a contractor from one of several procurement frameworks the Council can access, either with or without a mini-competition.
- 3.3.3 The benefit of using the Open Tender process is that companies will bid using the most up to date pricing information, and it is a more competitive approach than a framework solution. As such there is a reasonable expectation that the tender prices will be more competitive than those obtained through a framework. The disadvantages of this approach are that it takes longer than a framework solution, perhaps by 3 to 6 months, is more resource intensive in

terms of staff time, and there is no guarantee that we will receive any bids from the market. In this instance the time delay is not considered a significant factor as much of this time will be spent doing the detailed design prior to submission of a planning application.

3.3.4 The key advantages of using a framework to select a contractor are that it is a simplified process which is significantly quicker than the Open Tender approach, and is less resource intensive. The main disadvantage of using a framework is the perception that the lack of real competition will result in tenders which are not as competitive as those resulting from an Open Tender exercise.

3.3.5 The Horizon Park Project Board have considered the options for procurement of the main contractor. Their recommendation is that Council conduct an Open Tender exercise as this will provide the greatest degree of control over appointment of the contractor, and will provide a true market test of cost.

## **4. Implications (including financial implications)**

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### **4.1 Policy**

4.1.1 The recommendations of this report are within policy and have no policy implications.

### **4.2 Resources and Risk**

#### **Financial**

4.2.1.1 Funding for the development has been included in the Capital Programme approved by Council in March 2018. The resource approved is £9.1m.

4.2.1.2 The business case will be reviewed and updated in parallel with the design process to ensure that the development remains affordable. A gateway review will be carried out by officers in consultation with the appropriate Lead Members once the design work is complete and the cost plan has been updated, and only if the business case is judged to be positive at that time will the procurement notices be issued. Following completion of the procurement exercise a further report will be taken to Cabinet to approve an updated financial position before awarding the Contract to the preferred contractor.

#### **Risks**

4.2.2 There are three key risks. First, that we fail to receive any tenders. Second, that tender prices exceed the funding approved in the Capital Programme. Third, that the review of the business case fails to support proceeding with the development.

4.2.3 The risk of failing to receive any tenders is low. However, should the risk crystallise we will have the option of trying to obtain a contractor through a framework, a route that would almost certainly be successful.

- 4.2.4 The risk of the tenders exceeding the available budget is considered to be low, the budget having been based on a detailed cost plan developed following the design competition mentioned in para. 3.1.8. The design team includes a strong cost control function, and strict control over the design/cost equation will be maintained throughout the design process.
- 4.2.5 The original business case will be reviewed and updated to take account of the known construction cost once this is known, together with updated market rent projections for early 2020. It is unlikely that there will be a significant shift in the outcome of the review, but should there be the first step will be to undertake additional value engineering exercises to identify possible construction cost reductions.
- 4.2.6 It is possible that the business case review will demonstrate that the cost of proceeding exceeds the budget and that Northampton Partnership Homes are not able to afford the increase in lease required to support the development cost; that the business case in relation to HRA VfM is not evidenced and/or the cost growth is not mitigated by savings to management / overheads within Northampton Partnership Homes.

### **4.3 Legal**

- 4.3.1 The proposal to secure a contractor for the works using the Open Tender procedure is legally compliant and in accordance with the Public Contract Regulations 2015
- 4.3.2 The Council will be required to ensure that there is compliance with the Council's Contract Procedure Rules and all relevant statutory provisions and regulations both in the appointment of contractors, and the formal award of all contracts for this project.
- 4.3.3 The position regarding the lease is generally set out in the report, however it should be noted that the terms of the recommended lease will be agreed by the Borough Secretary and any significant issues that may arise will if necessary be reported back to Cabinet. The intention to charge a commercial rent to Northampton Partnership Homes as set out in the Cabinet report of 19 July 2017 means that there is no State Aid present.
- 4.3.4 Cabinet should be advised the Council may be required to appoint external legal advisors to support in-house resources as appropriate to ensure implementation of the construction contract and lease within the timeframes set out in this report.

### **4.4 Equality and Health**

- 4.4.1 Services to the public will be unchanged as a result of the recommendations of this report. There are therefore no direct equality or health implications.

### **4.5 Consultees (Internal and External)**

- 4.5.1 Consultation has taken place with Northampton Partnership Homes, SEMLEP and the Enterprise Zone board over the proposals.



## 4.6 How the Proposals deliver Priority Outcomes

4.6.1 By continuing the development of the Enterprise Zone and enhancing a key gateway into the town the project will contribute to the priority corporate outcome:

- A vibrant successful town for now and the future

## 5. Background Papers

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Cabinet report on purchase of land at St.Peter's Way, July 2017

Cabinet report on purchase of land at St.Peter's Way, March 2017

Cabinet report on purchase of land at St.Peter's Way, October 2016

Finance and Performance report, September 2015

Horizon Park Project Board report "Construction Procurement Options", December 2017

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Appendices



**NORTHAMPTON**  
BOROUGH COUNCIL

## CABINET REPORT

<b>Report Title</b>	<b>12 MONTH EXTENSION OF PARTNERSHIP DELEGATION AGREEMENT WITH LGSS FOR THE DELIVERY OF BUSINESS SUPPORT SERVICES</b>
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	11 April 2018
<b>Key Decision:</b>	YES
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorate:</b>	Borough Secretary
<b>Accountable Cabinet Member:</b>	Cllr Eldred
<b>Ward(s)</b>	All

### 1. Purpose

- 1.1 The five year Partnership Delegation Agreement (PDA) between the council and LGSS for the delivery of Business Support services ceases on 31<sup>st</sup> May 2018. The needs of the council have changed over the last five years and continue to change. Before committing to either a further five year PDA with LGSS or any alternative option, the council needs to understand the future requirement for support services.
- 1.2 Time and resources are required to undertake service reviews for the core ICT service, Business Systems service, Finance Operations service, Finance Professional service, Insurance service and Procurement service and the development of a Business Case for ERP Gold (An LGSS development of the Agresso Finance business system)
- 1.3 The purpose of this report is to seek Cabinet approval for a one year extension of the current PDA for the services listed above and to seek Cabinet support for resources to be allocated to continue the service reviews and the possible development of a Business Case for ERP Gold.

## **2. Recommendations**

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- 2.1 That Cabinet approve a one year extension to the current PDA with the joint committee comprising Northamptonshire and Cambridgeshire County Council (LGSS)) for the core ICT service, Business Systems service, Finance Operations service, Finance Professional service, Insurance service and the Procurement service to allow time to consider all options for the future delivery of the said services
- 2.2 That existing internal resources are allocated to undertake the required service reviews and the development of a future Business System solution.
- 2.3 That the outcome of the service reviews inform a future cabinet report outlining the options and recommendations for delivery of support services post May 2019.

## **3. Issues and Choices**

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### **3.1 Report Background**

- 3.1.1 Following the Cabinet decision on 14 November 2012 regarding a proposed Shared Service Arrangement with LGSS, a Partnership Delegation Agreement between LGSS and Northampton Borough Council for the delivery of Business Support services for the council was developed.
- 3.1.2 The PDA came into effect 1<sup>st</sup> June 2013 and included Service Specifications for the Business Systems Service, Finance Operations Service, Finance Professional Service, ICT Service, Insurance Service and Procurement Service. It also included HR, Payroll and Legal Services although these services were returned back in-house due to issues with performance during 2016. A separate Joint Committee arrangement (comprising Northampton Borough Council, Milton Keynes Council, Northamptonshire and Cambridgeshire County Council has been established for the delivery of Revenues and Benefits services.
- 3.1.3 LGSS presented their proposal for a new five year agreement for the delivery of the remaining Business Support services for Northampton Borough Council and Northampton Partnership Homes Limited on 18 July 2017. This was subsequently revised on 14 August 2017 and further revised on 3 November 2017.
- 3.1.4 The savings and costs outlined in the 3 November proposal for the ICT Service are subject to a number of conditions, e.g. the council agreeing to the LGSS Roadmap, i.e. full scope delegation with accelerated convergence and further standardisation, the council electing to continue with all optional IT Services in scope, and with a fixed number of project days thereafter on a pay as you go basis.

- 3.1.5 The savings identified in the proposal for the Business System Service, Finance Professional Service and Finance Transactions Service from 2020/21 are subject to the council making a significant capital investment in ERP Gold Under LGSS's current operating/business model, which may be amended by the new Chief Executive.
- 3.1.6 The proposal for the Finance Operations Service (and any other Finance services) is subject to the council making a positive decision to adopt ERP Gold during the life of the new agreement. In their proposal LGSS state that should the council decide not to move to ERP Gold the council would have additional lead-time to arrange for alternative support for its Agresso system.
- 3.1.7 With the council's needs changing over the last five years, a number of services have been agreed with LGSS to be included in a LGSS Services Partial Exit. These services are IT07 – Web and systems development, IT)\* Housing Systems support, 1T10 – Strategy and Solutions analysis, IT11 – IT related Programme and Project Management and IT12 – Bulk and Specialist Print Services. The ICT managed budget will also be returned and will be administered and managed by the council as part of any future proposals to Cabinet.

## **3.2 Issues**

- 3.2.1 LGSS have stated that the acceptable minimum extension of the current PDA is 12 months, therefore NBC is unlikely to be able to negotiate a lesser extension.

## **3.3 Choices (Options)**

- 3.3.1 The choices are:

### **3.3.2 Option 1**

Approve the 12 month extension of the current PDA for the core ICT service, Business Systems service, Finance Operations service, Finance Professional service, Insurance service and Procurement service and support the allocation of resources to continue to undertake the service reviews and to develop the Business Case for future solutions.

- 3.3.3 The advantage of this option is that it allows time to undertake a thorough review of the future requirements for these services and ensure that the recommended option for services post 12 months will meet the changing needs of the council, ensuring the council is economical, effective and efficient, which may also be influenced by the development of Unitary proposals. ]]
- 3.3.4 The disadvantage of this option is the cost associated with undertaking the service reviews, however all options will require investment in service reviews.
- 3.3.5 The main risk associated with this option is the internal capacity to undertake service reviews.

### 3.3.6 **Option 2**

Extend for a period of time (less than 12 months) and undertake the service reviews during this time to enable efficiency savings to be realised sooner and be built into the council's efficiency plan.

3.3.7 The advantage of this option is that potential savings can be realised earlier.

3.3.8 The disadvantage of this option is that LGSS have indicated they would be unwilling to accept an extension for a period of time less than 12 months and the provisions within the existing PDA state that any extension is by agreement of both parties. This also represents a high risk strategy as no alternative solutions have been fully developed.

### 3.3.9 **Option 3**

Do Nothing, the PDA expires on 31<sup>st</sup> May 2018 and services are returned back in-house.

3.3.10 The advantage of this option is that potential efficiencies will be realised with effect from 31<sup>st</sup> May 2018

3.3.11 The disadvantages of this option is that it does not allow sufficient time for a smooth handover of the services back to NBC and alternative potentially more favourable delivery options to have been considered. This is not strictly a workable option as it would put services and data at risk, as no alternative is in place at this time.

3.3.9 The recommendation is Option 1

## **4. Implications (including financial implications)**

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### **4.1 Policy**

4.1.1 The report does not amend any specific policies.

### **4.2 Resources and Risk**

4.2.1 The current (2017/18) cost of the services covered by the LGSS PDA that is due to cease on 31 May 2018 is £5.902m.

4.2.2 Option 1 includes some of the IT elements of the service returning to NBC. The value of these elements is £1.726m. This leaves the value of the contract to be extended at £4.176m.

4.2.3 The proposal from LGSS for the one year extension adds an additional £0.077m to this cost for inflation, but otherwise keeps the cost the same as 2017/18. This means that no savings will be made against these budgets in 2018/19, as the cost is fixed at the 2017/18 level.

4.2.4 Option 2 may be able to release some savings from these budgets in 2018/19, but it is not known what value these savings may be, and when they would be achieved, it also could create unknown cost risk.

4.2.5 Option 3 may be able to release some savings from these budgets in 2018/19, but it is not known what value these savings may be, and when they would be achieved. Option 3 also carries the risk that due to the insufficient time for a smooth handover, there would potentially be additional transitional costs, and there is also a risk that future savings would not be maximised as the full range of delivery options will not have been properly considered.

### **4.3 Legal**

4.3.1 The proposed extension of services with LGSS complies with the provisions of the PDA which states that the expiry date is the 31 May 2018 unless otherwise terminated in accordance with the PDA or extended following discussions with LGSS to agree an extension of the term.

4.3.2 The proposed extension of the PDA is reasonably justified in allowing the Council time to achieve a cost effective and best value services for the future without risk to the current service provision. The Council's clear intention is to consider all future options for the Business Support Services and this will inform a future report to Cabinet.

### **4.4 Equality and Health**

4.4.1 The proposal does not adversely affect any specific group

### **4.5 Consultees (Internal and External)**

4.5.1 The following internal people have been consulted when writing this report

- Borough Secretary
- Interim Section 151 Officer
- Head of Customer & Cultural Services

### **4.6 How the Proposals deliver Priority Outcomes**

4.6.1 The proposal is aimed at ensuring the council is economic, efficient and effective

### **4.7 Other Implications**

4.7.1 There are no other implications of this proposal

## **5. Background Papers**

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**Francis Fernandes  
Borough Secretary  
Directors contact details.**

