



**NORTHAMPTON**  
**BOROUGH COUNCIL**

# **CABINET AGENDA**

**Wednesday, 4 March 2020**

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, Anna King and James Hill.

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**Chief Executive**

**George Candler**

If you have any enquiries about this agenda please contact  
[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 and Enterprise
Councillor S Hibbert	Housing and Wellbeing
Councillor A King	Community Engagement and Safety
Councillor J Hill	Planning

### 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 837057)

In writing: Democratic and Member 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, 4 March 2020  
at 6:00 pm.

**George Candler  
Chief Executive**

**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. BOROUGH WIDE ARTICLE 4 DIRECTION FOR HOUSES IN MULTIPLE OCCUPATION**  
 (Copy herewith)
- 8. DISPOSAL OF COMMUNITY CENTRE SHOPS**  
 (Copy herewith)
- 9. PERFORMANCE OUTTURN REPORT - QUARTER 3**  
(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.”

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## NORTHAMPTON BOROUGH COUNCIL

### CABINET

Wednesday, 19 February 2020

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

**APOLOGIES:** Councillor J Hill and Councillor King

#### 1. APOLOGIES

Apologies were received from Councillors Hill and King.

#### 2. MINUTES

The minutes of the meeting held on 5 February 2020 were agreed and signed by the Leader.

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

There was no intention to hold any part of the meeting in private.

#### 4. DEPUTATIONS/PUBLIC ADDRESSES

There were none.

#### 5. DECLARATIONS OF INTEREST

There were none.

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

There were no issues arising from Overview and Scrutiny Committees

#### 7. GENERAL FUND REVENUE AND CAPITAL BUDGETS 2020/2021

Councillor Eldred as the relevant Cabinet Member stated that he was privileged to be able to present the last budget for the Council. Difficult decisions had had to be made, and he thanked Cabinet colleagues and officers for their efforts in achieving a balanced budget. Council tax would be increased by £5 for a Band D property. There was also significant investment for the museum and Vulcan Works, which would hopefully result in increased tourism for Northampton. The key changes were outlined at 3.25 and 3.26 in the report.

Councillor Larratt was pleased to note the provision for investment in assets such as footbridges and monuments.

#### RESOLVED:

- 2.1 That the feedback from consultation with the public, organisations and the Overview and Scrutiny and Audit Committees be considered and welcomed (**detailed at appendices 9, 10 and 11**).
- 2.2 That the changes to the proposed budget (detailed at paragraph 3.2.6), in light of technical adjustments and the provisional local government funding settlement, be agreed.
- 2.3 That a general fund revenue budget for 2020/21 of £27.770m (excluding parishes, or

£29.006m including parish precepts) be recommended to Council for its own purposes (detailed in paragraph 3.2.4 and **appendices 1 and 2**).

- 2.4 That the Council be recommended to increase the council tax for its own purposes (excluding county, police, fire and parish precepts) by £5.00 (2.21%) per year per band D property for 2020/21.
- 2.5 That the Council be recommended to approve the general fund capital programme and proposed financing for 2020/21, including the inclusion of schemes in the development pool, as set out in **appendix 4**.
- 2.6 That Council be recommended to confirm a minimum level of general fund balances for 2020/21 of £3.0m that reflects the risks being faced by the Council, with a prudent level of £4.0m included in the budget setting, and also note the position on earmarked reserves (**appendix 7**).
- 2.7 That authority be delegated to the Chief Finance Officer in consultation with the Cabinet Member for Finance, and where appropriate the relevant Head of Service and Cabinet Member to:
  - Transfer monies to/from earmarked reserves should that become necessary during the financial year.
  - Update prudential indicators in both the prudential indicators report and treasury strategy report to Council, for any budget changes that impact on these.
- 2.8 That the draft fees and charges set out in **appendix 8** be approved, including immediate implementation where appropriate.
- 2.9 That Council be recommended to approve the treasury management strategy (and associated appendices) for 2020/21 at **appendix 5** of this report.
- 2.10 That authority be delegated to the Council's Chief Finance Officer, in liaison with the Cabinet Member for Finance, to make any temporary changes needed to the Council's borrowing and investment strategy to enable the authority to meet its obligations.
- 2.11 That authority be delegated to the Chief Finance Officer to make any technical changes necessary to the papers for the Council meeting of 24 February 2020, including changes to the finance settlement and changes relating to council tax precepts set by other precepting bodies.

## **8. ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF RESERVES**

Councillor Eldred as the relevant Cabinet Member outlined the report and noted that although reserves were adequate and investment was continuing, the situation was fragile and careful management was needed, particularly with the extra pressures arising from the move to a unitary council.

### **RESOLVED:**

- 2.1 That Cabinet recommend to Council to carefully consider the content of this report with regards to the general fund and HRA prior to recommending the approval of the

Council's MTFP 2020/21, the revenue budget for 2020/21, capital programme 2020/24 and the treasury management strategy 2020/21.

## **9. HOUSING REVENUE ACCOUNT (HRA) BUDGET, RENT SETTING 2020/2021 AND BUDGET PROJECTIONS FOR FUTURE YEARS**

Councillor Eldred as the relevant Cabinet Member outlined the report and noted that it was pleasing to see the level of investment which had been made. Rents would be increased by 2.7% in line with legislation.

RESOLVED:

- 2.1 That Cabinet recommend to Council to approve:
  - a) An average maximum rent increase of 2.7% per dwelling, in line with the legislation and the government's national rent standard, to take effect from 6th April 2020.
  - b) The HRA budget for 2020/21 of £53.7m expenditure detailed in Appendix 1.
  - c) The HRA capital programme for 2020/21, including future year commitments, and proposed financing as set out in Appendix 2.
  - d) The proposed service charges listed in Appendix 3.
  - e) That Cabinet be authorised, once the capital programme has been set, to approve new capital schemes and variations to existing schemes during 2020/21, subject to the funding being available and the schemes being in accordance with the objectives and priorities of the Council.
  - f) The Total Fees proposed for NPH to deliver the services in scope for 2020/21 detailed in Appendix 4.
- 2.2 That the Cabinet acknowledged the issues and risks detailed in the Chief Finance Officer's statement on the robustness of estimates and the adequacy of the reserves.
- 2.3 That the Council be recommended to confirm the reserves strategy of protecting balances wherever possible to allow the option of supporting future years' budgets, aiming for a minimum level of unallocated Housing Revenue Account balances of at least £5m for 2020/21 having regard to the outcome of the financial risk assessment.
- 2.4 That authority be delegated to the Chief Finance Officer to make any technical changes necessary to the papers for the Council meeting of 24 February 2020.
- 2.5 That Council be recommended to delegate authority to the Chief Executive and Chief Finance Officer to implement any retained HRA budget options and restructures.
- 2.6 That authority be delegated to the Chief Finance Officer in consultation with the Portfolio Holder for Finance, and where appropriate the relevant Head of Service and Portfolio Holder to:
  - Transfer monies to/from earmarked reserves should that become necessary during the financial year.
  - Transfer monies to /from HRA working balances between the Council and NPH for cash flow purposes should that become necessary during the financial year.
  - Transfer monies, within the Capital Programme, between Developer Affordable Homes opportunities (budget head) and Buy backs and Acquisitions (budget head) during the financial year subject to the funding being available and the schemes being in accordance with the objectives and priorities of the Council.
  - Update the budget tables and appendices, prior to Council should any further changes be necessary.
  - Update prudential indicators in both the Prudential Indicators report and Treasury Strategy report, for Council for any budget changes that impact on these.

## **10. ST GILES CONSERVATION AREA RE-APPRAISAL AND MANAGEMENT PLAN**

In the absence of Councillor Hill, Councillor Hadland outlined the report seeking Cabinet approval to adopt a review of the St Giles' Conservation Area following public consultation.

RESOLVED:

2.1 That Cabinet approve the adoption of the St Giles' Conservation Area Re-appraisal and Management Plan (Appendix B).

The meeting concluded at 6:12 pm



Appendices



**NORTHAMPTON**  
BOROUGH COUNCIL

## CABINET REPORT

<b>Report Title</b>	<b>ARTICLE 4 DIRECTION FOR HOUSES IN MULTIPLE OCCUPATION FOR THE REST OF THE BOROUGH</b>
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	04 March 2019
<b>Key Decision:</b>	YES
<b>Within Policy:</b>	YES
<b>Policy Document:</b>	YES
<b>Service Area:</b>	Planning
<b>Accountable Cabinet Member:</b>	Councillor James Hill
<b>Ward(s)</b>	Billing, Boothville, Brookside, Castle, Delapre Briar Hill, East Hunsbury, Eastfield, Headlands, Kings Heath, Kingsley, Nene Valley, New Duston, Obelisk, Old Duston, Park, Parklands, Phippsville, Rectory Farm, Riverside, Rushmills, Spencer, St James, Talavera, Upton, West Hunsbury, Westone

### 1. Purpose

- 1.1 The purpose of this report is to ask Cabinet to agree the confirmation of the Non - Immediate Article 4 Direction removing permitted development rights for the change of use of dwellinghouses into houses in multiple occupation in the area of Northampton not currently covered by such an Article 4 Direction.

### 2. Recommendations

- 2.1 That Cabinet resolves to confirm the Article 4 Direction made by the Council on 7 November 2019 the effect of which will be to remove permitted development rights for the change of use from Class C3 Dwellinghouses to Class C4 Houses In Multiple Occupation in the area of the Borough as shown on Map 1 and which will come into force on 13 November 2020.

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

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#### **3.1 Report Background**

3.1.1 Following the making of the Article 4 Direction on 7 November 2019 consultation took place between the 14<sup>th</sup> November and the 5<sup>th</sup> December 2019. The detailed outcome of the consultation can be found in the Consultation Statement, which accompanies this report. The Council must take account of any representations received during the consultation period when deciding whether to confirm the Direction. In summary, 12 respondents made comments and there were no objections to the proposal.

#### **3.2 Issues**

3.2.1 Currently, deemed planning permission is granted by the General Permitted Development Order 2015 (as amended) for the change of use of dwellinghouses to small houses in multiple occupation for 3 to 6 unrelated people who share basic amenities (known as a Permitted Development Rights). This has resulted in an increasing number of houses being changed into HMOs.

3.2.2 Members were informed at the meeting on the 16<sup>th</sup> October that HMOs play an important role in providing affordable accommodation for a range of people including students, migrant workers, key workers, young professionals and transient workers. However, several issues have been identified particularly in areas with high concentration of HMOs.

3.2.3 These have been reinforced in a study on HMO which was undertaken by Loughborough University in 2018 to provide evidence for the local plan. These include general poor upkeep and maintenance of private rented housing and dilapidation of housing stock and facades. More specifically, issues such as unkempt gardens, fly tipping, noise, anti-social behaviour and streets crammed with parked cars were highlighted.

3.2.4 The key problem is not the use of HMOs itself, but the concentration of HMOs. To address this, the Council has imposed Article 4 Directions for HMOs in parts of Northampton including Kingsthorpe, Abington, Far Cotton, Delapre and Cliftonville. The withdrawal of permitted development rights under an Article 4 Direction means that a planning application must be submitted to the Council, as Local Planning Authority for the change from a dwellinghouse to a house in multiple occupation. Such applications are determined in accordance with the relevant development plan documents and any other material considerations. Currently, the 2019 HMO SPD sets, amongst others, a threshold of 10% within a 50m radius as the acceptable proportion of HMOs as part of the overall housing stock.

3.2.5 However, areas that are not currently covered by an Article 4 Direction have started to experience similar problems. It was therefore agreed that the remaining areas of Northampton should be subject to an Article 4 Direction imposed so that HMOs will be properly managed without compromising the requirements to meet demand.

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

#### **3.3.1 Option 1: Confirm the Notice for the Article 4 Direction for HMOs (preferred)**

3.3.2 Currently, planning approval is not required for the change of use from dwellinghouses to HMOs in areas of Northampton outside the Article 4 Direction areas. If Cabinet approves the Non-Immediate Article 4 Direction for confirmation, planning applications for change of use from dwellinghouses to HMOs for 3 to 6 unrelated persons will be required, as of the 13<sup>th</sup> November 2020.

3.3.3 All planning applications will then be determined in accordance with the latest development plan policies including the Supplementary Planning Document on HMOs that was adopted in November 2019. This will allow the Council to manage the concentration of HMOs within Northampton borough.

#### **3.3.4 Option 2: Do not confirm the Notice for the Article 4 Direction for HMOs**

3.3.5 If Cabinet does not confirm the Direction, then the current system of permitted development rights will continue. This means that property owners can continue to convert their dwellinghouses into HMOs for 3 to 6 unrelated persons without the need to apply for planning permission. The Council will continue to have limited or no influence on the issues attributed to the concentration of HMOs including parking, litter and amenity space standards.

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

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### **4.1 Policy**

4.1.1 This Non-Immediate Article 4 Direction for HMOs will not introduce new planning policies. It is a legal procedure which seeks to remove an existing permitted development right. Once confirmed, planning permission will be required for the change of use from a dwellinghouse to a house in multiple occupation for 3 – 6 unrelated persons, sharing basic amenities. The Direction, if confirmed, will come into effect on the 13<sup>th</sup> November 2020.

### **4.2 Resources and Risk**

4.2.1 There will be implications on staff resource, particularly Development Management, Enforcement and Planning Policy. There will be an increase in the amount of work associated with processing planning applications. There is a likelihood that complaints about HMOs without planning approval will increase and these complaints will need to be dealt with. Maps will need to be regularly updated to reflect the updated position with regards to existing HMOs including those have been granted planning approval and those that are licensed.

4.2.2 There will be an increase in the planning application fees received which could be used to contribute towards a more effective planning service delivery.

### **4.3 Legal**

- 4.3.1 The confirmation of the Article 4 Direction requires due process to be followed as prescribed by Schedule 3 of the Town and Country Planning (General Permitted Development) Order 2015.
- 4.3.2 Legal support and advice will be required to confirm the Direction.
- 4.3.3 No compensation is payable for the withdrawal of the permitted development rights is payable if the Local Planning Authority gives notice of the withdrawal between 12 and 24 months in advance.

### **4.4 Equality and Health**

- 4.4.1 An Equalities Impact Assessment was carried out for the submission draft Northampton Local Plan Part 2 (LPP2). As this Article 4 Direction is being introduced across the remaining parts of the Borough, and planning applications will be determined using existing policies and emerging policy directions, including those contained in the LPP2, the Equalities Impact Assessment undertaken for the draft LPP2 is relevant for this project. The Equalities Impact Assessment is available at:  
[https://www.northampton.gov.uk/info/200205/planning\\_for\\_the\\_future/1746/](https://www.northampton.gov.uk/info/200205/planning_for_the_future/1746/)

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

- 4.5.1 The consultation period ran between the 14<sup>th</sup> November 2019 and the 5<sup>th</sup> December 2019. Copies of the Notice of Making were placed in all the affected wards for a minimum of 6 weeks. The Notice of Making was also placed in the Chronicle & Echo and on the Council's website. Copies of the Notice of Making, the Direction and the map were sent to the Secretary of State, the statutory consultees and non-statutory consultees (the latter include the landlord's forum, parish councils and residents associations). Copies were also made available in the Council's One Stop Shop and on the Council's website.
- 4.5.2 A total of 12 respondents made comments. There were no objections to the proposal.

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

- 4.6.1 The introduction of the Non-Immediate Article 4 Direction for HMOs across the remaining parts of the Borough that do not currently have one means that planning approval will be required for the change of use from a dwellinghouse to an HMO for 3 to 6 unrelated people who share basic amenities. This means that the growth of HMOs can be managed, and the wellbeing of both occupants and adjoining residents will be key considerations when determining the planning applications. This will contribute towards the delivery of Northampton's Corporate Plan 2019-21 including "more homes, better homes", "creating a cleaner, greener town" and "improving the health and wellbeing of local people". It will contribute towards shaping and driving growth by "keeping the town and people safe". It will result in the effective management of HMOs which will balance the demand for HMO units against

the need to protect the physical character, the environment and the residents affected by the HMO.

#### **4.7 Environmental Implications (including climate change issues)**

4.7.1 Although this does not relate directly to the Climate Emergency motions agreed in June 2019, the implementation of this Article 4 Direction for houses in multiple occupation could contribute towards the aims of the Climate Emergency declaration. In removing the permitted development right for the change of use from dwellinghouse to HMOs for 3 to 6 unrelated people, the Council will be able to determine these planning applications in accordance with the requirements set out in the Houses in Multiple Occupation SPD which was adopted in November 2019. For example, the document contains a principle which seek to secure the provision of adequate facilities and amenities, which can address issues such as litter and recycling, which will help improve the environment. Another relates to minimising flood risk.

#### **4.8 Other Implications**

4.7.1 There are no other implications arising directly from the proposals in this report.

### **5. Background Papers**

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5.1 National Planning Policy Framework, February 2019, Ministry of Housing, Communities and Local Government  
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

West Northamptonshire Joint Core Strategy, December 2014, West Northamptonshire Joint Planning Unit -  
<http://www.westnorthamptonshirejpu.org/connect.ti/website/view?objectId=2737424>

Northampton Local Plan Part 2 Submission Draft, May 2019, Northampton Borough Council  
<https://www.northampton.gov.uk/info/200205/planning-for-the-future/2426/northampton-local-plan-part-2-proposed-submission>

Northampton's Houses in Multiple Occupation Supplementary Planning Document, November 2019, Northampton Borough Council  
<https://www.northampton.gov.uk/info/200205/planning-for-the-future/2484/houses-in-multiple-occupation-hmo-spd-2019>

### **6. Next Steps**

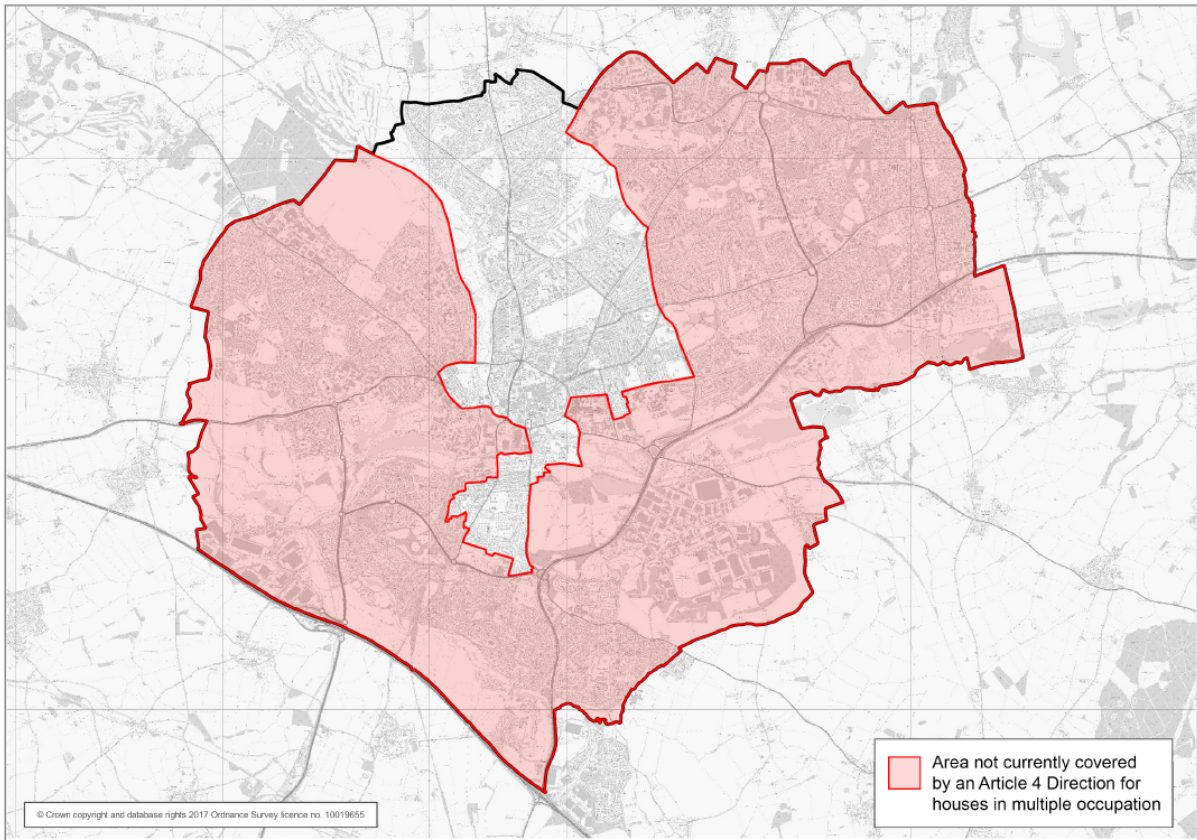
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6.1 If Members decide to confirm the Direction, a Notice of Confirmation will be advertised in the local paper, posted on the Council's website and placed in all the affected wards. Copies of the legal documents will need to be sent to the Secretary of State for Housing, Communities and Local Government, statutory

consultees and non-statutory consultees. Copies will also be placed in the Council's One Stop Shop and on the website.

**Peter Baguley**  
**Director of Planning and Sustainability**  
**Tel. 01604 838921**

**Map 1:  
Areas not currently covered by Article 4 Direction for houses in multiple occupation**



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**NORTHAMPTON**  
**BOROUGH COUNCIL**

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**BOROUGH WIDE  
NON-IMMEDIATE ARTICLE 4 DIRECTION  
HOUSES IN MULTIPLE OCCUPATION  
Consultation Statement  
March 2020**

## **CONTENTS**

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## **1 INTRODUCTION: PLANNING AND LEGAL CONTEXT**

1.1 Houses in multiple occupation (HMOs) play an important role in Northampton, providing affordable accommodation for a range of people including students, key workers, young professionals, migrant workers and transient workers. There are local plan policies in place which require the provision of houses in multiple occupation.

1.2 However, evidence shows that there are issues associated with areas with high concentrations of HMOs. Loughborough University prepared a study on HMOs<sup>1</sup> as part of the evidence base required to progress the Northampton Local Plan Part 2 and it concluded that areas of high concentration can have an adverse impact on the physical character of the area affected, as well as the wellbeing of occupants and residents.

1.3 Planning permission is not required to change the use of a dwelling house (use class C3) to a HMO for 3 – 6 unrelated people who share basic amenities (C4). This is known as a Permitted Development Right (PDR). However, in exceptional circumstances, a Local Planning Authority can remove the PDR by introducing an Article 4 Direction. These exceptional circumstances include evidence that clearly demonstrates that the removal of the PDR is justified.

1.4 Northampton currently has four Article 4 Direction Areas<sup>2</sup> associated with HMOs. They cover Sunnyside Ward, St David's Ward, Obelisk Ward, Northampton North and Central, parts of Far Cotton and Delapre and parts of Cliftonville. However, the Loughborough Study recommended that the Article 4 be extended to cover the whole borough partly because the problems associated with areas of high concentrations of HMOs are moving into the areas not currently covered by a Direction. Evidence gathered to date, including those undertaken by Northampton Borough Council's Private Sector Housing, confirmed that a Borough wide Article 4 Direction is justified.

1.5 On the 16<sup>th</sup> October 2019, the Council's Cabinet agreed to consult on the proposal to make an Article 4 Direction for the rest of Northampton Borough, in areas not currently covered by an HMO Direction.

## **2 CONSULTATION**

### **a Consultation Exercise**

2.1 The Council consulted on the making of the Article 4 Direction on the 14<sup>th</sup> November 2019, for a period of 21 days, ending at 5pm on the 5<sup>th</sup> December. The following were carried out as part of the consultation:

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<sup>1</sup> <https://www.northampton.gov.uk/downloads/file/11015/02-houses-in-multiple-occupation>

<sup>2</sup> <https://www.northampton.gov.uk/info/200206/planning-applications/986/permitted-development-rights---article-4-directions>

- Statutory consultees were sent copies of the consultation documents by special delivery
- Non-statutory consultees were sent copies of the consultation documents by first class mail or by email
- Consultation documents were placed on the Borough Council's website
- A press release was placed on the Borough Council's website
- The Notice of Making was published in the Northampton Chronicle & Echo
- Copies of the Notice of Making, the Direction and the map were sent to the Secretary of State
- Copies of the Notice of Making, the Direction and the map were placed in the One Stop Shop and the Northampton's Guildhall for inspection during office hours

2.2 In addition, Council Officers did a presentation, followed by a Question & Answer session, to the Northampton Landlords Forum on the 19<sup>th</sup> November 2019. The Forum was briefed on the proposal and its timeline.

#### b Consultation Responses

2.3 A total of 12 respondents made comments (one of which was received after the deadline) on the proposal to extend the Article 4 Direction for HMOs to areas not currently covered by a Direction. The responses received are summarised below:

<b>Ref</b>	<b>Respondent</b>	<b>Organisation/ Sector (where specified)</b>	<b>Comment</b>	<b>Policy response</b>
0001	P Strachan	Growing Together	This is less of an issue in the East. It will play well in places like Semilong and the Mounts.	Noted.
0002	M Pritchard MBE		Support the increase of planning permission for smaller houses to be included when their use is for HMOs	Support welcomed.
			Many occupants will have a car which increases parking problems. Just because they are near a good bus route will not stop individuals having a car	Should the Article 4 Direction be confirmed and it comes into effect, planning permission will be determined against the HMO Supplementary Planning Document which contains a principle on parking.
			Scale of map is too small. Hope Northampton East is included	Northampton East is included.
0003	K Huewen	Landlord	Fully support the implementation of requiring planning permission for all	Support welcomed.

			HMOs across the whole region. Uncontrolled PDR for HMO properties is, at best, unwise and at worst, a local disaster for neighbouring properties and/or communities.	
0004	P F Mills	Resident	Urge the Council to adopt the practice of all HMOs requiring planning permission regardless of size and action	Permitted development rights is a mechanism imposed by Central Government. PDR is currently in place for change of use from dwellinghouse to an HMO for 3-6 unrelated people. This consultation relates to the removal of this right. Change of use from dwellinghouse to larger HMOs do require planning permission.
			Refuse permission where other HMOs are present within 250 metres of another	Evidence shows that the concentration of HMOs can be effectively managed by the introduction of a threshold – which currently specifies 1 10% HMO within a 50 metre radius.
			Better investigation into unlicensed HMOs	Licensing is continually managed by Private Sector Housing.
			Current level of HMOs unacceptable for long term residents. Dramatic decline in living standard, including dangerous and illegal parking, noise, fly tipping and general street filth. Short term tenants do not have the same level of investment in their environment as others. The number of HMOs permitted prevents would be purchasers of solid traditional properties from buying a decent home	The proposal to extend the Article 4 Direction to the rest of the borough will, if confirmed, allow the Council to manage the concentration of HMOs and their amenity spaces by ensuring that planning applications are determined in accordance with updated planning policies.
0005	F Hafesji	Resident	Delighted if Article 4 would be introduced across the Mounts. Seen the decline of	The proposal is to extend the Article 4 to all areas within

			this area. Car parking and littering is also a huge issue	Northampton Borough that are not currently covered by an Article 4 Direction for HMOs.  Support welcomed.
0006	C Scanlan		Tougher and thoughtful decisions required. In all streets, there are HMOs adjacent to family homes. These have been purchased at significant cost and are to be family homes. Helps maintain integrity of an area and keep anti-social behaviours at a lower level. Many areas have parking, fly tipping and litter issues turning neighbourhoods into unsightly areas.	The proposal to extend the Article 4 Direction to the rest of the borough will, if confirmed, allow the Council to manage the concentration of HMOs and their amenity spaces by ensuring that planning applications are determined in accordance with updated planning policies.
			Live adjacent HMO and it has never impacted in a negative way – well maintained and parking provided for tenants	Noted.
			Ensure that HMOs are not a cheap way for the Council to reduce the possibility of a further housing crisis at no cost to them. Or a way for bad landlords to make money quickly with little involvement in the community where they are purchasing property	The proposal to extend the Article 4 Direction to the rest of the borough will, if confirmed, allow the Council to manage the concentration of HMOs and their amenity spaces by ensuring that planning applications are determined in accordance with updated planning policies.
0007	L Houston		Agree that such planning permission should be required throughout the whole borough	Support welcomed.
0008	H Hughes		Agree with the recommendation that the introduction of a borough wide Article 4 Direction should go ahead	Support welcomed.
0009	G Youens	Duston Parish Council	DPC fully supports the proposal. HMOs can cause problems such as parking, noise and high amounts of	Support welcomed.

			rubbish	
0010	M Rahman	Borneo Martell Turner Coulston	Responded on behalf of clients – the response refers to the Article 4 Direction but the comments relate to the public consultation on borough wide Licencing of Landlords under section 80 Housing Act 2004	The comments do not relate to proposal to withdraw permitted development rights for change of use from dwellinghouses to HMOs for 3 – 6 unrelated persons. They relate to a previous consultation undertaken by Private Sector Housing.
0011	P Mulvihill	Woodland Residents Association	The community fully supports the proposal	Support welcomed.
			Bringing HMOs within the planning system will help promote a decent system of providing affordable housing for needy people, if linked to rent controls	Noted.
<b>Late response</b>				
0012	R Webber	Resident	In favour of an Article 4 Direction being introduced in Upper Mounts. Too many in the area and the Article 4 would help redress the balance in this mixed area	Noted.

**APPENDIX 1:  
ADVERT IN THE NORTHAMPTON CHRONICLE AND ECHO**

Thursday, November 14, 2019

**NORTHAMPTON BOROUGH COUNCIL  
TOWN AND COUNTRY PLANNING (GENERAL  
PERMITTED DEVELOPMENT) (ENGLAND)  
ORDER 2015 AS AMENDED  
NOTICE OF MAKING OF DIRECTION UNDER  
ARTICLE 4(1)**

NOTICE IS GIVEN that Northampton Borough Council ('the Council') have made a Direction under article 4(1) of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) ('the Order').

The Direction was made on 7th November 2019 and will come into force, subject to confirmation by the Council, on 13th November 2020.

The Direction applies to development consisting of a change of the use of a building and any land within its curtilage to a use falling within Class C4 (houses in multiple occupation) of the Schedule to the Town and Country (Use Classes) Order 1987 (as amended) from a use falling within Class C3 (dwellinghouses) of the Schedule to the Town and Country (Use Classes) Order 1987 (as amended), being development comprised within Class L of Part 3 of Schedule 2 to the Order, within the Council boundary, excluding existing Directions under Article 4(1) for houses in multiple occupation.

The effect of the Direction is that the permission granted by article 3 of the Order shall not apply to such development and such development shall not be carried out within that area unless planning permission is granted on an application made under Part III of the Town and Country Planning Act 1990 (as amended).

Any objections or representations concerning this Direction should be submitted in writing to the Planning Policy & Heritage Manager, Planning Services, Northampton Borough Council, The Guildhall, St Giles Square, Northampton NN1 1DE (Ref:Non - Immediate Article 4 Direction) or by email to [planningpolicy@northampton.gov.uk](mailto:planningpolicy@northampton.gov.uk) between 14th November 2019 and no later than 5.00 pm on 5th December 2019.

A copy of the Direction and a plan showing the area to which it relates may be seen at the offices of the Council at the One Stop Shop, The Guildhall, St Giles Square, Northampton during normal office hours.

Francis Fernandes Borough Secretary & Monitoring Officer Northampton Borough Council  
The Guildhall St Giles Square Northampton NN1 1DE

Signed: 

Dated: 7th November 2019



## APPENDIX 2

### PRESS RELEASE ON THE BOROUGH COUNCIL'S WEBSITE (first page)



# Views sought on Borough-wide control of multiple occupancy housing

Published: Friday, 15 November 2019

Northampton Borough Council is consulting on a proposal that would mean all property conversions to houses in multiple occupation (HMOs) anywhere in the borough would require planning permission.

Currently, permission is only required to convert dwellings into small HMOs for three to six unrelated people sharing basic amenities in Sunnyside, St David's, Obelisk, Northampton North and Central, parts of Far Cotton and Delapré and parts of Cliftonville wards. In planning terms, this is known as an Article 4 Direction.

All other areas in the borough fall under a permitted development right, which allows conversion to a small HMO to take place without planning permission. If a borough-wide Article 4 Direction is agreed, this permitted development right would cease.

The conversion of a house to a larger HMO, for seven or more unrelated people, already requires planning permission.

The introduction of a borough-wide Article 4 Direction was a recommendation made in a 2018 study of HMOs produced on the Council's behalf by Loughborough University.

The study outlined the issues associated with the presence of too many HMOs in parts of Northampton, including fly tipping, an excess of parked cars and general poor upkeep of properties.

It concluded that a borough-wide Article 4 Direction could reduce the over concentration of HMOs in areas just outside the boundaries of areas already covered by Article 4 Directions.

The Council would also be better able to regulate and effectively plan for the distribution of HMOs across the wider Borough, as well as ensure that high quality and well managed HMOs are available, the study suggested.

The consultation closes at 5pm on 5 December 2019. If a borough-wide Article 4 Direction is established, it will come into force on 13 November 2020.

<https://www.northampton.gov.uk/news/article/3040/views-sought-on-borough-wide-c...> 18/11/2019

**APPENDIX 2**  
**PRESS RELEASE ON THE BOROUGH COUNCIL'S WEBSITE (second page)**

Views sought on Borough-wide control of multiple occupancy housing | Northampton... Page 2 of 2

Consultation documents can be viewed on the planning web pages and comments should be submitted via email or in writing to Planning Policy, Northampton Borough Council, The Guildhall, St Giles Square, Northampton, NN1 1DE.

**Useful links**

[More articles in the news archive](#)



Appendices  
: 1



## CABINET REPORT

<b>Report Title</b>	<b>DISPOSAL OF COMMUNITY CENTRE SHOPS</b>
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	5 <sup>th</sup> March 2020
<b>Key Decision:</b>	Yes
<b>Within Policy:</b>	No
<b>Policy Document:</b>	Yes
<b>Service Area:</b>	Economy, Assets & Culture
<b>Accountable Cabinet Member:</b>	Cllr Tim Hadland, Regeneration & Enterprise
<b>Ward(s)</b>	Billing, Brookside, Rectory Farm, Riverside, Talavera, West Hunsbury

### 1. Purpose

- 1.1 This report seeks approval for the disposal of fifteen neighbourhood community retail units by way of a freehold sale.
- 1.2 The occupying tenants hold secure leases protected by statute, so a freehold sale will not affect their security of tenure.
- 1.3 The tenants will be given first option to buy them at market value (albeit this may be restricted by the restrictive covenant as described in 1.4 below)
- 1.4 The shops to be sold with a restrictive covenant to ensure they remain as commercial units use Class A1 on the ground floor which supports Planning Policy for the area in which they are located which will ensure they continue to serve the community neighbourhood areas.

## **2. Recommendations**

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- 2.1 That the community centre shops shown on Annex 1 to this report are progressed for sale.
- 2.2 That the process for the sale is as follows:-
  - 2.2.1 That each one has a restrictive covenant placed on the title to remain as commercial use on the ground floor within use Class A1, changes within this use class are regulated by Planning Policy.
  - 2.2.2 That the shops will be sold at market value (to comply with the Council's obligation to obtain best consideration), determined by an independent RICS registered valuer taking into account the restrictive covenant and the costs of sale.
  - 2.2.3 That the tenants are given the opportunity to purchase the shops at the market value as determined by the Council's market valuation.
  - 2.2.4 To allow the tenants a period of six months from the date of the valuation to confirm their offer to purchase the shops and provide evidence of financial ability to complete in a timely manner.
  - 2.2.5 That those shops which are not under offer after six months will be progressed for sale on the open market.
- 2.3 That authority be delegated to the Economic Growth and Regeneration Manager, in consultation with the Borough Secretary, Chief Finance Officer and Cabinet Member for Regeneration and Enterprise to progress this sale on the terms listed in points 2.2.1 – 2.2.5

## **3. Issues and Choices**

### **3.1 Report Background**

- 3.1.1 The Council has substantial property holdings acquired over many years. These neighbourhood shops were developed as part of housing development schemes mostly through Northampton Development Corporation from the late 1960's onwards (now Homes England). The purpose of the shops is to serve the local community so that residents did not have to travel further afield for regular provisions.
- 3.1.2 The leases, constructed at the time of development, were based on retail shop provision primarily to provide a service, but at a reasonable rent. The leases provide for the Landlord to insure the property and to maintain the structure, fabric (including roofs) and in some cases external finishes of the property. Some of the leases provide for limited recharging, others do not. Either way the Council has the task of arranging and supervising the work.
- 3.1.3 Energy Performance Certificates (EPCs) have been completed for the shops. EPCs are a rating scheme to summarise the energy efficiency of buildings, A

is the most energy efficient, G is the least energy efficient. Currently it is unlawful to enter in to a new letting if the EPC is grade F or G and therefore landlords are required to invest in units to ensure they meet grade E and above. From 1<sup>st</sup> April 2023 all lettings will need to meet these statutory limits. Over half of the shops do not meet the minimum levels, and therefore by law the Council will be required to do improvement work to the units.

- 3.1.4 This improvement work is not necessarily to the areas of responsibility retained by the landlord, some of the work would need to be to tenants' fixtures and fittings. This can make it disruptive for the tenant and again requires resourcing, both technical and financial, to resolve the issues. The works cannot be taken into account at rent review, ie they will not add a greater rental return to the landlord.
- 3.1.5 The rent received is therefore gross rent and does not take into account the costs of management and maintenance. This is only likely to increase given the age of the properties and given the EPC ratings referred to in para's 3.1.3.

## **3.2 Issues**

- 3.2.1 Rent received from the letting of shops, as with all commercial lettings, is required as income to be used to support service delivery. Security of income requires the Council to hold a selection of assets. Holding a balanced portfolio reduces the risks of exposure to economic downturns, changes in market demand and the impact on value of increasingly high environmental legislative requirements.
- 3.2.2 The Council has an extensive retail portfolio. Over 50% of the commercial units are retail and this leaves the Council exposed to the well documented issues facing the retail market. Added to this, most of the property holdings were built from the late 1960's onwards with aging structures and low energy performance levels, placing increasing repairing and maintenance costs on the Council.
- 3.2.3 The Council are therefore proposing to realign the commercial portfolio to have a more balanced apportionment of retail, industrial and office units, to have less multiples and to hold assets that meet our energy criteria - ie modern units that provide stable quality net income. The commercial units that will be retained will be required to meet our minimum energy standards of an EPC rating of C.
- 3.2.4 Primary retail units in the town centre are to be retained while further analysis is being undertaken. Tertiary retail units in neighbourhood areas such as these shops have therefore been identified as surplus, not meeting the Council's objectives as outlined in 3.2.3 above. Albeit the rent is reasonable – it is not secure – tertiary retail rents are falling. These shops are considered suitable for owner investors, and some have accommodation over them which makes them ideal for owner occupation.
- 3.2.5 Some, but not all, of the shops form part of the neighbourhood parades, protected through Planning Policy 19, Neighbourhood Centres. Where this is applicable, it is noted that these areas have several local facilities, that

promote social interaction and health and support a healthier lifestyle, where the local community can walk to the facilities. There is recognition in the policy that the facilities form clusters, each one co-dependent on the other, creating synergy.

3.2.6 The saved Planning Policy R9 from the Northampton Local Plan, June 1997 generally restricts changes of use from Class A1 where they would:

- Lead to traffic problems;
- Lead to an adverse effect on amenity
- Be detrimental to the shopping character of a centre or part of a centre by an unacceptable increase in the number of non-shop uses or increasing the length of frontage in non-shop use to an unacceptable proportion of the total frontage.

3.2.7 Emerging Policy 19, Neighbourhood Centres provides clarity on redevelopment stating:-

*“In supporting the retention of neighbourhood centres, any proposals that would result in the loss of a centre will need to demonstrate the following:-*

- *There is an existing neighbourhood centre within an existing 400m radius*
- *A viability assessment, to include robust marketing and evidence of community interest, has been undertaken which provides evidence that it is not viable for the parade to continue operating.”*

3.2.8 To support planning policy and give comfort to the communities that benefit from these shops it is proposed that the sale of the freehold has a restrictive covenant that the area of the shop must retain retail A1 use as the main use. This would allow investment into the shops but ensure that the ground floor at least remains retail.

3.2.9 Placing a restrictive covenant on the shops will reduce the capital value and therefore the capital receipt. All costs associated with the sale will need to be paid for by the buyer, including legal and estates fees, but these will be made clear at the outset and the buyer will take these into account when purchasing the freehold.

3.2.10 In recognition that ownership of the property encourages owners to invest in their assets, the tenants will have first offer to buy the shops as determined by the Councils market valuation. The tenants will be given six months to provide a credible bid to the Council. Any shops that are not under offer following this six month period will be progressed for disposal on the open market.

3.2.11 Valuations noting the restrictive covenant will be procured to obtain market value.

3.2.12 The sale of these shops will affect revenue with the passing rent being circa £200,000 ex VAT. However, this rent is gross rent and does not take into account the repairing and management costs which are under review. The Capital receipts will be dealt with as set out in para 4.8.2.

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

- 3.3.1 Councillors can choose not to proceed with the recommendations within this report. The Corporate Plan notes that one of the key objectives is to ‘spend your money wisely’. By de-risking the property portfolio and reducing ongoing and future maintenance costs from our assets the recommendations work to achieve this.
- 3.3.2 Councillors can choose to accept the recommendations of this report, without giving the first option to the tenants, para 2.2.3, but these tenants may want the opportunity to take control of the units, to invest capital sums to improve them. It is felt that they should have the opportunity to buy them at market value for these reasons.
- 3.3.2 Councillors can choose to accept the recommendations of this report, with no restrictive covenant placed on the freehold. This would leave the only controls through the Planning Policies. Whilst this may increase the capital receipt it will give less assurance to the communities, of the Council’s commitment to keep neighbourhood facilities for the foreseeable future.
- 3.3.4 Councillors can choose to accept the recommendations of this report for the reasons stated within the report. This is the preferred option.

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

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### **4.1 Policy**

### **4.2 Resources and Risk**

- 4.2.1 The Council budget for 2020/21 includes a reduction of income through the sale of shops of £100k. If all of the shops are sold in the financial year this will generate an additional pressure of £100k next year so sales may need to be phased to mitigate budgetary pressures.

### **4.3 Legal**

- 4.3.1 Section 123 of the Local Government Act 1972 (LGA 1972) enables the Council to dispose of land “in any manner they wish” subject to the caveat that such a disposal (s) must be sold for the best price reasonably obtainable. It follows that Section 123 LGA 1972 imposes on the Council a duty to achieve the best price reasonably obtainable.
- 4.3.2 The Council must in order to demonstrate it has complied with its duty to achieve the best price reasonably obtainable, seek to obtain an independent assessment of the open market value of each community centre shop in accordance with the “Red Book” guidance of the Royal Institution of Chartered Surveyors ensuring that the advice sought will cover such matters as value in existing condition, with proposed restrictions and for currently permitted uses.
- 4.3.3 As noted at paragraph 1.4 that the Council intends to impose a restrictive covenant which will restrict the use of each community centre shop by ensuring it remains a retail shop within class A1. Such a restriction may well

reduce the value of the community centre shop, (as noted at paragraph 3.11) potentially leading to a sale at undervalue, which is contrary to the Council's duty under Section 123 LGA 1972.

In relation to A1 Use Classes the use incorporates (a) retail sale of goods other than hot food, (b) Post Office (c) sale of tickets or travel agency (d) sale sandwiches/cold food off premises (e) hairdresser (f) hairdresser (g) funeral director (h) hire shop (i) laundrette/dry cleaners (j) internet café

4.3.4 A disposal at less than best is permitted with the consent of the Secretary of State under Section 123 (2) LGA 1972 or under certain specified circumstances as detailed in the General Disposal (England) 2003. If the valuation advice received by the Council indicates the potential for the sale at an undervalue (as a result of the restriction) the Council will need to satisfy itself and demonstrate (in order to comply with its duty under Section 123 LGA 1972) that the purpose for which the community centre shops are being disposed of is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area;-

- (a) the promotion or improvement of economic well-being
- (b) the promotion or improvement of environmental well-being; and
- (c) the difference between the unrestricted value of the land to be disposed of and the consideration for the disposal does not exceed two million pounds

4.3.5 In addition to the above it should be noted that for a restrictive covenant to be enforceable the party seeking to enforce such a covenant must have retained land which is (a) sufficiently definable (b) capable of being benefited by the covenant at the time it was imposed and (c) continue to benefit from the covenant at the time enforcement is sought. It is noted that the community centre shops all form part of larger areas of land which are at present retained by the Council. On that basis the restrictive covenant proposed is both able to bind successive owners or occupiers and is capable at present of being enforced by the Council.

4.3.6 However, a person with an interest in freehold land, subject to a restrictive covenant can apply to the Upper Tribunal (Lands Chamber) (the "UT") for a restrictive covenant to be discharged or modified. There are a number of grounds on which a restrictive covenant can be released or modified and the UT must be satisfied the following conditions have been met;-

- (a) Restriction is obsolete. Due to changes in the character of the property neighbourhood or material circumstances the restriction is obsolete (i.e. the original purpose can no longer be served).
- (b) Impedes a reasonable user
- (c) With the agreement of the beneficiaries of the restrictive covenant.

4.3.7 It is noted pursuant to paragraph 2.2.3 that the Council intends to offer existing tenants of each community centre shop the opportunity (for a limited period) the option to purchase the freehold. This form of disposal is a sale by Private Treaty. In order to satisfy the Council's duty under Section 123 LGA 1972 without marketing aspect of a private treaty disposal must be justified by the Council, where it can demonstrate that for example (a) the Council's corporate



objectives and best consideration duty can best be achieved by sale to a particular purchaser or (b) a purchaser has a particular interest in purchasing the property.

- 4.3.8 The Council must ensure in order to comply with Section 123 LGA 1972 that the disposal of any community centre shop, not sold by way of Private Treaty must be advertised on the open market for an adequate length of time (deemed to be 3 months) in order to capture all potential interest, the Council must ensure that the process is transparent open and communicated appropriately.

#### **4.4 Equality and Health**

- 4.4.1 The Council owns the shops in a landlord capacity, the sale of the freehold does not affect the lease and therefore there will be no changes to the services provided by the shops as a result of the sale.

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

- 4.5.1 Ward Councillors, Legal, Finance, Planning.

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

- 4.6.1 The proposals are aligned to the Corporate Plan Vision and the priority to make best use of our assets and provide value for money.

#### **4.7 Environmental Implications (including climate change issues)**

- 4.7.1 The disposals support the Climate Emergency motions passed at Council in June 2019. The investment portfolio is to meet the minimum energy regulations of EPC C or above.

#### **4.8 Other Implications**

- 4.8.1 The Council has substantial property holdings, asset management involves evaluating the portfolio to ensure we retain only those assets that meet our corporate plan and in the case of the investment portfolio, that we have a balanced commercial portfolio to reduce our risks.
- 4.8.2 The Capital receipts realised from the sale of these shops will be reinvested in the strategic priorities determined through the Capital projects programme process.
- 4.8.3 Note that neighbourhood shops held on the HRA fund are not forming part of this sale as these sites are retained as part of the housing strategy.

### **5. Background Papers**

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Appendix 1 - List of Shops

## **6. Next Steps**

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6.1 Valuations will be procured, and tenants contacted to progress the sales.

**Kevin Langley**  
**Economic, Growth and Regeneration Manager**

List of Shops for Sale

Unit 1 Blackthorn Bridge Court NN3 8QH

U2 Blackthorn Bridge Court NN3 8QH

U3 Blackthorn Bridge Court NN3 8QH

Ecton Brook Road Post Office, Ecton Brook Road NN3 5EN

Ecton Brook Road Post Supermarket, Ecton Brook Road NN3 5EN

Olden Road Supermarket (Premier), Olden Road, Rectory Farm NN3 5DD

U2 Walledwell Court, (Standens Barn Supermarket) NN3 9TW

U3 Walledwell Court, Standens Chippy/Sapranos Pizza & Kebab NN3 9TW

The Hill Shop, Hunsbury Hill Road, NN4 9UW

U1 Lings Local Centre, Billing Brook Road, NN3 8NQ

U2 & 3 Lings Local Centre, Billing Brook Road NN3 8NQ

Farmhill Road Supermarket (Unit 1) NN3 5DS

Farmhill Road (Unit 2) Takeaway

U1 Prentice Court NN3 8XR

U2 Prentice Court NN3 8XR

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## CABINET REPORT

<b>Report Title</b>	<b>Corporate Performance. All Measures and Outturn report Quarter 3 - 1 October – 31 December 2019</b>
<b>Agenda Status</b>	<b>Public</b>
<b>Cabinet Meeting Date</b>	4 March 2020
<b>Key Decision:</b>	No
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorate:</b>	Chief Finance Officer
<b>Accountable Cabinet Member(s):</b>	Councillor P Larratt
<b>Ward(s)</b>	n/a

### 1. Purpose

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To inform Cabinet of the council's performance indicators figures for 2019 – 2020 (Quarter 3).

### 2. Recommendations

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- 2.1. That Cabinet review the contents of the performance report (Appendix 1) and recommend actions to be taken, if any, to address the issues arising.

### 3. Issues and Choices

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#### 3.1. Report background

Data is collected across a range of locally developed indicators which are collected on a monthly, quarterly or annual basis. These form the basis of the council's performance monitoring process. Cabinet members receive information on all the measures through the Corporate Performance All Measures Report (Appendix 1). This enables the monitoring of the Corporate Plan within their portfolios on a regular basis.

This report summarises the council's monthly, quarterly and annual performance indicator figures for 2019-2020:

The appended report details:

- A performance dashboard overview for each of the corporate themes
- Key Performance Indicator (KPI) results with supporting commentary

The Annual Performance Report will be presented in June of each year to the Audit Committee.

### 3.2. Issues

Progress against Corporate Plan priorities.

### 3.3. Overall indicator performance against targets

79.76% of performance measures, where data was available, reached their target or performed within agreed tolerances or above for the Corporate Plan priorities. This has fallen since the previous quarter by 8.09%

87.50% of performance measures, where data was available, reached their target or performed within agreed tolerances or above, for the Corporate Plan priorities. This has improved slightly over the previous quarter (85.29%). The number of Red and Amber KPIs has fallen by 7.72% over the last quarter with the number of Green and Blue returns rising to 81.25% combined figure.

There has also been a continued stability in reporting of sick days lost, with a further decrease in the number of staff taking sick leave. Work has continued to ensure accurate reporting is maintained.

Work is continuing on KPIs and service plans to ensure data is meaningful and robust. There is an investment in the current system to update and offer training as there has not been any investment for some years.

	2018/2019	2019/2020		
Performance Status	Q4	Q1	Q2	Q3
Blue (Exceptional or over performance)	14.71%	32.35%	25.00%	20.59%
Green	32.35%	41.18%	56.25%	47.06%
Amber (Within agreed tolerance)	14.71%	11.76%	6.25%	11.76%
Rounded total	61.77%	85.29%	87.50	79.41
Red (Outside agreed tolerances)	38.24%	14.71%	12.50%	20.59%

### 3.4 Exceptions

The below exceptions are to be considered by CMB and Audit as to whether any of these are considered to be classified as corporate risks.

#### High Performing Highlights (Exceptional or Over Performing)

KPI No	Detail	Q3
BV 012	Average No of days/shifts lost to sickness for rolling 12 month period.	The drop reported in last quarter's report has continued to be stable, with figures now showing as below the national average.
CS05	% satisfied with the overall service provided by the Customer Service Officer.	We receive slightly over 30 completed customer surveys for each month throughout the quarter. The responses of customers received show we are performing well over target. Anyone who expresses dissatisfaction is contacted to enable us to rectify any issues.
ESC01	Total Number of bins/boxes missed in period	Crews collect up to 250,000 containers per week so the numbers of missed containers are a very small proportion of the overall collections. We work with the contractors to monitor the performance and analyse why there are spikes in 'missed bin' reports.
HML09	No of households for who full homelessness duty is accepted	All decisions to accept a rehousing duty under the homelessness legislation have been made after the Council has discharged its duty to relieve the household's homelessness for 56 days. Although the number of acceptances is similar to the previous quarter, the homelessness officers' caseloads are reducing.
HMO01 of HMO with mandatory licence	No of HMOs with mandatory licence	The number of HMOs with a licence continues to rise. As with the additional licences the team continue to pursue any cases where it is suspected licences are required and have not been applied for.
NI157b	% of minor planning apps determined within 8 weeks or agreed extension	Continues to perform at 100%
NI157c	% of other planning apps determined within 8 weeks or	Continues to perform at 100%

	agreed extension	
<b>Lower Levels of Reporting (outside agreed targets)</b>		
KPI No	Detail	
EC04	% of household waste recycled and composted	Officers continue to monitor season patterns and there is an expected fall in the amount of garden waste put out over the quarter for recycling during the winter months. Performance has improved over this time last year however.
EC06	% of land and highways assessed falling below an acceptable level (Detritus)	As with all areas of inspection, NBC continue to work with Veolia's Environmental Managers who have started to produce meaningful data on a monthly basis. The target for an acceptable amount of detritus is set at 4% - but many of the sites inspected have fallen well outside this target. The contractors are raising the standards of clearing of detritus in areas that have previously been very neglected. We ensure that the work is then inspected by NBC to ensure their reporting is accurate.
EC09	% of fly tipping incidents removed within 2 days of notification	Fly tipping removal continues to perform at an average of 67% removal within 48 hours. Some delays are encountered from oversized or hazardous fly tips. NBC are working with Veolia to isolate and identify patterns with enforcement colleagues to a) endeavour to remove the amount of tips and b) reduce time taken to remove them. We do prosecute wherever possible. We are working on a coordinated education and enforcement plan to ensure all partner agencies work with the public to educate and enforce robust measures to reduce the amount of fly-tips.
PP 16	% of Off-licence checks that are compliant on recheck.	Due to staff absences only a small number of checks could be carried out. The checks that were carried out were targeted due to non-payment of the licence fees so the level of non-compliance was expected, however all business have paid.
HML01	Total number of households living in temp accommodation	Despite all the efforts that are being made to reduce the number of households in temporary accommodation, the number remains stubbornly high. It is hoped that the restructure of the Housing Advice and Options Service with its emphasis on homelessness prevention, early intervention and improving people's access to the private sector will start to have a positive impact on the Council's use of temporary accommodation in Q4. The situation is likely to improve further by Northampton Partnership Homes purchase of 21 additional homes to offer as 'direct lets' to the homeless households that have spent the longest in temporary accommodation.
MPE01	No of new businesses locating on	The low progress/outputs on the NWEZ is due to a lack of space available. Going forward, sites such as Four Waterside are being progressed which will provide high



	NWEZ	quality commercial space within the NWEZ. A marketing exercise is to be undertaken shortly to attract investment into the area. As the number of number of businesses relocating impacts on the number of job available both these KPIs are red.
MPE02	NWEZ New Jobs	

### 3.4 Data Quality

The council has processes in place to ensure that the data and information it provides to support management decision-making is as reliable as possible. The council has a strategy to improve data quality and service areas are working to achieve the objectives within it.

### 3.5 Governance

Cabinet are asked to review the appended performance report and recommend actions to be taken if any to address the issues arising.

## 4. Implications (including financial implications)

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### 4.1 Policy

Corporate performance measures are monitored monthly or quarterly to track progress towards delivering the council's priorities as detailed in the Corporate Plan.

Service areas review and develop objectives annually through the service planning process. Measures and targets are identified to help.

### 4.2 Resources and risks

The risk process includes challenging and confirming capacity and ability to deliver as well as confirming continued priorities. These will be assessed as to whether these are within the levels of accepted risk appetite for the organisation.

### 4.3 Legal

There are no specific legal implications arising from this report.

### 4.4 Equality and Health

There is no specific health or equalities implications arising from this report.

### 4.5 Process and Consultees (Internal and External) - How the Proposals Deliver Priority Outcomes

Performance monitoring (financial and non-financial) to improve performance is good practice, in terms of efficient and effective management. It focuses on the key areas and therefore contributes directly to one of the 2019 - 2021 priorities of the Corporate Plan "Ambitious, Prosperous and Proud" through quality modern services.

### 4.6 Other Implications

There are no other implications arising from this report

## **5 Background papers**

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Appendix 1. Corporate performance all measures and outturn report Q3 (1 October – 31 December 2019)

Jan Stevenson  
Governance and Compliance Support Officer  
(Ext. 7806)

# Corporate Performance

## All Measures Report

December 2019

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NORTHAMPTON  
BOROUGH COUNCIL

## Introduction

The report details the full list of performance measures monitoring the Council's Corporate Plan by corporate priority and is published quarterly.

The measures contained within this report are monitored on a monthly, quarterly, half yearly or four monthly basis.

Performance is reported against the latest report period and then by overall performance year to date (YTD). Overall YTD performance is monitored against the current profiled target and helps us to keep track of the progress towards meeting the annual target.

Performance comparison against the same time last year is highlighted where comparative data is available.

## Report Key:

-  Exceptional or over performance
-  On or exceeding target
-  Within agreed tolerances
-  Outside agreed target tolerance
-  Good to be low: Better
-  Good to be low: Worse
-  Good to be High: Better
-  Good to be High: Worse
-  No change
-  No data or target available
-  No data available
-  No target available

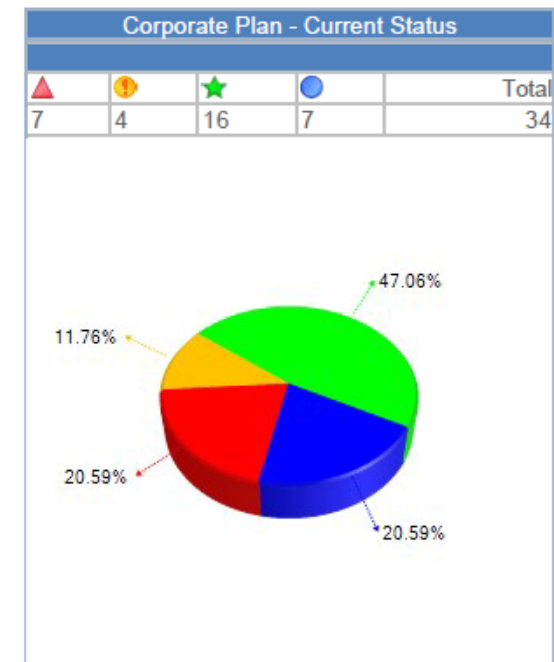
NORTHAMPTON  
BOROUGH COUNCIL

# Northampton Borough Council Corporate Plan 2019 – 2021



## Ambitious | Prosperous | Proud

- **A stronger economy**
  - Shaping place and driving growth
  - Creating a thriving vibrant town
  - Creating a cleaner, greener town
- **Resilient communities**
  - Keeping the town and people safe
  - Empowering local people
  - More homes, better homes
  - Improving the Health and wellbeing of local people
- **Exceptional services to be proud of**
  - Putting the customer first
  - Using public resources effectively
  - Improving our governance



Monthly Measures

Measure ID & Name	Sep 19	Oct 19	Nov 19	Dec 19	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
+ AST05a External rental income demanded against budgeted income (M)	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	Bigger is Better		100.00%
We continue to demand 100% of all external rental income against budgeted income.											
											Source Date 31/12/2019
+ AST05b % commercial rent demanded within the last 12 months (more than 2 months in arrears) (M)	?	?	?	?	?	?	?	?	Smaller is Better	?	?
Overall we remain on target for invoices paid within the 10 day period for this quarter. There was a dip in the November figures thought to be due to staff sickness and the necessary approvals not being met in time. Internal audit are currently looking into where pinch points are and bringing service back up to standard.											
											Source Date 31/12/2019
+ BV008 Local invoices paid within 10 days (M)	83.20	84.32	77.94	84.14	84.14	84.14	80.00	80.00	Bigger is Better		83.29
Overall we remain on target for invoices paid within the 10 day period for this quarter. There was a dip in the November figures thought to be due to staff sickness and the necessary approvals not being met in time. Internal audit are currently looking into where pinch points are and bringing service back up to standard.											
											Source Date 31/12/2019
+ BV008 Percentage of invoices for commercial goods & serv. paid within 30 days (M)	99.20%	98.40%	99.20%	99.40%	99.40%	99.40%	99.00%	99.00%	Bigger is Better		99.60%
There was a slight dip in October's figures being approved within timescales for payment. Staff will be reminded of our targets to ensure prompt payment.											
											Source Date 31/12/2019
+ BV012_ 12r Ave. no. of days/shifts lost to sickness for rolling 12 month period (M)	7.57	7.39	6.96	6.53	6.53	6.53	8.40	8.40	Smaller is Better		12.29
Sickness reporting continues to show a downward trend.											
											Source Date 31/12/2019
CH11 Number of visitors to Abington Park Museum	3,132	6,815	5,173	1,878	44,249	44,100	52,100	52,100	Bigger is Better		43,288
There have been a number of very well attended events in October and November. December's targets were set at the beginning of the year due to work on prior to the NMAG opening it was not possible to meet the target as staff were busy on other project. However, overall the targets for the year have already been set and we will continue to promote a variety of events.											
											Source Date 31/12/2019
+ CS05 Percentage satisfied with the overall service provided by the Customer Service Officer (M)	93.48%	90.63%	92.00%	96.30%	95.89%	95.89%	90.00%	90.00%	Bigger is Better		93.99%
We received an average of slightly over thirty completed customer surveys for each month of the quarter. The responses of customers who are satisfied show we are now regularly performing well over target. Any customer who is not satisfied is contacted to enable us to rectify any issues wherever possible.											
											Source Date 31/12/2019
+ CS13a % of calls for NBC managed services into contact centre answered (M)	97.79%	93.59%	98.29%	95.50%	95.16%	95.16%	90.00%	90.00%	Bigger is Better		85.21%
Customer Services achieved target on-call answering despite a rising number of calls. We are working on the Right First Time project with Northampton Partnership Homes to help reduce the number of repeat and avoidable calls. We have increased capacity to ensure we had cover to meet targets during the Election, and an increase in calls when it was announced the introduction of charges for the removal of green waste. Calls for NBC services were answered within an average of 1 minute 7 secs, and we are aiming to reduce this to under a minute.											
											Source Date 31/12/2019
+ CS14a % OSS customers with an appointment seen on time (M)	94.1%	90.6%	91.0%	96.3%	91.1%	91.1%	90.0%	90.0%	Bigger is Better		96.3%
The One Stop Shop achieve its target for % of customers seen within acceptable time scales. We continue to work on improving targets.											
											Source Date 31/12/2019
+ ESC01n Total bins/boxes missed in period (M)	230	389	290	375	2,993	2,993	3,060	4,080	Smaller is Better		3,161
Crews collect up to 250,000 containers a week so the numbers of missed containers are a very small proportion of the overall collections. We work with the contractors to monitor the performance and analyse why there are spikes in 'missed' reports.											
											Source Date 31/12/2019
+ ESC02 % missed bins corrected within 24hrs of notification (M)	85.00%	90.00%	98.00%	86.00%	86.00%	86.00%	84.00%	84.00%	Bigger is Better		89.34%

Monthly Measures

Measure ID & Name	Sep 19	Oct 19	Nov 19	Dec 19	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
We are performing within target on this KPI											
Source Date 31/12/2019											
ESC04 % household waste recycled and composted (NI192) (M)	48.12%	44.17%	43.02%	39.35%	39.35%	39.35%	44.00%	44.00%	Bigger is Better		10.21%
Officers continue to monitor seasonal patterns and there was an expected fall in the amount of garden waste put out for recycling during the winter months. Performance has still improved over this time last year.											
Source Date 31/12/2019											
ESC05 % of Land and Highways assessed falling below an acceptable level - Litter (NI195a) (4M)	8.00%	1.33%	1.33%	8.00%	4.17%	4.00%	4.00%	4.00%	Smaller is Better		?
NBC continue to work with Veolia's Environmental Managers who have started to produce meaningful data on a monthly basis. This is showing an improvement in the both the robustness of the data produced and the speed with which those areas inspected are brought back up to standard. At least 75 inspections are undertaken each month to monitor the four environment standards across the borough. Each inspection looks at an area at a point in time and makes four judgments regarding the amount of litter, detritus, graffiti and flyposting in that area against a set of predetermined, nationally recognised standards.											
Source Date 31/12/2019											
ESC06 % of Land and Highways assessed falling below acceptable level - Detritus (NI195b) (4M)	4.00%	53.33%	52.00%	42.67%	31.17%	4.00%	4.00%	4.00%	Smaller is Better		?
As with all areas of inspection NBC continue to work with Veolia's Environmental Managers who have started to produce meaningful data on a monthly basis. The target for an acceptable amount of detritus was set at 4% - but many of the sites inspected have fallen well outside this. The contractors are raising the standards of clearing of detritus in areas that have previously been very neglected. We ensure that the work is then inspected by us to ensure reporting is accurate.											
Source Date 31/12/2019											
ESC07 % of Land and Highways assessed falling below acceptable level - Graffiti (NI195c) (4M)	0.00%	0.00%	0.00%	1.33%	1.17%	2.00%	2.00%	2.00%	Smaller is Better		?
The level of graffiti found during the inspections for this quarter was found to be within target levels.											
Source Date 31/12/2019											
ESC08 % of Land and Highways assessed falling below acceptable level - FlyPosting (NI195d) (4M)	0.00%	0.00%	0.00%	1.33%	0.17%	2.00%	2.00%	2.00%	Smaller is Better		?
Flyposting within the areas selected for inspection were found to be within target											
Source Date 31/12/2019											
ESC09 % of Fly Tipping incidents removed within 2 working days of notification (SO2) (M)	71.82%	63.45%	71.70%	51.80%	65.80%	90.00%	90.00%	90.00%	Bigger is Better		41.39%
Fly tipping removal continues to perform at around 67% removal within 48 hours. Some delays are encountered from oversized or hazardous fly tips influencing this performance. NBC are working with Veolia to isolate and identify patterns with enforcement colleagues in order to a) reduce the amount of actual fly tips and b) to reduce the time taken to remove them. We do prosecute wherever possible. We are working on a coordinated education and enforcement plan to ensure all partner agencies work with the public to educate and enforce robust measures to reduce the amount of fly-tips.											
Source Date 31/12/2019											
HML01 Total no. of households living in temporary accommodation (M)	348	353	368	364	364	80	80	80	Smaller is Better		299
Despite all of the efforts that are being made to reduce the number of households in temporary accommodation, the number remains stubbornly high. It is hoped, however, that the restructure of the Housing Advice & Options Service - with its emphasis on homelessness prevention, early intervention and improving people's access to the private rented sector - will start to have a positive impact on the Council's use of temporary accommodation in Q4. The situation is likely to be improved further by Northampton Partnership Homes' purchase of 21 additional homes to offer as 'direct lets' to the homeless households that have spent longest in temporary accommodation.											
Source Date 31/12/2019											
HML07 Number of households that are prevented from becoming homeless (M)	46	38	57	37	408	450	600	600	Bigger is Better		281
In addition to the households that have been prevented from becoming homeless during the Quarter, the Housing Advice & Options Team has helped to relieve homelessness for 56 households by helping them to access supported housing or private rented accommodation, or helping them to restore family ties. Recruitment to the vacant posts in the Housing Advice & Options Team is nearing completion and, together with a review of existing policies and procedures, this will improve the efficiency and effectiveness of the service and increase homelessness prevention activity.											
Source Date 31/12/2019											
HML09 Number of households for whom a full homelessness duty is accepted (M)	40	15	37	30	261	720	960	960	Smaller is Better		197

Monthly Measures

Measure ID & Name	Sep 19	Oct 19	Nov 19	Dec 19	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
All decisions to accept a rehousing duty under the homelessness legislation are made after the Council has discharged its duty to relieve the household's homelessness for 56 days. The number of homelessness acceptances in this quarter has reduced because the Homelessness Assessment Team has been concentrating on those decisions where a rehousing duty is unlikely to be owed to the applicant and there is an opportunity to end the provision of temporary accommodation as soon as possible.											
											Source Date 31/12/2019
+ IG03 % FOI/EIR cases responded to within 20 working days (M)	100.0%	95.0%	98.0%	100.0%	100.0%	100.0%	100.0%	100.0%	Bigger is Better		100.0%
A total of 265 FOI's and EIR's were received by the Council during Q3. Of these, one response was late by one day due to delay in receiving information from a service area, which caused an admin oversight in releasing three other FOI's in time. One EIR and two FOI's were late in the following month due to administration oversight.											
											Source Date 31/12/2019
+ IG04 % Subject Access requests responded to within one month (M)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	Bigger is Better		100.0%
All requests received within this quarter were responded to within timescales.											
											Source Date 31/12/2019
+ NI157a % Major Planning applications determined in 13 weeks or agreed extension (M)	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	Bigger is Better		100.00%
100% applications determined within agreed time scales											
											Source Date 31/12/2019
+ NI157b % of 'minor' planning apps determined within 8 weeks or agreed extension (M)	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	95.00%	95.00%	Bigger is Better		99.30%
100% applications determined within agreed time scales											
											Source Date 31/12/2019
+ NI157c % of 'other' planning apps determined within 8 weeks or agreed extension (M)	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	95.00%	95.00%	Bigger is Better		99.84%
100% applications determined within agreed time scales											
											Source Date 31/12/2019
+ PP22 % Hackney Carriage and private hire vehicles inspected which comply with regulations (M)	17.00%	0.00%	0.00%	76.92%	67.09%	70.00%	70.00%	70.00%	Bigger is Better		40.00%
There were a relatively small number of checks carried out in this period due to staff absences. The recorded checks were carried out as part of a multi agency operation It is proposed to report this indicator on a quarterly basis in the coming year. It should ensure that enough checks are carried out for the results to be statistically significant.											
											Source Date 31/12/2019
+ PP53a % Service Requests responded to within 5 working days (M)	94.14	89.18	85.92	83.05	93.52	92.00	92.00	92.00	Bigger is Better		86.65
Our response to some service requests was delayed by limited staffing in the lead up to the Christmas holiday period. We remain on target for the year so far.											
											Source Date 31/12/2019



### Quarterly Measures

Measure ID & Name	Mar 19	Jun 19	Sep 19	Dec 19	Overall perf. to Date	YTD	Current Profiled Target	Annual Target	Polarity	Perf. vs. same time last year	YTD value same time last year
HMO01 No. HMOs with Mandatory licence (Q)	456	491	473	471	471	471	340	340	Bigger is Better		414
The number of HMOs with a Mandatory Licence is similar to the previous quarter and is well over target. We continue to investigate information where it is suspected that licences have not been applied for.											
Source Date 31/12/2019											
HMO08 No. of HMOs with an additional licence (Q)	358	398	393	382	382	382	400	400	Bigger is Better		358
The number of additional HMO licence applications has fallen slightly in this quarter. However, we will continue to ensure that we check all properties are licenced correctly.											
Source Date 31/12/2019											
IG01 % LGO cases responded to within 28 days (excl. pre-determined cases) (Q)	66.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	Bigger is Better		100.0%
Nine LGSCO cases were received in quarter 3. Of these four were closed by the Ombudsman as premature, no investigation necessary or not enough evidence of injustice to justify investigating. Of the other five, one investigation is complete (25 days) and awaiting decision, one is in progress ( completion date is January) and the other three are in assessment stage. There is one additional case that was investigated that had carried through from quarter two. This was completed in 27 days meaning both investigations were responded to within the target time of 28 days set by the LGSCO and all pre-investigation cases were responded to within their individual target times of between 3 and 10 days.											
Source Date 31/12/2019											
IG02 Av. days to respond to LGO enquiries (excl. pre-determined cases) (Q)	29.83	26.00	26.00	23.00	25.00	25.00	28.00	28.00	Smaller is Better		0.00
All requests received for this quarter were responded to within timescales											
Source Date 31/12/2019											
MPE01 No. of new businesses locating on NWEZ (Q)	5	2	2	1	5	5	15	-	Bigger is Better		6
The low progress/outputs on the NWEZ is due to a lack of space available. Going forward, sites such as Four Waterside are being progressed which will provide high quality commercial space within the NWEZ. A place marketing exercise is to be undertaken shortly which will attract investment into the area.											
Source Date 31/12/2019											
MPE02 No. of new jobs created on NWEZ (Q)	37	7	9	1	17	17	150	-	Bigger is Better		24
As with MPE01 number of new business relocating to the area, there is little space left available which impacts both on the number of businesses relocating to the area and also number of jobs created.											
Source Date 31/12/2019											
PP16 % Off licence checks that are compliant (Q)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	60.00%	60.00%	Bigger is Better		63.89%
A small number of checks carried out due to staff absence. The checks that were carried out were targeted due to non-payment of fees so the level of non compliance was not unexpected, however all the business have paid licence fees and are now compliant.											
Source Date 31/12/2019											
TCO05n Town Centre footfall (Q)	3,138,909	3,277,491	3,085,725	2,935,852	9,299,068	9,299,068	9,500,000	12,000,000	Bigger is Better		10,846,235
Overall footfall figures for the quarter October - December fell below target and followed similar declines in other town centres across the region.											
Source Date 31/12/2019											

## Major Project update

<p><b>Delivery of the Northampton Waterside Enterprise Zone</b></p> <p>Movement within the EZ for Q3 shows 1 existing business relocating within the Zone creating 1 job.</p>	Source Date 31/12/2019
<p><b>Development of the Greyfriars site</b></p> <p>Since the Montague Evans report was completed, the findings of this have been made public with relevant stakeholders informed. Work on bringing forward elements of the site that could be funded through the Future High Street Fund are being looked at. The draft business case has included the creation of a new connection between the site and Market Square which will aid its future development. Proposals from NPH to use the site as a temporary compound for their Belgrave House development are currently being considered.</p>	Source Date 31/12/2019
<p><b>Restoration and regeneration of Delapre Abbey and Park</b></p> <p>Replacement of external lights awaiting delivery and Listed Building Consent approved. Other repairs are progressively being addressed by the maintenance team. A further residual defect outstanding that is on track to be completed shortly is the restaurant roof, essential repairs and alterations. All claims from the Heritage Lottery Fund have now been received.</p>	Source Date 31/12/2019
<p><b>Delivery of the Business Incentive Scheme and account management to key businesses</b></p> <p>Two businesses were supported in Q3, creating 11 additional jobs and attracting £238,530 of private sector investment. The overall project, since inception, has supported 164 new and existing business with committed grants of £1,376,991, creating 791 jobs and leveraging £8,397,068 of private sector investment.</p>	Source Date 31/12/2019
<p><b>Delivery of the Four Waterside Development</b></p> <p>The final masterplan has now been completed for the site which considers the studies that have been undertaken over the past months. Avison Young will now undertake a development appraisal for the site and prepare delivery advice for how to take this forward. A Cabinet report to agree the next steps for the site is being prepared for February Cabinet.</p>	Source Date 31/12/2019
<p><b>Development of the Cultural Quarter</b></p> <p>The programme for the delivery of Northampton Museum and Art Gallery (NMAG) has slipped due to a number of factors including late steel works, water tightness and flooring. 'Practical Completion' of the main construction works has now been put back until the end of February 2020. Internal fit out has commenced on a phased basis to minimise delays.</p>	Source Date 31/12/2019
<p><b>Development of the Cultural Quarter - Vulcan Works</b></p> <p>Vulcan Works - Development continues seeing the Angel Street structure in place and concrete floors completed. St John's foundations and lift pit are also completed with steel structures now being installed. Fetter Street roofs are completed with work on skylights underway. Guildhall Road area did suffered delay with a significant increase in scope of works on the listed roofs, however, works are now underway and progressing well.</p>	Source Date 31/12/2019
<p><b>Delivery of the Castle Station development</b></p> <p>NBC is now in detailed discussion with Network Rail over provision of a 1350 space multi storey car park. Financial model has been received from Network Rail and this is being reviewed by an independent consultant. Still in protracted negotiations trying to establish affordability for the Council. Various detailed issues have been raised over the business plan which have been put back to Network Rail and Blok. A meeting to discuss these points and progress agreement is being set up in the new year.</p>	Source Date 31/12/2019