



NORTHAMPTON
BOROUGH COUNCIL

CABINET AGENDA

Wednesday, 20 January 2021

Remote via Zoom:

<https://www.youtube.com/user/northamptonbctv>

At 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.

Chief Executive

George Candler

If you have any enquiries about this agenda please contact
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

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
Remote via Zoom: <https://www.youtube.com/user/northamptonbctv>
on Wednesday, 20 January 2021 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**
 - (A) **RESPONSE TO OVERVIEW AND SCRUTINY COMMITTEE REVIEW -
IMPACT OF THE MOVE OF THE UNIVERSITY**
(Copy herewith)
 - (B) **RESPONSE OF OVERVIEW AND SCRUTINY COMMITTEE REVIEW -
NORTHAMPTON POST-UNITARY**
(Copy herewith)
 - (C) **RESPONSE TO OVERVIEW AND SCRUTINY COMMITTEE REVIEW -
FOOD POVERTY**
(Copy herewith)
 - (D) **RESPONSE TO OVERVIEW AND SCRUTINY COMMITTEE REVIEW -
HOMELESSNESS AND ROUGH SLEEPERS**
(Copy herewith)
 - (E) **RESPONSE TO OVERVIEW & SCRUTINY COMMITTEE REVIEW -
GANGS AND KNIFE CRIME**
(Copy herewith)
 - (F) **RESPONSE TO OVERVIEW AND SCRUTINY COMMITTEE REVIEW -
ADULT SOCIAL CARE FACILITIES**
(Copy herewith)
7. **NORTHAMPTON BUSINESS IMPROVEMENT DISTRICT RENEWAL**
 (Copy herewith)
8. **FUTURE USE OF THE NEWTON BUILDING**

🔑 (Copy herewith)

**9. PROPOSED MAKING OF A PUBLIC SPACES PROTECTION ORDER -
ALLEYWAY BETWEEN DUNSTER STREET AND ST. MICHAELS ROAD**

(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, 16 December 2020

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

APOLOGIES: Councillor King

1. APOLOGIES

Apologies were received from Councillor Anna King.

2. MINUTES

The minutes of the meeting held on 11th November 2020 were agreed and signed by the Chair.

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

The Leader explained that due to the confidential nature of the appendices relating to agenda items 17-20, they would be considered in private. However, the decisions relating to these items would be made in public.

4. DEPUTATIONS/PUBLIC ADDRESSES

There were no deputations or public addresses.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. ISSUES ARISING FROM OVERVIEW AND SCRUTINY COMMITTEES

6.A RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE - FOOD POVERTY

Councillor Lane as Chair of the Overview and Scrutiny Committee outlined the report and thanked Councillor Meredith for chairing the Scrutiny Panel, together with all those who had contributed. The purpose of the panel had been to examine the extent of food poverty and to review its impact and concentration across the Borough. 16 recommendations had been made, which Cabinet were encouraged to look at urgently.

Councillor Roberts stated that the recommendations were well thought out and urgently required. Councillor Roberts wanted to ensure that vouchers enabling children to access food during school holidays were issued in good time for Christmas as there had been logistical problems during October half term, with some families still waiting for vouchers in November and December.

The Leader confirmed that vouchers would be issued in time for Christmas. Councillor Hill, as a school governor, reported that some parents had already received vouchers.

Councillor Lane pointed out that although the discussion had focused on child food poverty, this was just one element of the report.

RESOLVED:

Cabinet noted the report and recommendations.

6.B RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE - GANGS AND KNIFE CRIME

Councillor Lane as Chair of the Overview and Scrutiny Committee outlined the report and thanked Councillor Walker for chairing the Scrutiny Panel, together with all those who had contributed.

Councillor Walker stated that the panel had investigated NBC's role in tackling knife crime. There had been comprehensive evidence which had required a complex response. Excellent work was being undertaken, for example the boxing club. It was hoped that an update could be provided at the January meeting of the Overview and Scrutiny Committee.

Councillor Birch as a member of the Scrutiny Panel endorsed Councillor Walker's comments. There were many organisations doing similar work in the town and collaboration and signposting was needed. Sporting activities were important for engendering team spirit and following rules and needed to be extended. The safeguarding summit following the tragic situation in St David's where a young person died, recognised the need for professionals and volunteers to work together. Councillor Birch requested that the useful work done by Scrutiny Panels be passed to the unitary council.

Councillor Lane noted that a comprehensive and useful archive of Overview and Scrutiny reports was available online.

RESOLVED:

Cabinet noted the report and recommendations.

7. CORPORATE PERFORMANCE REPORT QUARTER 2 1 JULY 2020 - 30 SEPTEMBER 2020

Councillor Larratt as the relevant Cabinet Member presented his report and noted that performance had been impacted by the pandemic. However, staff were to be praised for the performance which had been maintained. Highlights included an improvement in missed bins corrected within 48 hours and in fly tipping removal performance. The number of missed bins had increased partly due to Covid related driver shortages and footfall in the town centre continued to be low.

Councillor Stone expressed concern for staff working under the pressures of Covid, Brexit and the transfer to a unitary council.

Councillor Stone noted that there had been fly tipping in her ward which had not been picked up despite reminders – it was a new development and families were moving in. Councillor Larratt agreed to ensure that new areas were included on the database.

In respect of the Enterprise Zone, Councillor Stone stated that the Economic Development Strategy for the town centre needed to be realistic. Councillor Larratt agreed to look at improving the narrative on this.

Councillor Stone also requested a timeline for provision of car parking at the station, which the Leader advised was pressing ahead and an update would be provided.

The Leader recognised the efforts of all staff at this difficult time, and requested that thanks be recorded.

RESOLVED:

2.1. Cabinet reviewed and noted the contents of the performance report (Appendix 1).

8. FINANCE MONITORING TO 30 NOVEMBER 2020

Councillor Eldred as the relevant Cabinet Member outlined the finance monitoring report to the end of November 2020 which showed a slight underspend. Details of cost pressures and lost income due to Covid were shown in the Appendix to the report. Grants of around £1million had been given to 603 businesses and money was available for other qualifying businesses.

There were two additional recommendations to defer the University of Northampton's loan repayment for one year, guaranteed by the Treasury and to award grants to Community Centres.

Councillor Stone considered the grants to Community Centres to be very timely and helpful. It was important that these centres remained strong.

Councillor Stone was grateful for the positive outcome of the meeting between local people and officers regarding repair works at Billing Road cemetery.

Councillor Stone questioned whether the schemes in the Development Pool awaiting approval would be honoured by the new unitary council. The Leader advised that, although NBC would not be setting a budget this year, a budget exercise had been undertaken and the priorities identified had been forwarded to the Section 151 Officer of the shadow authority.

Councillor Stone considered that the loan to the University of Northampton had been handled well and with due diligence. It was important that the public could see that this was different from the Sixfields loan, not least since the University had assets and the loan was underwritten by the Treasury.

RESOLVED:

2.1 Cabinet noted the contents of the report and noted that future reports will set out the actions being taken by Corporate Management Board (CMB) to address issues arising.

2.2 Cabinet noted the amendments to the general fund capital programme as set out at paragraph 3.6.1.

2.3 Cabinet approved the award of grants to Community Centres as set out in paragraph 3.9.2.

2.4 Cabinet approved the deferral of a loan repayment of £8.5M by one year as set out in paragraph 3.8.1 to 3.8.5 by agreeing to:

2.4.1 Vary the terms of the original loan agreement that was entered into between the Council and the University of Northampton ("UoN") on 10 March 2016 to:

- a) extend the term of the loan by one year so that the repayment date of 10th March 2021 is changed to 10th March 2022;
- b) refer to [any] revised interest rate (as set out in paragraph 3.8.5) that will apply to the balance of the loan payable by the University to the Council,

that is outstanding on 10th March 2021; and

- c) make any other amendments related to the deferral.

2.4.2 The Council [re]borrowing £8.5 million from the Public Works Loan Board (“PWLB”) to repay outstanding principal due in March 2021 from the Council to PWLB, which the Council will repay using the equal loan repayment amounts received from the UoN during the extension period to the original loan agreement.

9. ASSET MANAGEMENT DISPOSALS

Councillor Hadland as the relevant Cabinet Member presented his report outlining the disposal of assets by NBC. The Leader expressed appreciation for the work which had been carried out.

RESOLVED:

2.1 Cabinet delegated authority to the Acting Director of Economy and Assets, in consultation with the Borough Secretary, Chief Finance Officer and Cabinet Member for Regeneration and Enterprise to agree the terms and conditions and complete the disposals of the following property and land:-

2.1.1 Albion House

- To facilitate a major centre for leather to be established in Northampton the site will be sold by private treaty to an established charitable foundation.
- The foundation has experience and financial credibility to refurbish the site and is committed to incorporate the Leather Museum, the Conservation Centre, the major leather Livery Companies and the well-established education departments and design schools within the University and colleges.
- The site will be sold at market value determined by an independent RICS registered valuer.
- The building will be sold as seen with the leases remaining in place but with the licence to occupy terminated and the site cleared of council storage material.
- The buyer to pay for council’s reasonable professional fees.

2.1.2 Sub Station Land, Vulcan Works

- To transfer the proposed substation site to Western Power at a nominal fee for the location of a permanent electricity substation for powering the council owned property named Vulcan Works, supporting the Council owned project.
- The Council have agreed to be responsible for Western Powers reasonable legal costs and disbursements which are accounted for as part of the project budget.

2.1.3 Sub Aqua Club

- To sell the building and land to by private treaty to the current tenant at market value as determined by a RICS registered valuer.
- The buyer to pay for council’s reasonable professional fees.

2.2.1 Cabinet approved the use of £70,000 of capital receipt money to be used as match

funding towards the development of a mountain bike centre and general outdoor facility at Delapre.

10. 41-45 ABINGTON STREET - ASBESTOS REMOVAL AND SOFT STRIP OUT

Councillor Hadland as the relevant Cabinet Member outlined the report regarding appointment of a specialist contractor for asbestos removal from the old Marks & Spencer building for which the council had acquired the freehold.

The report also provided an update on the Towns Fund - £1million from that fund would be used for the asbestos removal. Councillor Hadland gave credit to the team who had undertaken considerable work in a short time to achieve this.

Councillor Hadland advised that the result of the Future High Streets Fund was expected soon – possibly before Christmas.

The Leader suggested a member update would be helpful, which could be open to all in West Northamptonshire.

RESOLVED:

- 2.1 Cabinet delegated authority to the Acting Director of Economy and Assets, in consultation with the Borough Secretary, Chief Finance Officer and Cabinet Member for Regeneration and Enterprise to appoint the contractor for the asbestos removal and associated works following the completion of the tender process, ensuring that the external grant monies are spent within the funding period.

11. ANNUAL INFRASTRUCTURE FUNDING STATEMENT

Councillor Hill as the relevant Cabinet Member presented the report which outlined the financial contributions collected through the Community Infrastructure Levy and S106 obligations associated with Planning decisions, and agreed the projects to which money collected through the Community Infrastructure Levy could be allocated.

RESOLVED:

- 2.1 Cabinet approved the contents and recommendations of the Annual Infrastructure Funding Statement and the allocation of funds collected through the Community Infrastructure Levy.

12. NORTHAMPTON LOCAL PLAN PART 2: SUBMISSION

Councillor Hill as the relevant Cabinet Member presented the report which informed Cabinet of the response following the second round of consultation for the Local Plan Part 2. Councillor Hill had been impressed with the changes officers had made reflecting stakeholders' concerns and was confident the document would be acceptable for submission.

Councillor Stone stated that whilst completion had taken some time, the Local Plan Part 2 had become better as a result, for example, acknowledging the need for temporary sites for gypsies and travellers. However, she would have liked to have seen a more holistic view of the heritage of the town.

Councillor Larratt was pleased to see that disused rail lines had been protected.

Councillor Hadland advised that work was in hand for the wider joining of heritage assets.

The Leader expressed thanks to the Director of Planning and Sustainability and the team.

RESOLVED:

2.1 Cabinet:

2.1.1 noted and agreed the response to the second round of consultation on the Proposed Submission version of the Northampton Local Plan Part 2.

2.1.2 agreed the Schedule of Proposed Minor Modifications to the Northampton Local Plan Part 2.

2.1.3 agreed that the Submission version of the Northampton Local Plan Part 2 be referred to Council for approval and submission to the Secretary of State for independent examination by a Planning Inspector under Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 as amended.

2.1.4 agreed that the Director of Planning and Sustainability be given the authority to update the Schedule of Proposed Minor Modifications, in consultation with the Borough Secretary and the deputy Cabinet member for Planning to the Northampton Local Plan Part 2 prior to its consideration by full Council.

2.1.5 agreed that the Director of Planning and Sustainability be given approval to submit the Plan and any necessary supporting documentation required for Submission.

13. CARBON NEUTRAL NORTHAMPTON STRATEGY

Councillor Hallam as the relevant Cabinet Member presented his report and noted that whilst 2020 had been a challenging year, lockdown had resulted in lower CO₂ emissions.

Councillor Stone believed that lessons needed to be learned and action needed to be taken to improve air quality, such as creating car-free zones around schools and hospitals. Councillor Stone expressed concern that disadvantaged groups were adversely affected, since they were most likely to live in areas with poor air quality, for example, the gypsy and traveller site.

Councillor Hallam advised that the 10-year plan would evolve over time. The immediate priorities were to capitalise on the positives from the pandemic.

The Leader confirmed that the report would be taken to Council in January 2021 as promised.

RESOLVED:

2.1.1 Cabinet supported the Carbon Neutral Northampton Strategy direction of travel and agreed that it be taken to full Council for noting.

2.1.2 Cabinet recommended that West Northamptonshire Council considers the CNNS when it develops its own sustainability strategy.

14. BARRACK ROAD CONSERVATION AREA ARTICLE 4 DIRECTION

Councillor Hill as the relevant Cabinet Member presented his report seeking approval for the confirmation of the Barrack Road Conservation Area Article 4 Direction 2020.

RESOLVED:

- 2.1 Cabinet agreed the confirmation of the Barrack Road Conservation Area Article 4 Direction 2020.

15. CONSULTATION ON A PROPOSED VARIATION TO THE NORTHAMPTON BOROUGH COUNCIL PUBLIC SPACES PROTECTION ORDER 2020

Councillor Hallam as the relevant Cabinet Member presented the report seeking public consultation on a proposal to vary the Public Spaces Protection Order (PSPO) to create a prohibition against walking dogs off lead within an area of Upton Country Park. This had been proposed following incidents of dogs attacking sheep. The consultation would include all local parish councils.

RESOLVED:

Cabinet:

- 2.1. Delegated to the Director of Customers and Communities the authority to undertake the required statutory consultation, publicity and notification as required by section 72 of the Act with regard to a proposal to vary the PSPO so as to create a prohibition against dogs being walked off lead within the area of Upton Country Park known as "Phase 2", which is outlined in red on the plan appended to this report as Appendix 2.
- 2.2. Resolved to receive a further report, once the necessary statutory consultation, publicity and notification has been carried out, which will include the responses received in response to those processes, in order to decide whether to approve or reject the proposed variation to the PSPO.

16. PROPOSED RENEWAL OF A PUBLIC SPACES PROTECTION ORDER - MARBLE ARCH

In the absence of Councillor King, the Leader presented the report seeking renewal of the Public Spaces Protection Order (PSPO) authorising the gating of Marble Arch for a further three years. There had been significant anti-social behaviour prior to gating.

Councillor Larratt suggested that the public highway status of Marble Arch should be removed. The Director of Customers and Communities confirmed that this was in hand.

RESOLVED:

Cabinet:

- 2.1 Resolved to renew the existing PSPO which authorises the gating of the public highway known as Marble Arch for a further period of three years.
- 2.2. Authorised the Borough Secretary to complete all of the statutory processes as required by the Act in order to renew the existing PSPO.

21. EXCLUSION OF PUBLIC AND PRESS

The Chair moved that the public and Press be excluded from the next part of the meeting on the grounds that there was 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.

Items 17-20 were to be considered in private session, but following this, Cabinet would reconvene so that the decisions relating to these items could be made in public.

The Motion was Carried.

17. DEVELOPMENT OF NEW AFFORDABLE RENTED HOUSING IN SOUTHBRIDGE EAST

Councillor Hibbert as the relevant Cabinet Member outlined the report relating to the development of new affordable rented housing in Southbridge East.

RESOLVED:

2.1 Cabinet:

- Approved the transfer of ownership of the parcel of land in Trenerly Way, Southbridge East (previously known as Area E5 and edged in red on the plan in Appendix A, attached to this report) from the General Fund to the Housing Revenue Account, at a total cost of £1, in order to provide affordable rented housing that will be let to eligible households on the Housing Register;
- Approved the use of the Housing Revenue Account Capital Programme to redevelop the transferred parcel of land (edged in red on the plan in Appendix A, attached to this report) to provide 28 affordable rented homes, subject to planning consent;
- Delegated to the Director of Housing and Wellbeing, in consultation with the Cabinet Member for Housing and Wellbeing, the Chief Finance Officer and the Borough Secretary, the authority to determine the rent levels and service charges for the new affordable rented homes; and
- Delegated to the Director of Housing and Wellbeing, in consultation with the Cabinet Member for Housing and Wellbeing, the Borough Secretary and Northampton Partnership Homes, the authority to develop and approve a Local Lettings Policy that determines how the homes are allocated.

18. NEXT STEPS ACCOMMODATION PROGRAMME (NSAP) FUNDING 2020/21

Councillor Hibbert as the relevant Cabinet Member outlined his report. The application for government funding to increase the supply of housing for rough sleepers had been successful and agreement for the purchase and refurbishment of properties was now sought.

RESOLVED:

2.1 Cabinet:

- Noted the outcome of Northampton's successful application for Next Steps Accommodation Programme funding for 2020/21;

- Approved the release of the Next Steps Accommodation Programme funds that the government has provided to enable Keystage Housing to establish a 'Somewhere Safe to Stay' Hub in Northampton and International Lighthouse CIC to continue its work with non-UK nationals who are sleeping rough;
- Approved the purchase and refurbishment of 15 one-bedroom homes and 3 five-bedroom houses in multiple occupation (HMOs), through the Housing Revenue Account, in order to provide supported housing for people who have been sleeping rough and are rehoused through local move-on initiatives;
- Approved the expenditure of up to £1.265m to be funded from the additional £50m borrowing envelope approved by Full Council in order to complete the purchase and refurbishment of the 15 one-bedroom homes and the 3 HMOs;
- Delegated to the Director of Housing and Wellbeing, in consultation with the Cabinet Member for Housing and Wellbeing and the Chief Finance Officer, the authority to determine the rent levels and service charges for the 15 one-bedroom homes and each of the rooms in the 3 HMOs; and
- Delegated to the Director of Housing and Wellbeing, in consultation with the Cabinet Member for Housing and Wellbeing and Northampton Partnership Homes, the authority to develop and approve a Local Lettings Policy which will determine how the homes are allocated and define how the one-bedroom homes and HMOs will be managed.

19. PURCHASE OF NEW HOMES FOR USE AS AFFORDABLE RENTED HOUSING

Councillor Hibbert as the relevant Cabinet Member presented his report seeking approval for the acquisition of 85-89 Lion Court, Southbridge in order to increase the supply of affordable rented housing.

RESOLVED:

2.1 Cabinet:

- Approved the use of the Housing Revenue Account Capital Programme to purchase the apartment block known as 85-89 Lion Court, Southbridge (edged in red on the plan in Appendix A), at a cost described in Exempt Appendix B, in order to provide 44 affordable rented homes that will be let to eligible households on the Housing Register;
- Ratified the 'in principle' bid that Northampton Partnership Homes had made, on the Council's behalf, for the apartment block known as 85-89 Lion Court, Southbridge at the price described in Exempt Appendix B;
- Delegated to the Director of Housing and Wellbeing, in consultation with the Chief Finance Officer, the Borough Secretary, the Cabinet Member for Finance and the Cabinet Member for Housing and Wellbeing, to undertake appropriate due diligence and, if then satisfied with the results of this exercise, to acquire the property known as 85-89 Lion Court, Southbridge;
- Delegated to the Director of Housing and Wellbeing, in consultation with the Cabinet Member for Housing and Wellbeing and the Chief Finance Officer, the authority to determine the rent levels and service charges for the new affordable rented homes; and

- Delegated to the Director of Housing and Wellbeing, in consultation with the Cabinet Member for Housing and Wellbeing and Northampton Partnership Homes, the authority to develop and approve a Local Lettings Policy that determines how the homes in 85-89 Lion Court are allocated.

20. PURCHASE OF THE UNIVERSITY OF NORTHAMPTON'S AVENUE CAMPUS, INCLUDING THE NEWTON BUILDING

Councillor Hibbert as the relevant Cabinet Member outlined the report proposing the acquisition and development of Avenue Campus for affordable housing and potentially some temporary accommodation. A follow up report would be presented in January 2021.

Councillor Hibbert shared an email from Councillor Markham congratulating all officers and members for working imaginatively in bringing the various housing schemes to fruition and for being willing to work together.

Councillor Stone also expressed her support for these projects.

The Leader voiced thanks to the University of Northampton for giving additional weight to the social value during the tender process.

RESOLVED:

2.1 Cabinet:

- Approved the acquisition of the University of Northampton's Avenue Campus (including the Newton Building) in St George's Avenue (edged in red in the Site Plan on Appendix A, attached to this report), at a cost described in Exempt Appendix B, through the Housing Revenue Account, in order to increase the supply of affordable housing;
- Ratified the 'in principle' bid that Northampton Partnership Homes had made, on the Council's behalf, at a cost described in Exempt Appendix B, for the acquisition of the University of Northampton's Avenue Campus (including the Newton Building) in St George's Avenue;
- Delegated to the Borough Secretary, in consultation with the Director of Housing and Wellbeing, the Chief Finance Officer, the Cabinet Member for Finance and the Cabinet Member for Housing and Wellbeing, authority to secure specialist external legal advice in relation to the proposed acquisition and to agree the provision of professional legal fees in the sum of £25,000 in connection with the proposed transaction, but excluding Stamp Duty Land Tax (if applicable);
- Delegated to the Director of Housing and Wellbeing, in consultation with the Chief Finance Officer, the Borough Secretary, the Cabinet Member for Finance and the Cabinet Member for Housing and Wellbeing, to undertake appropriate due diligence and, if then satisfied with the results of this exercise, to acquire the University of Northampton's Avenue Campus and Newton Building; and
- Agreed to receive further reports on the housing proposals for the Avenue Campus site (including the tenure, funding and phasing of the new homes) and the use of the Newton Building, for consideration and approval.

The meeting concluded at 7:35 pm

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Appendices
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NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	Cabinet Response to Recommendations of the Overview and Scrutiny Committee – Impact of the move of the University
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	20th January 2021
Key Decision:	Yes
Within Policy:	Yes
Policy Document:	No
Directorates:	Economy & Assets
Accountable Cabinet Member:	Cllr Tim Hadland, Regeneration & Enterprise
Ward(s)	All

1. Purpose

On 11 September 2019, Cabinet received a report on an Overview & Scrutiny Panel Review of the Impact of the move of the University, the purpose of this report is to ask Cabinet to approve the response to the Overview & Scrutiny Panel's findings and recommendations.

2. Recommendations

2.1 It is recommended that Cabinet:

- (a) Accepts Recommendations 1, 2, and 3 in the Overview & Scrutiny Panel's report on the Impact of the move of the University; and
- (b) Accept Recommendations 4 and 5 but keep these under review as noted in the report.
- (c) Congratulates the task and finish group on a high quality and comprehensive report and thanks the group for the time and effort given to produce it.

3. Issues and Choices

3.1 Report Background

- 3.1.1 At its work programming event in April 2018, the Overview & Scrutiny Committee agreed to carry out a pre-decision review of the impact of the move of the University has had on the town. An in-depth review commenced in May 2018 and concluded in March 2019.
- 3.1.2 This review links to the priorities in the Council's Corporate Plan, especially around 'Shaping place and driving growth (Through improving education and skill provision within the town and the regeneration of a derelict site on the edge of the town centre)
- 3.1.3 The key lines of enquiry were:
- To understand the work currently being undertaken by the University of Northampton, Northampton Borough Council (NBC), and other partners regarding the move of the University.
 - To gain an understanding of the social, cultural, physical, economic and environmental effects of the move of the University
 - To gain an understanding of the challenges, including all areas of the town, in respect of the move of the University
 - To gain an understanding of the implications of the move of the University
- 3.1.4 A number of meetings were held to gather evidence from a broad range of stakeholders. During this process, a significant amount of evidence was heard.
- 3.1.5 The Overview & Scrutiny Panel's Report includes 5 recommendations mainly focused on how the University can forge better links with the town centre and the surrounding neighbourhoods.

3.2 Response to Overview and Scrutiny Recommendations

- 3.2.1 It is recommended that Cabinet accepts 3 of the 5 recommendations in the Overview & Scrutiny Panel's report. Its response to each of the Panel's recommendation is set out below.
- 3.2.2 **Recommendation 1: That the University of Northampton is asked to investigate the possibility of using an empty unit in the town centre to showcase the University.**
- Cabinet Response
- 3.2.3 In previous years the University have been using space within the Market and on their campus to showcase what they have to offer for prospective students.
- 3.2.4 With the opening of the new Students Student union, The Platform, on Georges Row this has given the University a location within the town centre that they are able to use for their events, engagement and to Showcase the University.
- 3.2.5 Recommendation 1 has been implemented

- 3.2.6 **Recommendation 2: That frequent liaison with Community Groups continues; and the public is encouraged to use the facilities on offer at the University.**

Cabinet Response

- 3.2.7 The University and partners such as Northampton Borough Council and The Northampton Town Centre Business Improvement District who have continued to engage with local residents' groups, Friends of Becketts and are part of the Town Centre Task Group to promote the Universities facilities and encourage better use of the campus by members of the public.
- 3.2.8 The University of Northampton have representation on all of the local community forums where they continue to promote and offer the use of the facilities.
- 3.2.9 Recommendation 2 has been implemented
- 3.2.10 **Recommendation 3: That the University of Northampton is asked to confirm that it will finance the Parking Permit Scheme for Thomas Chapman Grove and Malthouse Close and to also confirm that it can provide a form of parking enforcement for this Parking Scheme.**

Cabinet Response

- 3.2.11 The University worked with Northampton Borough Council and Northamptonshire County Council as well as local residents to deliver this parking scheme which was funded by the University. This project has now been implemented and is complete.
- 3.2.12 Recommendation 3 has been implemented
- 3.2.13 **Recommendation 4: That the University of Northampton is asked to investigate the installation of a noise barrier between the student accommodation and Thomas Chapman Grove and Malthouse Close.**

Cabinet Response

- 3.2.14 This has been investigated and is planned to be delivered as part of a future phase of development when further planting and screening will take place.
- 3.2.15 Since the time of the scrutiny report there has been a reduction in complaints from residents. The need and scale of the screening will be assessed, working closely with the local community groups, when the next phases take place.
- 3.2.16 The screening of the Taxi drop off point was also raised with this area seen as another that needed screening which will be looked at as part of this recommendation.
- 3.2.17 While this recommendation hasn't been implemented it remains under consideration.
- 3.2.18 **Recommendation 5: That the BID, University and NBC look into ways of generating initiatives to bring community uses of empty buildings in the town centre**

Cabinet Response

- 3.2.19 Conversation have been ongoing between the organisations over ways to encourage and bring community uses into empty shop units in the town centre but given the onset of Covid discussions were paused while immediate pressures are addressed.

3.2.20 This recommendation will remain under consideration moving forwards

3.3 Choices (Options)

3.3.1 Cabinet may choose to agree to any or all of Overview and Scrutiny Committee's recommendations in full or part.

3.3.2 Overview and Scrutiny committee have provided Cabinet with a robust and detailed report to support its recommendations.

4. Implications (including financial implications)

4.1 Policy

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

4.2 Resources and Risk

4.2.1 There should be no direct costs associated with these recommendations by NBC or successor authority, other than officer time.

4.3 Legal

4.3.1 There are no legal implications directly arising from this report

4.4 Equality and Health

4.4.1 Services to the public will not be directly impacted as a result of the recommendation of this report. There are therefore no direct equality or health implications.

4.5 Consultees (Internal and External)

4.5.1 A wide range of stakeholders were engaged with as part of this review including :

- Cabinet Member for Housing
- Cabinet Member for Regeneration and Enterprise and Planning
- Ward Councillors, NBC
- Town Centre Manager
- Cabinet Member for Community Safety, NBC
- Environmental Health and Licensing Manager
- Private Sector Housing Manager
- Head of Protecting Vulnerable Persons, Northamptonshire Police
- Representatives from the University of Northampton and the Student Union,
- Manager, Student Homes, Northampton
- Letting Agencies, Northampton
- Executive Director, Town Centre BID
- Director, PubWatch

- Residents' Associations, groups such as Friends of Parks Groups etc.

4.6 How the Proposals deliver Priority Outcomes

4.6.1 This report will contribute to the priority corporate outcomes of

- Creating a thriving, vibrant town by improving the impact of the move of the University enabling greater engagement with the wider public.

5. Background Papers

5.1 Scrutiny Panel – Impact of the move of the University of Northampton - [Scope of Review](#)

5.2 Cabinet report on Recommendations of the Overview and Scrutiny Committee Scrutiny Committee – [Impact of the move of the University, September 2019](#).

Contact: Kevin Langley, Acting Director Economy and Assets

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Appendices
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NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	Cabinet response to the recommendations of the Overview and Scrutiny Report: Northampton Post Unitary
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AGENDA STATUS

PUBLIC

Cabinet Meeting Date:	20 January 2021
Key Decision:	NO
Within Policy:	YES
Policy Document:	NO
Service Area:	Borough Secretary
Accountable Cabinet Member:	Councillor Phil Larratt, Deputy Leader of the Council
Ward(s)	All - Borough-wide

1. Purpose

- 1.1 To provide Cabinet's response to the Overview and Scrutiny Committee pre-decision Scrutiny report on the situation with regard to the Mayoralty and all the regalia associated with it and its long history.

2. Recommendations

- 2.1 That Cabinet gives careful consideration to the Overview and Scrutiny recommendations detailed below:-
- 2.1.1 The Mayor of Northampton is retained and if necessary a Charitable Trust is set up for the Mayoralty. The Mayoralty is also retained at the Guildhall to protect Civic traditions and to promote our heritage.
- 2.1.2 A Civic Quarter is created that includes our Civic assets.

- 2.1.3 Should a Town Council be established, the Town Council should be located in the Guildhall, along with Mayoralty and its regalia to ensure the secure protection of the historic assets of the Borough Council.
- 2.1.4 To protect civic pride in a wider Northampton area and consider that the proposed Unitary Council for the West of Northamptonshire should be called the Greater Northampton Council.
- 2.1.5 It is ensured that the Maces, known as North, South, East and West, are retained in Northampton's Museum, in the borough and that all silver assets are made secure.
- 2.1.6 Oak Apple day is a Borough Council tradition and it should be recaptured by the Borough. This would be the opportune time to reintroduce some of the civic events that have over time disappeared, for example May Day celebrations and celebrate other cultural celebrations.
- 2.1.7 Other key roles of the Mayoralty must be protected, including:
- The Mayor is the Chair of the Housebound Fund
 - The Mayor is the President of Town Twinning
 - The Mayor is the President for St John's Home
 - Honorary Freeman take place just once every civic term
 - Hereditary Freeman take the oath from the Mayor
- 2.1.8 The re-establishment of the roles of Major's Serjeant and Town Serjeant, as Honorary roles, for example the office of Alderman or former Councillor are investigated and introduced.
- 2.1.9 Publicity and marketing of the Mayoralty is good; but it should be widened further to include proactive use of leaflets at locations such as the train station and libraries and more use of social media. 2.1.10 Cabinet is informed that it is the aspiration of the Scrutiny Panel that Northampton is a City of Culture by 2025.

nb. Cabinet should note that the Mayoralty and all the attached regalia were transferred by the relevant Statutory Order of the 24th February, 2020 to the new Northampton Town Council to take effect on the 1st April, 2021.

3. Issues and Choices

3.1 Report Background

- 3.1.1 One of the purposes of the Overview and Scrutiny Committee was to ensure that on local government reorganisation in 2021 the position of the Mayoralty and all its accompanying regalia etc. would be safeguarded for the benefit of all the future generations living in the area of the former proud and historic Northampton Borough Council.
- 3.1.2 Members of Cabinet and indeed, the Council will be aware that the Council's Cross Party Working Group has been working hard to ensure that the Mayoralty and all its historic regalia are safeguarded for the future by

ensuring that in partnership with Full Council this high civic office and its regalia along with all the relevant muniments are transferred to the new Northampton Town Council. This was given effect by The Northampton Borough Council [Reorganisation of Community Governance] No. 1 [Northampton Parish Council] Order 2020. The said Order was dated the 24th February, 2020. While the support and concerns of the Council's Overview and Scrutiny Committee are well appreciated and welcomed, the Borough Council has ensured that the necessary legal provisions are in place to safeguard the Mayoralty for future generations.

- 3.1.3 Cabinet should also note that it is intended that all the Mayoral civic events and ceremonies including the famous Oak Apple Day will be preserved and continued. In addition, we now have the Shadow Town Council set -up and holding meetings to determine the future of the new Northampton Town Council and in the process of appointing its first Town Clerk.
- 3.1.4 Cabinet is therefore recommended not to consider setting up a charitable trust to safeguard the Mayoralty as the relevant statutory provisions are in place to achieve this aim which is jointly supported by both Cabinet and the Overview and Scrutiny Committee.
- 3.1.5 Since the making of the Statutory Orders in February ,2020 considerable progress has been made with the setting-up of the new Northampton Town Council which has culminated in the decisions made by Full Council on the 18th.January ,2021 .At this meeting the Council agreed a suggested precept to be recommended to the Shadow Town Council when it meets to consider its precept for 2021-2022 and Council also accepted a report on the future occupation of the Guild Hall by the Shadow Northampton Town Council. Both these issues will be considered by the Town Council and as stated will culminate in an agreed precept and by the 31st March ,2021 an agreement , in consultation with West Northants Council, of a lease for their office accommodation at the Guild Hall. Following a national recruitment process a Town Clerk has also been recommended to be appointed to the Northampton Town Council and this person will commence her full time official duties at the beginning of April of this year, subject to Town Council ratification at their next meeting on 27th January 2021.

3.2 Issues

- 3.2.1 Cabinet may choose to agree to any or all of the Overview and Scrutiny Committee's recommendations in full or in part.

3.3 Choices (Options)

- 3.3.1 Cabinet may choose to agree to any or all of the Overview and Scrutiny Committee's recommendations in full or in part.

4. Implications (including financial implications)

4.1 Policy

4.1.1 There are no Policy implications at this stage.

4.2 Resources and Risk

4.2.1 There are costs involved in the setting -up of the new town council and the two new parish councils which are being overseen by the Cross Party Working Group.

4.3 Legal

4.3.1 There are no legal implications at this stage.

4.4 Equality and Health

4.4.1 These will be taken into account in the development of the new Town Council.

4.4.2 A range of stakeholders have been consulted as part of the Community Governance process.

4.4.3 The new Northampton Town Council will formally be in place on the 1st April , 2021 with elections for the new town councillors in May, 2021.

4.5 Consultees (Internal and External)

4.5.1 A range of stakeholders were consulted with as part of the overview and scrutiny review.

4.6 How the Proposals deliver Priority Outcomes

4.6.1 This will deliver against our objective within the Corporate plan :

Exceptional services to be proud of.

4.7 Environmental Implications (including climate change issues)

4.7.1 There are none at this stage.

4.8 Other Implications

4.7.1 None.

5. Background Papers

- Overview and Scrutiny Report: Northampton Post Unitary 2019
- Report to Cabinet – 24 July 2019 – Report of the Overview and Scrutiny Committee – Northampton Post Unitary

6. Next Steps

- 6.1 Cabinet's response to this Overview and Scrutiny Report will be presented to the Overview and Scrutiny Committee at its meeting on 15 February 2021. The Overview and Scrutiny Committee will then monitor the implementation of the accepted recommendations.

Laurie Gould
Deputy Monitoring Officer
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<p>Appendices</p> <p>0</p>



NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	Cabinet's Response to Overview and Scrutiny Committee – Food Poverty
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	20 January 2020
Key Decision:	No
Within Policy:	Yes
Policy Document:	No
Directorate:	Customer and Communities
Accountable Cabinet Member:	Cllr Anna King
Ward(s)	Borough Wide

1. Purpose

- 1.1 To provide a response to Overview and Scrutiny Committee's pre-decision scrutiny report on Food Poverty

2. Recommendations

That Cabinet gives careful consideration to the Overview and Scrutiny recommendations detailed below:-

- 2.1.1 That a Working Group, owned by the Community and Engagement Team, is set up and tasked with analysing the gaps in foodbanks within Northampton and the Working Group works with Partners to seek solutions to increasing food provision within these areas.
- 2.1.2 That child poverty needs are included in any Strategy in relation to poverty, note that the process of developing an Anti-Food Poverty Strategy can of itself have wider impacts such as:

- Raising the profile of food poverty, especially with local decision-makers
- Developing a shared positive vision
- Creating a sense of empowerment for experts by experience
- Empowering diverse groups to raise their voices to call for food justice
- Ensuring the local council and other partners take ownership of agreed actions
- Sharing of good practice across local authority boundaries to support specific projects
- Raising the profile of food poverty, especially with local decision-makers
- Developing a shared positive vision
- Creating a sense of empowerment for experts by experience
- Empowering diverse groups to raise their voices to call for food justice
- Ensuring the local council and other partners take ownership of agreed actions
- Sharing of good practice across local authority boundaries to support specific projects

2.1.3 That Food Poverty Champions, who can identify the partners, who have the motivation and drive to bring all together lead on the production of an Anti-Food Poverty Strategy, which must include all demographics, ensuring that it is an all-inclusive Policy is investigated.

2.1.4 That with the move to the West Northamptonshire Authority, the way forward in relation to the production of an Anti-Food Poverty Strategy including the following adopted actions for local authorities as recommended by Sustain:

NB: The Scrutiny Panel updated some the actions recommended by Sustain so that they are more Northampton based

- Developing a food action plan to tackle food poverty
- Improving the uptake of Healthy Start vouchers
- Promoting breastfeeding via the Baby Friendly Initiative
- Promoting the need for children's centres
- Ensuring low-income families have adequate access to childcare
- Investing and developing children's access to food 365 days a year
- Becoming an accredited Living Wage employer and promoting the Living Wage
- Ensuring all residents have physical access to good food
- Supporting and enhancing meals reasonably priced and the provision of meals to vulnerable people
- Supporting financial advice services and providing crisis support

2.1.5 That a Working Group, led by the Community and Engagement Team, is set up and tasked with identifying areas where holiday hunger is a concern and to seek solutions to increasing food provision for children 365 days a year. In addition, the outcomes that have come out following the Marcus Ashford Scheme within Northampton are continued and built upon to ensure food provision is developed for all children 365 days a year.

- 2.1.6 That the Manager, HM Revenues and Customs is formally invited to visit food banks in Northampton, to work with customers and aid regarding budgeting and where further help can be obtained.
- 2.1.7 That the Universal Credit app. Is widely promoted.
- 2.1.8 That Officers are instructed to work with partners in generating more events such as summer festival where assistance in relation to food poverty can be highlighted.
- 2.1.9 That the Health Start Voucher Scheme is promoted.
- 2.1.10 That the promotion of food poverty is highlighted to allotment holders and shops regarding giving away excess produce as emergency food aid.
- 2.1.11 That it is recommended to Northampton Partnership Homes (NPH) that it considers reviewing Tenancy Agreements to ensure that support is provided to older people to ensure that they are in receipt of the correct pension credits.
- 2.1.12 That the Northampton Community Forums are asked that a presentation is given to each Forum, in particular the Older People's Forum, that promotes the provision of pension credits and how this can be applied for.
- 2.1.13 That it is recommended to the West Northamptonshire Authority that a Grants Officer is engaged with the main role of investigating funding for crisis support and the Grants Officer works closely with all organisations in this respect.
- 2.1.14 That it is recommended to the West Northamptonshire Authority that West Northamptonshire becomes a living wage Authority and a sustainable food Authority.
- 2.1.15 That the West Northamptonshire Authority is asked to lobby for national campaigns and challenge national Policy on food poverty.
- 2.1.16 That a copy of this report is provided to the MPs within West Northamptonshire and the MPs are asked to respond to the recommendations, in particular, recommendation 2.1.14 & 2.1.15.
- 2.1.17 That Cabinet thanks the Overview and Scrutiny Committee for its detailed and robust report.

3. Issues and Choices

Report Background

3.1.1 The purpose of the Scrutiny Panel was to:

- Examine the extent to which individuals and families are experiencing food poverty, the range of contributing factors and

the changes that have been made to the way the Council and partners support residents during hardship.

- To review the impact and concentration of food poverty across the Borough of Northampton

3.1.2 A report was presented to Cabinet on 17 December 2020 to notify it of the work undertaken by the Scrutiny Panel.

3.1.3 The scrutiny Panel decided that the following needed to be investigated and linked to the realisation of the Council's corporate priorities.

Background data, including:

- Presentation to set the scene: To identify the prevalence of the problem locally
- Relevant national and local background research papers
- Definitions – Food Poverty
- Causes of food poverty
- Best practice and successful initiatives in Northampton and comparable Local Authorities
- Relevant Council Policies and Strategies
- Relevant Statistics and relevant reports, including:
 - Poverty indicators
 - Demographics (national and Local)
 - UN report on food poverty
 - Institute of Fiscal Studies report on food poverty
 - Relevant Legislation, including:
 - Child Poverty Act 2010
 - Changes to Universal Credit
 - Introduction to benefits and the impact
 - Best practice external to Northampton
 - Internal Expert advisors:
 - Cabinet Member for Housing and Wellbeing, NBC
 - Head of Housing and Wellbeing, NBC
 - Head of Revenues and Benefits, LGSS
 - Cabinet Member of Community Safety, NBC
 - Chair of the Community Safety Partnership (CSP) and the Community Safety Team
 - Cabinet Member for Finance, NBC
 - Section 151 Officer, NBC

3.2 Choices (Options)

- 3.2.1 Cabinet may choose to agree to any or all of Overview and Scrutiny Committee's recommendations in full or part.
- 3.2.2 Overview and Scrutiny committee have provided Cabinet with a robust and detailed report to support its recommendations.

4. Implications (including financial implications)

4.1 Policy

- There are no policy implications directly arising from this report.

4.2 Resources and Risk

- Whilst there is no cost involved, the work will require officer's time to be taken into consideration.
- If recommendation 2.1.13 is agreed, budget would need to be found by West Northamptonshire Authority to fund this post.

4.3 Legal

4.3.1 There are no legal implications directly arising from this report

4.4 Equality and Health

- 4.4.1 Equality and health implications will be taken full account of in the development of the proposed recommendation.
- 4.4.2 There will be an equalities impact assessment undertaken as an integral part of the process.

4.5 Consultees (Internal and External)

4.5.1 A range of stakeholders were consulted with as part of the overview and scrutiny review.

4.6 How the Proposals deliver Priority Outcomes

- 4.6.1 This will deliver against our objective within the Corporate plan:
- Support Vulnerable people to achieve their full potential.

5. Background Papers

Overview and Scrutiny Committee Scrutiny Report – Food Poverty September 2020.

Marion Goodman
Director of Customers and Communities

Appendices

None



CABINET REPORT

Report Title	Cabinet Response to the Recommendations from the Overview and Scrutiny Review of Homelessness and Rough Sleepers
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	20 January 2021
Key Decision:	No
Within Policy:	Yes
Policy Document:	No
Directorate:	Housing and Wellbeing
Accountable Cabinet Member:	Councillor Stephen Hibbert
Ward(s)	All

1. Purpose

- 1.1 On 11 September 2019, Cabinet received a report on an Overview & Scrutiny Panel Review of Homelessness and Rough Sleepers.
- 1.2 The purpose of this report is to ask Cabinet to approve the response to the Overview & Scrutiny Panel's findings and recommendations.

2. Recommendations

- 2.1 It is **recommended** that Cabinet:
 - (a) Accepts Recommendations 1, 2, 3, 4, 5, 7, 8, 10 and 11 in the Overview & Scrutiny Panel's report on Homelessness and Rough Sleepers; and
 - (b) Congratulates the task and finish group on a high quality and comprehensive report and thanks the group for the time and effort given to produce it.

3. Issues and Choices

3.1 Report Background

3.1.1 At its work programming event in April 2018, the Overview & Scrutiny Committee agreed to carry out a pre-decision review of how Northampton Borough Council and its partners prevent homelessness and respond to those without homes in the borough. An in-depth review commenced in May 2018 and concluded in May 2019.

3.1.2 This review links to the priorities in the Council's Corporate Plan, especially 'Resilient Communities' (helping to prevent, tackle and reduce rough sleeping) and 'More homes, better homes' (helping to implement Northampton's multi-agency homelessness and rough sleeping strategy).

3.1.3 The key lines of enquiry were:

- To gain an understanding of how and why people become homeless
- To gain an understanding of the causes and extent of rough sleeping in the borough, the impact that rough sleeping has on the health, safety and life expectancy of people who are sleeping rough, and the implications for safeguarding and community safety
- To gain an understanding of the work that is currently being undertaken by Northampton Borough Council (NBC), local groups, organisations and voluntary services to engage with rough sleepers
- To consider the effectiveness of the action that is being taken (by NBC and local groups, services and organisations) to help people who are sleeping rough to come off the streets
- To gain an understanding of the 'Housing First' model and consider how best it could be used to reduce rough sleeping in the borough
- To gain an understanding of the nature and extent of 'hidden homelessness' in the borough, including the profile of the people affected and what contact (if any) they have had with NBC, Northampton Partnership Homes or local advice agencies
- To explore various ways of connecting with, and engaging with, harder to reach groups
- To gain an understanding of the specific needs and assistance provided for young people, between the age of 16-25, including care leavers
- To gain an understanding of the specific needs and assistance provided for ex-offenders
- To understand how data, statistics and demographics are gathered and used to meet the needs of rough sleepers, men and women, who are homeless.

3.1.4 A number of meetings were held to gather evidence from a broad range of stakeholders. During this process, a significant amount of evidence was heard.

- 3.1.5 The Overview & Scrutiny Panel's Report includes 11 recommendations. They are broadly focused on how the Council and partner agencies can provide a more joined up approach and response to people who are homeless or sleeping rough.
- 3.1.6 The focus of the recommendations is on multi agency working, increasing the supply of accommodation, the refreshing of Northampton's Rough Sleepers' Strategy, the development of new services and sharing the findings of the Scrutiny Review with Northamptonshire's County Council and Borough and District Councils.
- 3.1.7 A lot has happened, however, since this Overview & Scrutiny Panel Review.

3.2 Protecting rough sleepers from COVID-19

- 3.2.1 In response to Dame Louise Casey's sudden "EVERYONE IN" instruction for local housing authorities to provide housing for rough sleepers and people who have communal sleeping facilities "by the weekend", the Council 'block booked' a total of 85 rooms in the Travelodge Hotel (Gold Street) and the Holiday Inn (Grange Park) for a period of 12 weeks from 27 March 2020.
- 3.2.2 Following an extension of the 'block booking' arrangement until 30 June 2020, the rough sleepers were transferred from the hotels to one of the University of Northampton's halls of residence on 1 July 2020. The hall of residence continued to be used as emergency housing for rough sleepers until 14 December 2020.
- 3.2.3 During the 8½ months that the Council was providing rough sleepers with emergency accommodation, more than 170 men and women spent at least one night in the hotels and/or hall of residence and, of these, 135 were helped to move into settled housing. During the same period, another 73 people (who were at imminent risk of having to sleep rough) were helped to move into settled housing without needing to be placed in emergency accommodation.
- 3.2.4 More than half of the people who were helped to move into settled housing had been sleeping rough for a long time (including dozens of Eastern Europeans who had been living in makeshift shelters and tent encampments on the outskirts of Northampton) or had been sleeping rough for an extended period on a number of occasions
- 3.2.5 Since July 2020, the Council has been working with International Lighthouse (a Northampton-based community interest company) to provide non-UK nationals with specialised casework-based immigration and welfare benefits advice, delivered by native speakers. Many of them have been helped to obtain passports, identification, bank accounts and Universal Credit in order to remove the barriers that have previously prevented them from moving on into settled housing.

3.3 Government funding to provide more homes for rough sleepers

- 3.3.1 In August 2020, the Council made a successful bid for a share of the Government's Next Steps Accommodation Programme (NSAP). It was awarded £607,400 to help meet the cost of providing emergency housing, establishing a 'Somewhere Safe to Stay' Hub and continuing to work with International Lighthouse. It was also awarded £1,819,500 towards the cost of a £3,084,000 scheme to purchase and refurbish 15 one-bedroom homes and 3 five-bedroom HMOs. The balance of £1,264,500 will be met from borrowing through the HRA.

- 3.3.2 This additional funding has enabled Keystage Housing (a Luton-based housing association) to establish a 27-bedroom 'Somewhere Safe to Stay' Hub for homeless men and women, and provided the Council with the funding it needs to purchase and refurbish 15 one-bedroom homes and 3 five-bedroom houses in multiple occupation (HMOs) for use as supported housing for rough sleepers.
- 3.3.3 Another £252k of funding is being provided to enable Northampton Partnership Homes and NAASH to employ two full-time Tenancy Sustainment Officers (one each) to provide the residents of the 15 one-bedroom homes and the 3 five-bedroom HMOs with tenancy support for three years with effect from 1 April 2021.

3.4 Response to Overview & Scrutiny Recommendations

3.4.1 It is recommended that Cabinet accepts 9 of the 11 recommendations in the Overview & Scrutiny Panel's report. Its response to each of the Panel's recommendation is set out below.

3.4.2 RECOMMENDATION 1: The Housing First model is introduced by the Council.

Cabinet Response

- 3.4.3 Although 'Housing First' will still play an important role in helping to tackle rough sleeping in Northampton, its significance has been reduced by the success of the borough's response to "EVERYONE IN" (see Section 3.3 of this report) and a rough sleepers' tenancy sustainment initiative that was introduced in 2018/19.
- 3.4.4 In many respects, the placement of rough sleepers in hotel accommodation was very similar to 'Housing First' in that it provided rough sleepers with an unconditional offer of somewhere safe and warm to stay with access to round-the-clock support. Most of the men and women who stayed in the hotels – including a significant number of Northampton's most entrenched rough sleepers – seized the opportunity to engage with services, address the causes of their homelessness and rebuild their lives.
- 3.4.5 During the past two years, the Council's Street Services Team has been working closely with Northampton Partnership Homes and NAASH to deliver a multi-agency resettlement and tenancy sustainment service for people who have been sleeping rough for a long term or have been caught up in a cycle of repeat homelessness and would not normally be considered for housing by social landlords or private landlords.
- 3.4.6 The rough sleepers' tenancy sustainment initiative has provided a very effective, rapid rehousing pathway for some of the borough's most entrenched rough sleepers.
- 3.4.7 To implement Recommendation 1, government funding will be sought (as part of West Northamptonshire Council's Rough Sleeping Initiative bid) to establish a 'Housing First' pilot scheme in Northampton during the first six months of 2021/22.

3.4.8 **RECOMMENDATION 2: Additional bed spaces are provided to meet the needs of homeless women in the borough.**

Cabinet Response

- 3.4.9 The establishment of the 27-bedroom ‘Somewhere Safe to Stay’ Hub in November 2020 provides an excellent replacement for Northampton’s dormitory-style nightshelter which was forced to close in March 2020 due to COVID-19.
- 3.4.10 Unlike the nightshelter, the ‘Somewhere Safe to Stay’ Hub accommodates men and women and is staffed around the clock. Almost two thirds of its 27 bedrooms are ensuite and great care has been taken, during the design of the layout of the building, to ensure the safety and wellbeing of the women who stay in the Hub.
- 3.4.11 The Council has worked successfully with its partners – especially NAASH and Midland Heart Housing Association – to increase the supply of supported housing and private rented accommodation that is available to meet the needs of men and women who are sleeping rough or at risk of sleeping rough.
- 3.4.12 As explained in Section 3.3 of this report, the Council has been awarded government funding of £1,819,500 towards the cost of a £3,084,000 scheme to purchase and refurbish 15 one-bedroom homes and 3 five-bedroom HMOs to meet the needs of rough sleepers. The balance of £1,264,500 will be met from borrowing through the HRA. These additional homes will be available by the end of March 2021.
- 3.4.13 Recommendation 2 has been implemented.
- 3.4.14 **RECOMMENDATION 3: Housing solutions are found for homeless people (mainly East European) who are not eligible for benefits and are therefore unable to access settled housing.**

Cabinet Response

- 3.4.15 Prior to “EVERYONE IN” in March 2020 (see Section 3.3 of this report), finding housing solutions for non-UK nationals who were not eligible for benefits – including the large cohort of Eastern Europeans who had been sleeping, for many years, in the makeshift shelters and tents on the outskirts of town – was a conundrum.
- 3.4.16 During the 8½ months between 27 March – 14 December 2020, the Council provided more than sixty non-UK nationals with emergency housing. Although many of them were initially unable to move on into settled housing due to the lack of identification, a passport, a bank account or eligibility for Universal Credit, the vast majority were subsequently helped to overcome those barriers during their stay.
- 3.4.17 The involvement of International Lighthouse (see Paragraph 3.2.5) – together with the deficit funding that the Government provided to offset the rent loss resulting from the non-UK nationals’ non-payment of rent – has enabled most of the Eastern Europeans to resolve any outstanding issues in relation to their immigration status and eligibility for benefits. This has enabled them to move on into settled housing.
- 3.4.18 Where a non-UK national is not eligible for benefits, they will be offered assistance in preparing a CV and applying for employment. If language is a barrier to their employment, they will be offered English classes.
- 3.4.19 Recommendation 3 has been implemented.

3.4.20 **RECOMMENDATION 4: Northampton's Rough Sleepers' Strategy is refreshed (with the meaningful involvement of local agencies) to reflect the current homelessness situation.**

Cabinet Response

3.4.21 Northampton's Homelessness and Rough Sleeping Strategy was co-produced with the meaningful involvement of local agencies and following a series of workshops. It was approved by Cabinet in May 2020.

3.4.22 In developing this Strategy, the Council organised a number of stakeholder events:

- On 24 July 2019, a half day multi agency Rough Sleepers Workshop was attended by 50 representatives from local services and organisations;
- On 1 October 2019, a second half day multi agency Rough Sleepers Workshop took place, attended by representatives from a wide range of services and organisations, to review Northampton's strategy for tackling rough sleeping; and
- On 15 November 2019, a half day multi agency Family Homelessness Workshop was attended by 40 people from 16 different organisations. This included Registered Providers, Northamptonshire County Council and a wide range of voluntary and community sector organisations.

3.4.23 During these events, stakeholders identified the strategic priorities and how all services and organisations can work better together to tackle, prevent and reduce homelessness and rough sleeping in Northampton.

3.4.24 Recommendation 4 has been implemented.

3.4.25 **RECOMMENDATION 5: A plan is developed for strengthening equal relationships and partnership working between the Council, partners, organisations and the voluntary sector.**

Cabinet Response

3.4.26 In May and June 2019, the Ministry of Housing, Communities and Local Government (MHCLG) and Homeless Link facilitated a series of mediation sessions that were designed to improve partnership working and relieve tensions between the Council, faith groups and the community and voluntary sector.

3.4.27 With the assistance of the MHCLG and Homeless Link, a plan was developed to encourage co-production, co-operation and communication, and to establish a Single Homelessness Forum that would have an Independent Chair and would be involved in, and consulted on, all issues relating to single homelessness and rough sleeping.

3.4.28 The Single Homelessness Forum has played a key role in building trust between agencies and planning the delivery and/or integration of services. Throughout COVID-19, a core group of Single Homelessness Forum members has met weekly or fortnightly to share information and plan and co-ordinate activity.

- 3.4.29 The Media Releases issued by the Single Homelessness Forum have proved very effective in communicating important points in a consistent and measured way.
- 3.4.30 Recommendation 5 has been implemented.
- 3.4.31 **RECOMMENDATION 6: A social media strategy is developed to ensure that the Council is able to provide members of the public with accurate information about homelessness, rough sleeping and what is being done to tackle it.**

Cabinet Response

- 3.4.32 The Council has substantially increased the amount of information it provides about rough sleeping and homelessness on its website, and it is planning to extend this in January 2021 to include the number of rough sleepers found 'bedded down' during the daily outreach sessions undertaken by its Street Outreach Team.
- 3.4.33 However, as part of the plan to improve partnership working and relieve tensions between the Council, faith groups and the voluntary sector (see Recommendation 6), it was agreed that the Single Homelessness Forum – rather than the Council – will take the lead in engaging with the media on matters relating to rough sleeping.
- 3.4.34 Although careful consideration was given to the merits of developing a social media strategy that provides members of the public with accurate information about homelessness and rough sleeping, it was quickly evident that a lot of the people who are most active on social media are not interested in the facts or, indeed, the truth.
- 3.4.35 Whilst it is not always possible to avoid criticism on social media, the Council's use of its website and the Single Homelessness Forum's Media Releases to provide members of the public with accurate information seems to be working.
- 3.4.36 For these reasons, it is proposed that Recommendation 6 is not implemented.
- 3.4.37 **RECOMMENDATION 7: A multi-agency publicity campaign (supported by an 'alternative giving' scheme and information about how people can help homeless people) is developed to discourage members of the public from giving money to people who are begging.**

Cabinet Response

- 3.4.38 Northampton's Single Homelessness Forum has established a Task and Finish Group to investigate and evaluate a variety of 'alternative giving' schemes operating in different parts of the country, consult with local technology providers to establish what can be developed in Northampton, and make recommendations to the Forum.
- 3.4.39 Although COVID-19 has delayed the work of the Task and Finish Group, members of the Group will be contacting 10 'alternative giving' schemes in January 2021 to gather standard data that will inform the Group's decision making. Depending on when they meet with the local technology providers, it is hoped that the Task and Finish Group will be able to submit its recommendations to the Forum in April 2021.

3.4.40 To implement Recommendation 7, the Single Homelessness Forum will need to establish an 'alternative giving' scheme and place it at the heart of a multi-agency publicity campaign that is designed to show members of the public how they can help homeless people and why they should not give money to people who are begging.

3.4.41 **RECOMMENDATION 8: A copy of [the Overview & Scrutiny Report] is issued to all Councillors within the other sovereign Councils of the proposed West Northamptonshire Unitary Authority – Daventry District Council, Northamptonshire County Council and South Northants Council. The report is also shared with Councillors of the proposed North Northamptonshire Unitary Authority.**

Cabinet Response

3.4.42 Recommendation 8 was implemented by the Council's Democratic Services Team.

3.4.43 **RECOMMENDATION 9: The Council considers updating its recruitment policy to include a commitment to interview of all people who have personal experience of rough sleeping” if they meet the essential criteria in the person specification.**

Cabinet Response

3.4.44 Throughout the past few years, people who have 'lived experience' of rough sleeping have been actively encouraged to volunteer in the nightshelter and apply for paid employment within the Street Outreach Team.

3.4.45 The Human Resources Team has advised, however, that the Council would breach its equal opportunities obligations if it guarantees an interview to an applicant who meets the essential criteria and has slept rough when other applicants who also meet the essential criteria but have not slept rough are not offered an interview.

3.4.46 For these reasons, it is proposed that Recommendation 9 is not implemented.

3.4.47 **RECOMMENDATION 10: Mental health and psychology professionals are consulted on the new homelessness and rough sleeping strategy.**

Cabinet Response

3.4.48 Hundreds of organisations and individuals were consulted on Northampton's new homelessness and rough sleeping strategy, including health professionals.

3.4.49 As explained earlier in this report, Northampton's multi-agency approach to rough sleeping has been completely transformed by "EVERYONE IN" and the way in which rough sleepers have engaged with local services since the end of March 2020.

3.4.50 The establishment of the 'Somewhere Safe to Stay' Hub (a specialist homelessness assessment facility) in November 2020 provides an ideal venue for multi-agency working and will actively encourage the meaningful involvement of mental health and psychology professionals in the planning and provision of care.

3.4.51 Recommendation 10 has been implemented.

3.4.52 **RECOMMENDATION 11:** Whilst acknowledging data protection constraints, an integrated system, hosted by Housing and Wellbeing that can be used by all relevant agencies, is explored by the proposed West Northamptonshire Unitary Authority.

Cabinet Response

3.4.53 This is a very large piece of work that will need to be considered by the new Council in 2021/22 or subsequent years because the primary focus has been to ensure that, by vesting day, the new Council is 'Safe & Legal Plus'.

3.4.54 Work is underway to ensure that the Jigsaw homelessness case management software system can be used by all of the Housing Options and Homelessness staff across the whole of West Northamptonshire.

3.4.55 For these reasons, it is proposed that Recommendation 11 is deferred until 2021/22.

3.5 Choices (Options)

3.5.1 Cabinet could choose not to adopt any of the Overview & Scrutiny Panel's recommendations. However, this is not the preferred option.

3.5.2 Cabinet could choose to adopt all of the Overview & Scrutiny Panel's recommendations. However, this is not the preferred option.

3.5.3 Cabinet could choose to adopt some of the Overview & Scrutiny Panel's recommendations. This is the preferred option and it is recommended that:

- Recommendations 1, 2, 3, 4, 5, 7, 8, 10 and 11 are accepted and that, for the reasons given in this report, Recommendations 6 and 9 are not implemented.

3.5.4 Cabinet is asked to note that, of the nine recommendations that are recommended for acceptance, six have already been implemented.

4. Implications (including financial implications)

4.1 Policy

4.1.1 The action that the Council is proposing to take is in line with Council policy and reflects the priorities in the Corporate Plan 2019 - 2021.

4.2 Resources and Risk

4.2.1 Implementation of the recommendations in the Overview & Scrutiny Panel's report will be met from the Housing & Wellbeing Service's existing resources.

4.2.2 As a number of the recommendations are expected to result in a reduction in homelessness, their successful implementation will complement a lot of the work that is already being done.

4.2.3 The Housing & Wellbeing Service and Finance Team will set up appropriate arrangements for assessing and monitoring the impact that these actions have on the nature, extent and financial cost of homelessness in the borough. Implementation of the recommendations will be monitored by the Overview & Scrutiny Committee.

4.3 Legal

4.3.1 It is noted that the following recommendations, made above, have been deferred:

- Recommendation 1 pending provision of grant funding
- Recommendation 7 pending the establishment of an 'alternative giving' scheme
- Recommendation 11 which has been deferred for further consideration by the West Northamptonshire Council in 2021/22

4.3.2 Legal issues will need to be considered in relation to the deferred recommendations as and when they fall to be considered further by Cabinet in due course.

4.4 Equality and Health

4.4.1 Implementation of the recommendations will have a positive impact on people with protected characteristics.

4.4.2 A Community Impact Assessment was completed as part of the Overview and Scrutiny process, and this has been updated to take into account the Overview and Scrutiny Panel's recommendations.

4.5 Consultees (Internal and External)

4.5.1 The Panel took sought evidence from a wide range of Stakeholders and Councillors from Northampton Borough Council:

Internal expert advisors

- Cabinet Member for Housing and Wellbeing, NBC
- Housing Options and Advice Manager, NBC
- Cabinet Member for Community Safety, NBC
- Chair of the Community Safety Partnership (CSP)
- Community Safety Team

External expert advisors

- Head of Protecting Vulnerable Persons, Northamptonshire Police
- Director, NACRO
- Service Director, NAASH
- Director of Public Health, Northamptonshire County Council
- Director, Adult Social Care
- Director, Housing First (England)
- Manager, Northampton Hope Centre
- Service Manager, Salvation Army
- Service Manager, Jesus Army
- Chief Executive, Central Northamptonshire CAB

- Homelessness Charities (eg Shelter, Crisis, Joseph Rowntree Trust, Big Issue)
- Healthwatch Northamptonshire
- Director, Maple Access

4.6 How the Proposals deliver Priority Outcomes

4.6.1 Implementation of the Overview & Scrutiny Panel's recommendations will help meet 3 of the priorities in the Corporate Plan:

- **Resilient communities:** It will help tackle, prevent and reduce homelessness and rough sleeping, and support vulnerable people to achieve their full potential.
- **More homes, better homes:** It will help implement Northampton's multi-agency homelessness and rough sleeping strategy.
- **Exceptional services to be proud of:** It will use public resources effectively and put the customer first.

Appendices

None

Background Papers

Overview & Scrutiny Panel Report on Homelessness and Rough Sleepers May 2019

Phil Harris
Director of Housing and Wellbeing

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Appendices
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NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	Cabinet's Response to Overview and Scrutiny Committee – Gangs and Knife Crime
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	20 January 2020
Key Decision:	No
Within Policy:	Yes
Policy Document:	No
Directorate:	Customer and Communities
Accountable Cabinet Member:	Cllr Anna King
Ward(s)	Borough Wide

1. Purpose

- 1.1 To provide a response to Overview and Scrutiny Committee's pre-decision scrutiny report on Gangs and Knife Crime

2. Recommendations

That Cabinet gives careful consideration to the Overview and Scrutiny recommendations detailed below:-

Collaborative working

- 2.1.3 That the current work and programmes undertaken by the Community Safety Team regarding knife crime is continuous and becomes more strategic.
- 2.1.4 That the Community Safety Manager is charged with working with all relevant organisations and agencies so that they collaborate and enhance joint bids for funding in respect of dealing with gangs and knife crime.

- 2.1.5 That Northampton Borough Council, works with other Agencies and Groups in the town to coordinate the youth provision/offer in the Borough.
- 2.1.6 That Northampton Borough Council leads on Multi Agency Training, regarding issues relating to gangs and knife crime, to bring all Multi Agency work together.
- 2.1.7 That a meeting with the Community Safety Team, NBC, and Community Courtyard is convened regarding involving its work.

Facilities for Young People

- 2.1.8 That all potential funding streams are investigated so that youth clubs, and other facilities for young people are brought back into the town.
- 2.1.9 Funding is the core as all activities cost money and it is ensured that the costs should not be passed onto the young people.
- 2.1.10 That in recognising that the most difficult area appears to be liaising with families, when safe to do so, the Community Safety Team has a stand at a family fun day; or a similar event is organised remotely.

Best Practice

- 2.1.11 That the Community Safety Team liaises with Officers at Merseyside regarding their best practice initiatives in dealing gangs and knife crime and aim to mirror such initiatives in Northampton.
- 2.1.12 That all Councillors are provided with the link to the short film produced by young people, via Free2 Talk - Knives end Lives: <https://www.youtube.com/watch?v=mCnUZyfeL4> and encouraged to watch it.

3. Issues and Choices

3.1 Report Background

- 3.1.1 The purpose of the Scrutiny Panel was to investigate how Northampton Borough Council (NBC) can play an active role in tackling knife crime and gangs in Northampton.
- 3.1.2 A report was presented to Cabinet on 16 December 2020 to notify it of the work undertaken by the Scrutiny Panel.
- 3.1.3 The Scrutiny Panel decided that the following needed to be investigated and linked to the realisation of the Council's corporate priorities.

Evidence Collection

3.6 Background data, including:

- Presentation to set the scene: To identify the prevalence of the problem locally
- Relevant national and local background research papers
- Definitions – Knife crime and Gangs
- Case Studies

- Best practice external to Northampton

- Internal expert advisors:
 - Leader of the Council, Northampton Borough Council (NBC)
 - Cabinet Member for Community Engagement and Safety, NBC
 - Head of Customers and Communities, NBC and the Environmental Health and Licensing Manager, NBC
 - Head of Housing and Wellbeing, NBC
 - Chair of the Community Safety Partnership (CSP)
 - Service Manager, Anti-Social Behaviour Unit

- External expert advisors:
 - Head of Protecting Vulnerable Persons, Northamptonshire Police
 - Chief Superintendent, Northamptonshire Police
 - PCSO – St David's, Northamptonshire Police
 - Service Manager, RISE Team
 - Senior Manager, Northamptonshire Safeguarding Children's Board
 - Director, Education Services, NCC
 - Representative, Children's Rights' Group, Corporate Parenting Board
 - Chief Officer, Northamptonshire Victim Support

- Cabinet Member for Adult Services, NCC
- Cabinet Member for Children's Services, NCC
- Chair, Northamptonshire Safeguarding Children Board
- Chief Officer, Service Six
- Chief Officer, Lowdowne Centre
- Manager, Free to Talk Group
- Chief Executive, Northampton Partnership Homes (NPH)
- Chief Officer, Northamptonshire Healthcare NHS Foundation Trust
- Chief Executive, Victim Support, Northampton
- Security Manager and Police Team, University of Northampton

Site visits to Free2 Talk, Blackthorn, and Far Cotton Boxing Club

3.2 Choices (Options)

- 3.2.2 Cabinet may choose to agree to any or all of Overview and Scrutiny Committee's recommendations in full or part.
- 3.2.3 Overview and Scrutiny committee have provided Cabinet with a robust and detailed report to support its recommendations.

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 There are no policy implications directly arising from this report.

4.2 Resources and Risk

- 4.2.1 Whilst there is no cost involved, the work will require officer's time to be taken into consideration.

4.3 Legal

- 4.3.1 There are no legal implications directly arising from this report

4.4 Equality and Health

- 4.4.1 Equality and health implications will be taken full account of in the development of the proposed recommendation.
- 4.4.2 There will be an equalities impact assessment undertaken as an integral part of the process.

4.5 Consultees (Internal and External)

- 4.5.1 A range of stakeholders were consulted with as part of the overview and scrutiny review.

4.6 How the Proposals deliver Priority Outcomes

4.6.1 This is in line with the Councils priorities, specifically Safer Communities.

4.6.2 Serious Organised Crime, including gangs and knife crime is a priority for the Community Safety Partnership and is heavily imbedded within the Community safety Strategy 2020-22.

5. Background Papers

Overview and Scrutiny Committee Scrutiny Report – Gangs and Knife Crime
November 2020

George Candler
Chief Executive

Appendices

None



CABINET REPORT

Report Title	Cabinet Response to the Recommendations from the Overview and Scrutiny Review of Adult Social Care Facilities
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	20 January 2021
Key Decision:	No
Within Policy:	Yes
Policy Document:	No
Directorate:	Housing and Wellbeing
Accountable Cabinet Member:	Councillor Stephen Hibbert
Ward(s)	All

1. Purpose

- 1.1 On 24 July 2019, Cabinet received a report on an Overview & Scrutiny Panel Review of Adult Social Care Facilities.
- 1.2 The purpose of this report is to ask Cabinet to approve the response to the Overview & Scrutiny Panel's findings and recommendations.

2. Recommendations

- 2.1 It is **recommended** that Cabinet:
 - (a) Notes the recommendations in the Overview & Scrutiny Panel's report on Adult Social Care Facilities and confirms that a copy of the report has been shared with Northamptonshire County Council, Daventry District Council and South Northants Council; and
 - (b) Congratulates the task and finish group on a high quality and comprehensive report and thanks the group for the time and effort given to produce it.

3. Issues and Choices

3.1 Report Background

3.1.1 At its work programming event in April 2018, the Overview & Scrutiny Committee agreed to investigate Adult Social Care Facilities and identify future demand patterns, in order that any new Unitary Council is able to better plan for the needs of older people. The review commenced in August 2018 and concluded in May 2019.

3.1.2 The key lines of enquiry were:

- To gain an understanding of the demand patterns for Adult Social Care in the area that is proposed for the new Unitary Council
- To assess the extent of the need for Adult Social Care in the area and assess the initiatives currently in place to provide Adult Social Care
- To gain an understanding of the causes and barriers to receiving Adult Social Care
- To gain an understanding of the current facilities for Adult Social Care and whether there are any gaps of provision.
- To gain an understanding of partnership working for Adult Social Care and how this can be improved
- To gain an understanding of the structure of the Adult Integrated Care Programme
- To gain an understanding of the Governance Arrangements for the Social Care Integrated Programme
- Identify any specific groups that are not accessing Adult Social Care Facilities
- To gain an understanding of care in the community and how it is assessed and monitored
- To gain an understanding of the extent of adult care responsibilities that will fall upon the proposed new Unitary Authority and the degree of necessary preparation.
- To gain an appreciation of the statutory responsibilities in respect of the duty of care obligations and their financial consequences.

3.1.3 A significant amount of background data and information was received by the Scrutiny Panel and a series of interviews held with key expert advisors. A number of organisations and groups provided written information. Desktop research was undertaken by the Scrutiny Officer and informed the review. Representatives of the Scrutiny Panel, together with the Scrutiny Officer, undertook a site visit to the London Borough of Islington, Northampton General Hospital and St Andrews Hospital.

3.2 Overview & Scrutiny Panel Recommendations

3.2.1 At the beginning of its review, the Overview & Scrutiny Panel agreed that there should be four outcomes from the review:

- To identify future demand patterns, in order that any new Unitary Council is able to better plan for the needs of older people;
- To make recommendations, as appropriate, regarding future Social Adult Care Facilities;
- To make recommendations, as appropriate, to the MPs; and
- To submit the final report of the Scrutiny Panel to the Shadow Board for the new Unitary Council.

3.2.2 The Overview & Scrutiny Panel's Report includes six recommendations that the Scrutiny Panel would like West Northamptonshire Council to take into account when planning, commissioning and providing Adult Social Care in the future.

3.2.3 The Scrutiny Panel's six recommendations are as follows:

- (1) Whilst acknowledging data protection constraints, an integrated system, hosted by Adult Social Care, that can be used by all relevant Agencies, is explored by the proposed West Northamptonshire Unitary Authority;
- (2) In researching a potential integrated system, the systems and processes adopted by Adult Social Care at the London Borough of Islington are referred to. In addition to this, all departments are given training to encourage a positive attitude towards information sharing and sign posting individuals to relevant services and support;
- (3) That a survey is conducted, through various Community Groups, to ascertain why some of the BAME community is not accessing services;
- (4) That a housing officer is linked to Northampton General Hospital, a similar arrangement to the Kettering Pilot;
- (5) That support is given for social prescribing in relation to day care and a campaign aimed at GPs and other providers looking at the prescribing of day-care and community activities. A leaflet is also distributed to GP practices and various community groups promoting this support; and
- (6) That a copy of this report is shared with all Councillors of the other sovereign Councils in the proposed West Northamptonshire Unitary Council – Northamptonshire County Council, Daventry District Council and South Northants Council.

3.3 Response to Overview & Scrutiny Recommendations

- 3.3.1 With the exception of Recommendation 4 – which relates to the hospital discharge arrangements at Northampton General Hospital – all of the Overview & Scrutiny Panel’s recommendations relate to functions of Northamptonshire County Council.
- 3.3.2 Cabinet has noted the recommendations and, as requested, a copy of the Overview & Scrutiny Panel’s report has been shared with Northamptonshire County Council, Daventry District Council and South Northants Council.
- 3.3.3 With regard to Recommendation 4, Northampton Borough Council’s hospital discharge arrangements precede the Kettering Hospital pilot scheme by approximately two years, as its Housing and Wellbeing Service has had a dedicated Housing Officer working with Northampton General Hospital and Berrywood Hospital (in order to facilitate safe, planned hospital discharge) since May 2015.
- 3.3.4 During the past 15 months, the Council’s Housing Transitions Officer (Hospital Discharge) has been supported by an additional full-time officer funded by NHFT.

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 The action that the Council is proposing to take is in line with Council policy and reflects the priorities in the Corporate Plan 2019 - 2021.

4.2 Resources and Risk

- 4.2.1 There are no financial implications arising directly from this report.

4.3 Legal

- 4.3.1 It is noted that Recommendation 1, referred to in Paragraph 3.2.3 (1) has been deferred so that it may be considered by the West Northamptonshire Council.
- 4.3.2 Legal issues will need to be considered with respect to this deferred recommendation as and when the recommendation is considered by Cabinet in due course.

4.4 Equality and Health

- 4.4.1 Implementation of the recommendations will have a positive impact on people with protected characteristics.
- 4.4.2 A Community Impact Assessment was completed as part of the Overview and Scrutiny process, and this has been updated to take into account the Overview and Scrutiny Panel’s recommendations.

4.5 Consultees (Internal and External)

- 4.5.1 The Panel took sought evidence from a wide range of stakeholders:

Internal expert advisors

- Cabinet Member for Housing and Wellbeing, NBC
- Head of Housing and Wellbeing, NBC

External expert advisors

- Director, Adult Social Care, Northamptonshire County Council
- Deputy Director, Adult Social Care, Northamptonshire County Council
- Detective Chief Inspector, Head of Safeguarding, Northamptonshire Police
- Director of Public Health, Northamptonshire County Council
- Chair and Vice Chair of Healthwatch Northamptonshire
- Chief Executive, Northamptonshire Healthcare Foundation Trust (NHFT)
- Chief Executive, Age UK Northamptonshire
- Deputy Chief Executive, Northamptonshire Carers

4.6 How the Proposals deliver Priority Outcomes

4.6.1 Implementation of the Overview & Scrutiny Panel's recommendations will help meet the following priority in the Corporate Plan:

- **Resilient communities:** It will improve the health and wellbeing of local people and support people to achieve their full potential.

Appendices

None

Background Papers

Overview & Scrutiny Panel Report on Adult Social Care Facilities May 2019

Phil Harris
Director of Housing and Wellbeing

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Appendices
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NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	Northampton Town Centre Business Improvement District renewal
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	20 January 2021
Key Decision:	Yes
Within Policy:	Yes
Policy Document:	No
Service Area:	Economy and Assets
Accountable Cabinet Member:	Cllr Tim Hadland, Regeneration & Enterprise
Ward(s)	Castle

1. Purpose

- 1.1 To consider a proposal for the renewal of the Northampton Town Centre Business Improvement District.

2. Recommendations

Cabinet are recommended:

- 2.1 To instruct the Ballot Holder (the Local returning Officer) to conduct a ballot of local businesses in accordance with legislation, in order to determine whether the proposal for the renewal of Northampton Town centre Business Improvement District may proceed.
- 2.2 To delegate to the Cabinet Member for Regeneration, Councillor Hadland, the authority to exercise the council's rights to vote in the ballot on behalf of the Borough Council.

3. Issues and Choices

3.1 Report Background

- 3.1.1 Northampton Town Centre Business Improvement District (BID) was established in January 2011 following a ballot of businesses in the town centre. A renewal ballot took place in 2015 in accordance with the legislation and the BID was renewed.
- 3.1.2 Legislation requires that for a BID to continue after 5 years, a new proposal to renew the BID must be subjected to a ballot. Should such a ballot approve the proposal then the BID can continue for a further five years. A further renewal ballot is required every five years.
- 3.1.3 Northampton Town Centre Limited (the BID) have indicated they wish to ballot for renewal and in accordance with the regulations have produced a new Business Plan on which they have requested the Council conducts a ballot.
- 3.1.4 The Business Plan has been produced by the BID, following extensive consultation with town centre businesses. The Plan has been discussed at a number of meetings between officers and representatives of the BID and a meeting between the Leader, Cabinet Member and the BID.

3.2 Issues

Compliance with legislation

- 3.2.1 The council has responsibilities under the BID legislation to ensure that before any ballot is instructed, the relevant regulations have been complied with by the BID proposer.
- 3.2.2 The submission from the BID is attached. This contains the BID proposal, details of the consultation undertaken, details of the finances and financial management of the BID, and the BID has demonstrated it has the finances available to meet the cost of the ballot if this is required. Officers have also been provided with relevant background documents.
- 3.2.3 The Council has received the required request to the Council to instruct the Ballot Holder (Returning Officer) to conduct a ballot.
- 3.2.4 Officers have assessed that the BID proposals provide all the relevant information required under the regulations.
- 3.2.5 Therefore, it is advised to cabinet that it would be within the law to instruct the ballot holder to hold a ballot on these proposals.

Content of the BID proposals

- 3.2.6 The BID proposal is attached for cabinet to read. Some key points to note are:

- The proposed BID levy will be 1.1% of rateable value (RV) for businesses with an RV of £10,000 or more and a levy of 0.82% of RV for businesses inside shopping malls with a RV of £10,000 or more.
- Those businesses with a RV value of £5,000 or more and less than £10,000 will have a charge of £110 and £82.50 if inside a shopping mall. (Further details can be found in Section 16 of the BID's Business Plan) (see pages 34-38)
- The area covered by the BID is proposed to be unaltered. (see page 15)
- Through the business led programme of investment, the vision is *“continue to work with all stakeholders to define, develop and promote the identity of Northampton town centre which reflects its strengths, characteristics and heritage and is a sustainable and vibrant place which generates pride for its businesses, local residents and visitors.”*
- The programme of investment will be delivered through the three strategic objectives and related projects. The three strategic objectives are; *promote and celebrate Northampton town centre and its businesses; develop the Northampton town centre experience; and business growth and investment in Northampton town centre.*
- The BID should receive £1.6m income over the next five years and will start on the 1st April 2021. (see page 32).
- The BID proposals highlight the proposed objectives, activities and outcomes for the five years and further details can be found on pages 26-29 of the proposal.
- The BID will continue to be delivered by a not-for-profit, limited by guarantee, company Northampton Town Centre Ltd (NTCL). NTCL have engaged specialist support from Partners for Better Business Ltd (PfBB) to deliver their proposals.
- The Board of NTCL is made up of local businesspeople and includes a representative of the Council in the Cabinet Member for Regeneration. This position is held ex-officio. All levy payers may be members of the NTCL.
- The proposals emphasise the importance of working collaboratively with local authorities and other partner agencies to ensure the proposals are successfully delivered.

The Council's right to veto proposals

- 3.2.7 The Council should satisfy itself the BID proposal does not conflict to any material extent with any existing adopted council policy, published by the Authority.

- 3.2.8 The Council should ensure the BID proposal does not propose a disproportionate burden on particular persons or businesses by way of an unfair levy charge on certain 'class' of levy payers.
- 3.2.9 The Council should be satisfied with the extent of consultation with the Authority in preparing these proposals.
- 3.2.10 The work undertaken between officers and the BID did not highlight any areas which would require the Council to consider veto-ing the proposals.

Ballot

- 3.2.11 Subject to Cabinet approving this report recommendations and the expiry of the call-in period, the ballot process will commence in February.
- 3.2.12 After the ballot, there is a 28-day period during which requests may be made to the secretary of state to void the ballot result. Assuming, that no such issue arises, the BID will be able to operate on this renewed basis from 1st April 2021.
- 3.2.13 It is proposed that the Cabinet member for Regeneration exercises the Council's right to vote on these proposals in a ballot.

3.3 Choices (Options)

- 3.3.1 There are no proposals within the BID proposal where the Council would consider exercising its veto, therefore Cabinet should issue the instructions to ballot.
- 3.3.2 Cabinet could decide to defer consideration at this time, but this is not recommended due to the tight ballot timetable.

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 The BID proposal represents the policies of Northampton Town Centre Limited as the BID proposers and does not represent NBC policy.
- 4.1.2 The BID proposals do not conflict with any existing council policy.

4.2 Resources and Risk

- 4.2.1 The Council as a business ratepayer will continue to pay the BID levy for all town centre premises and this is within existing budgets.
- 4.2.2 The levy will provide additional spending within the town centre, supporting local businesses and improving the town centre.
- 4.2.3 Some of the BID proposals may require collaboration with the Council or financial collaboration. In such instances, the Council and the BID will discuss these on an individual basis, and it will be at the discretion of both parties.

4.2.4 The Council have informed the BID the current baseline expenditure by the Council within the town centre may vary in the future based on the council's future budgetary plans. The BID is aware the Council approve all budgets annually but will discuss relevant matters with the BID.

4.3 Legal

4.3.1 The relevant legislation requirements are being complied with.

4.4 Equality and Health

4.4.1 There are no anticipated negative impacts on any section of society raised by these proposals.

4.5 Consultees (Internal and External)

4.5.1 All consultation was undertaken by the BID and is summarised in the proposal. The consultation process and feedback from town centre businesses played a significant part in the production of the proposal. The Council did not carry out an independent consultation.

4.6 How the Proposals deliver Priority Outcomes

4.6.1 The proposals contained within the BID Business Plan will help contribute to the Council's priority of a stronger community and supporting local businesses.

4.7 Other Implications

4.7.1 No other implications have been identified at this time.

5. Background Papers

5.1 Northampton Town Centre BID Proposal 2021 – 2026.

6. Next Steps

6.1 The council supports the BID in delivering the BID's ballot.

Kevin Langley - Acting Director Economy and Assets

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Northampton

TOWN CENTRE BID

For the businesses by the businesses

Northampton

Business Improvement District (BID)

BID Proposal and Business Plan

2021 – 2026

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Contents

1.	Foreword	1
2.	Northampton BID Ltd	2
	BID Board Members	2
3.	Executive summary	3
3.1.	BID background	3
3.2.	The benefits of the Northampton Business Improvement District	3
3.3.	Finance	4
3.4.	The Area	4
3.5.	The Vision	4
3.6.	Strategic objectives and activities	4
4.	How a BID works	6
4.1.	Background.....	6
4.2.	BID life and extension due to COVID 19	6
4.3.	The Vote	7
4.4.	Alteration of arrangements.....	7
4.5.	The Levy.....	7
4.6.	Duration & Commencement date of the BID Arrangements	7
4.7.	Timescales	8
5.	The first five years	9
5.1.	Northampton BID 2016-2020	9
5.2.	Additional measures to help make our town safer	9
5.3.	Welcome and Support.....	9
5.4.	Helping to make our streets more attractive (Services provided in addition to the council statutory services)	9
5.5.	Events	10
5.6.	Christmas.....	10
5.7.	Promotions Supporting and Celebrating Businesses.....	10
5.8.	Working with Partners	10
6.	COVID 19 Support	11
6.1.	Working with Government and the Local Authority	11
6.2.	Communication	11
6.3.	Business Support	12
6.4.	Crime and Safety	12
7.	Working together will make a difference.	14
8.	Where Northampton BID will operate.....	15
9.	Services provided by the Councils.....	16
9.1.	Council’s Support for the Northampton BID	16
9.2.	Council Services for Business	16

9.3.	Individual Baseline Statements	16
9.4.	Council’s Operational Support for the Northampton BID	17
9.5.	Monitoring and Review	17
9.6.	Monitoring of basic service provision	18
10.	The Research and Consultation Process	19
10.1.	Background	19
10.2.	What were the aims of the research?.....	20
11.	Research results.....	21
11.1.	Promote and celebrate Northampton town centre and its businesses.....	21
11.2.	Developing the Northampton town centre experience.....	22
11.3.	Business Growth and Investment in Northampton town centre.....	23
12.	The BID’s response.....	25
12.1.	The role of the BID	25
12.2.	How will the delivery be monitored?.....	25
13.	Vision and objectives	26
13.1.	The Vision.....	26
13.2.	Objectives, activities and outcomes	26
14.	Organisation, Resources and Delivery	30
15.	Northampton BID Budget and Finances	31
15.1.	Balancing the Budget	31
15.2.	The Northampton BID Budget five years 2021 - 2026	32
15.3.	Cost of the BID Development.....	32
15.4.	Sources of Additional Funding	32
15.5.	Application of BID Funds.....	32
15.6.	Governance and management of the BID Budget	33
16.	Levy Criteria for the Northampton BID	34
17.	Risk analysis	39
17.1.	The responsibilities of BID Company	39
17.2.	BIDs in other places.....	39
17.3.	The Importance of Voting ‘YES’	39
17.4.	Working with key partners.....	39
17.5.	Sustainable mechanism for the development of Northampton	40
18.	Final thoughts	41
	Appendices.....	42
	Appendix 1 – Definitions	42
	Appendix 2 – Streets included in the BID Area listed alphabetically	43

1. Foreword

Northampton Town Centre Business Improvement District (BID) Proposal and Business Plan 2021 – 2026

Message from Co Chair Andrea Smith – a collective voice for a stronger future

With the impact of the COVID-19 and the end of the Brexit transition period on 31st December 2020, the national economy is in uncertain times and what-ever happens, many challenges lie ahead and the commercial world continues to change at an ever-increasing pace.

It is probable that many of these changes will have a permanent impact upon the way in which town and city centres operate and the opportunities and challenges which businesses are grappling with.

It is evident that Northampton was exposed, even before COVID, to the same changing dynamics effecting the way in which people use all towns and city centres. The scale of change facing larger cities and towns is even greater but for smaller towns such as Northampton, there are new opportunities emerging.

In this very uncertain world, it is difficult to make any predictions for the long term, however one thing is becoming clear in that people are starting to value their local town more and town and city centres of the future will become hubs for their local community for all aspects of people's lives. They will not simply be shopping destinations but places where people will want to live, work and spend their leisure time in a flexible way.

In many respects Northampton is ideally placed to take advantage of these opportunities and start to develop into a safe, welcoming and forward-thinking town for the whole community.

It is our chance to work together to help Northampton to reach its full potential. With your involvement we will be able to provide the projects and support you need now more than ever. We urge you to look carefully at this proposal and give it your full support.

So please look out for the ballot papers which will be in the post in January and make sure that you tick the box that says 'YES' to create that sense of community and pride in Northampton. Your support, your 'YES' vote, your involvement and your say in how Northampton BID evolves will turn the excitement of this opportunity into a reality for Northampton.

Andrea Smith
Franklin Solicitors
Co-Chair of the Northampton BID.

2. Northampton BID Ltd

BID Board Members

The BID Company, the Northampton Town Centre Limited is limited by guarantee, is the body which has proposed the BID for the purposes of the BID Statutory Provisions and is responsible for the implementation of the BID plan. The membership of the board of the company is open to all business levy payers in the BID area.

The current members of the BID Board are as follows:

Name	Business Name
Brendan Bruder (Chair of the Board)	Abbey Ross
Alan Harland	AK Harland
Dan Roberts	Cottons Accountants
Andrea Smith	Franklins Solicitors
Sarah Grinsted	The Entertainer
Gavin Willis	Gavin Willis Creative Marketing
Mark Cusiter	University of Northampton
Jake Richardson	The Richardson Group
Kerry Reynolds	Metro Bank
James Roberts	The Grosvenor Centre
Jonathan Nunn	Northampton Borough Council
Terry Steers	St Giles Ale House
Andrew Cruden	Market Square News
John Sheinman	Sheinman Opticians
Sali Brown	Chelton Brown

3. Executive summary

3.1. BID background

Business Improvement Districts are created by businesses and organisations which come together to collaborate on initiatives that improve the location where they trade or do business. Business Improvement Districts are driven by participating businesses who work together to draw up a business plan which is voted on and, if agreed, is then funded through a levy based on business rateable values, as well as trying to lever in additional funding where possible for investment into the delivery of projects for the benefit of businesses.

This levy is collected by the Northampton Borough Council and paid directly to the Business Improvement District company. This is a not for profit company set up by the businesses and is accountable to the businesses in the Northampton BID area to manage the delivery of the business improvement district business plan.

3.2. The benefits of the Northampton Business Improvement District

With the economic uncertainty of 'Brexit' and the dynamic change of the commercial world impacting on the way we live and work due to COVID-19, the need for businesses to work together for a better future has never been greater.

Even before the onset of the COVID pandemic, Northampton town centre was already experiencing the challenges faced by other towns and cities with a declining retail offer and a need to redefine itself as an economic and social hub for Northampton as a whole. Over the past few months these trends have accelerated and heightened the need to work together to shape the future of the town.

The BID has worked closely with the Borough Council through forums such as Northampton Forward and the instigation of the Northampton COVID Recovery Task Force. Through these relationships the BID has not only represented business interests but has generated and coordinated practical and financial support for businesses, influenced development plans for the future of the town and played a key role in securing funding from government multi-million-pound initiatives such as the Future High Street Fund to be released in 2021.

There is a lot to do and there are many opportunities which a BID can exploit to the benefit of businesses and organisations across all sectors. This new has a clear goal for the town to build on its unique strengths, enable businesses to share in the promotion and celebration of Northampton's assets and attract new businesses to the town to increase its overall attractiveness as a great place to live, work and do business. It will provide benefits to all business sectors.

The benefits of a BID do not just come from the ability to deliver projects and services from a guaranteed budget but come from the collective influence of the businesses in the BID area. It will have the influence to change key issues which impact upon the operation and success of our businesses such as promotion of the town centre, crime and safety issues and attractiveness of the town centre for our clients, customers and everyone who lives and works here.

The collective voice of businesses working together also translates into productive relationships and outcomes, and when working with other organisations and public bodies, the ability to influence more strategic issues such as the redevelopment of the town centre.

The plan has been developed to ensure that it:

- is balanced to cover all business sectors
- builds on the success to date
- clearly defines the role of the BID

- seeks to create and take advantage of new opportunities
- has focussed activity but remains relevant for next five years
- has deliverable and achievable objectives

It takes account of the changes which have occurred over the last five years and clearly lays out a business-led programme of investment to tackle issues identified by businesses with the aim of creating a positive and more profitable trading environment to potentially benefit all business sectors.

3.3. Finance

This levy will be collected on behalf of the Business Improvement District (BID) by the 'Billing Authority' which is the local authority which has responsibility for the public administration and collection of business rates of the area covered by the BID. This is currently the Northampton Borough Council. The levy will then be paid directly to the BID Company in its entirety. This charge is payable by non-domestic rate payers in the defined BID area, regardless of whether or not they voted in the BID ballot, or how they actually voted. It is collected by the 'Billing Authority' in much the same way as business rates.

The budgeted income over the five-year period of the BID is planned to be of the order of £1.5 million. The yearly income will be made up of some £290,000 from the levy revenues and a sum averaging around £20,000 from voluntary private and public sector contributions. (See income and expenditure charts in Section15)

The BID Company for Northampton town centre is a not for profit company, directed and controlled by nominated business people who manage the business improvement district business plan and are directly accountable to the businesses trading in Northampton.

The manner in which the BID Levy charge is calculated is defined in Section 16.

3.4. The Area

The Northampton Business Improvement District covers the area within the ring road bounded by Upper and Lower Mounts in the north and York Rd and Cheyne Walk in the east, St Peters Way and Victoria Promenade in the south, Horseshoe Street and Horsemarket in the west.

3.5. The Vision

Through a business-led programme our vision is for:

Continue to work with all stakeholders to define, develop and promote the identity of Northampton town centre which reflects its strengths, characteristics and heritage and is a sustainable and vibrant place which generates pride for its businesses, local residents and visitors.

3.6. Strategic objectives and activities

The BID investment programme will be delivered through the three key strategic objectives and their related activities:

Objective 1:

Promote and celebrate Northampton town centre and its businesses

To promote Northampton town centre, its business, cultural, leisure, educational and social offer locally and regionally.

**Objective 2:
Develop the Northampton town centre experience**

To create a sense of 'place' for visitors and people working in the town centre to enjoy.

Objective 3: Business Growth and Investment in Northampton town centre

Encourage growth, development and investment of businesses which complement and build on the strengths of Northampton town centre.

Subject to a successful vote in February 2021, the new BID will start on 1st April 2021

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4. How a BID works

4.1. Background

A Business Improvement District (BID) is a precisely defined geographical area within which the businesses have voted to invest collectively in local improvements to enhance their trading environment.

BIDs were enabled by parliament through the Business Improvement Districts (England) Regulations 2004. This legislation was based on the experience of some twenty years of successful BID activity in America and Canada. Since 2004, over 300 BIDs have been proposed and approved by business communities in England and Wales. These include Leicester, Nottingham, Loughborough, Luton, Milton Keynes and larger cities such as Birmingham and many London boroughs.

There are a more than 120 BID areas which have been operating for more than five years and have gone through a renewal ballot and more than 30 have now entered their third term having gone through a third ballot. In most cases BIDs going on to a second term have received an even greater endorsement in the vote than they did the first time. BIDs have brought significant improvements to the trading environment of the businesses based in these locations. Further information about BIDs is available on the BID Foundation website www.placemanagement.org.

The lifetime of the BID is prescribed by the Regulations and is set at no more than 5 years. It is possible for a BID to be extended by proposing a new Business Plan at the end of the BID lifetime for a fresh formal vote by the businesses.

The purposes of a BID are to provide new or expanded works and services or environmental enhancements within the prescribed BID area, funded via a BID Levy charge. All services/improvements will be additional to those already provided by Northampton Borough Council. This charge is payable by non-domestic rate payers and is collected by the council in much the same way as business rates. The manner in which the BID Levy charge is calculated is defined in Section 16.

All works and services will be contracted by the Northampton Town Centre Ltd, the BID body for the BID area. The objectives and aspirations of the Northampton Town Centre are set out in this BID Proposal and Business Plan.

This business plan has been prepared in line with best practice and with 'reference to the 'Industry Criteria and Guidance' prepared for Revo in association with; Association of Town and City Management, the Association of Convenience Stores, the British Retail Consortium, Intu and the British Property Federation.

A set of definitions for terms used throughout this document is contained in Appendix (1).

4.2. BID life and extension due to COVID 19

As a result of the pandemic experienced by the UK in 2020, the Coronavirus Act, was passed on the 25th March making various provisions and restrictions on the economy and social framework of this country. Chapter 7, Part 1, Section 79 of this act permitted any BID which was due to come to the end of its five-year life between the act being passed and the 31st December 2020, to extend its life until 31st March 2021 and raise any levy bills on a pro-rata basis between the BID's original end date and the new end date. In line with the Coronavirus Act the BID term of the Northampton BID was extended accordingly.

4.3. The Vote

To succeed the ballot has to pass two tests: A simple majority vote of those who vote must register a 'YES' and the aggregate rateable value of those who vote 'YES' must be greater than that of those that vote 'NO'. If these two criteria are met, the Business Plan is activated and all businesses in the area concerned will be required to pay the levy.

The persons entitled to vote, and be liable for the levy, are the ratepayers of non-domestic premises in the Business Improvement District. Properties with a rateable value of less than £5,000 will be excluded from the vote and levy.

The council's returning officer will be the ballot holder for the Business Improvement District vote, Northampton Borough Council's Borough Secretary and Monitoring Officer, Francis Fernandes. Details of voting procedures and how you can confirm persons entitled to vote can be found by contacting Northampton Legal and Democratic Services on 01604 837334 or by e mailing ffernandes@northampton.gov.uk.

4.4. Alteration of arrangements

The Business Improvement District, its boundaries, business plan and the levy percentage cannot be altered without an alteration ballot, although its board can adjust projects and spend as they feel appropriate, provided the basic tenets and budgets are not compromised. This is explained in more detail in Section 16.

4.5. The Levy

A levy of 1.1% of rateable value (RV) is proposed for businesses with an RV of £10,000 or more and a levy of 0.82% of rateable value (RV) is proposed for businesses inside shopping malls with an RV of £10,000 or more which fall within the levy criteria laid down in Section 16. Those businesses which fall within the levy criteria laid down in Section 16 with a rateable value of £5,000 or more and less than a rateable value of £10,000 will have a charge of £110 and £82.50 if inside a shopping mall. The levy criteria is covered in more detail in Section 16.

This levy arrangement will generate around £1.5 million of ring-fenced funding over the five year life of the BID and will also be used to lever in additional funds where possible adding a further £100,000 over the life of the BID. This will be used to fund the projects identified in this Business Plan.

4.6. Duration & Commencement date of the BID Arrangements

Subject to the successful ballot in February 2021 our proposal is for the Arrangements for the Northampton Town Centre Proposal and Business Plan to operate for five years and to commence, on the 1st April 2021. After five years, in 2026, it can be extended or renewed – but only after being subject to a renewal ballot.

4.7. Timescales

Action Point	Action	Day and Date	
1	Notice by BID Proposer to Billing Authority & Secretary of State of intention to hold ballot (at least 84 days before Ballot Holder requested to hold ballot Action Point 4)	Fri	18 September 2020
2	Establish Register of Businesses as specified in BID proposal	Target Date:	Thu 24 December 2020
		Latest Date:	Thu 14 January 2021
3	BID Proposer requests Billing Authority to instruct Ballot Holder to hold a Ballot (BID proposals need to be completed)	Target Date:	Thu 24 December 2020
		Latest Date:	Thu 14 January 2021
	BID Proposer mail out copies of the BID Prospectus to potential levy payers	Thu	31 December 2020
4	Billing Authority formally requests Ballot Holder to hold ballot	Target Date:	Mon 04 January 2021
		Latest Date:	Thu 14 January 2021
5	Ballot Holder issues Letter to Business Ratepayers to give information about the ballot and identify named person to receive ballot paper (latest date is 42 days before Ballot Day)	Target Date:	Thu 07 January 2021
		Latest Date:	Thu 14 January 2021
6	Ballot Holder publishes Notice of Ballot (latest date = 42 days before ballot day) also to send copy to Secretary of State , a copy of the published notice of ballot, as per Schedule 2 3(d) of the 2004 Business Improvement Districts (England) Regulations	Target Date:	Thu 07 January 2021
		Latest Date:	Thu 14 January 2021
7	Ballot Holder Issues ballot papers (at least 28 days before Ballot Day)	Thu	28 January 2021
8	Last day to appoint a proxy (tenth day before Ballot Day)	Mon	15 February 2021
9	Lost ballot papers – earliest date for issuing a replacement for a lost ballot paper (where papers not received by the 4th working day before the ballot)	Fri	19 February 2021
10	Spoilt ballot papers – last day/deadline to apply for a replacement ballot paper for a spoilt ballot paper (not later thn 3 working days before the ballot)	Mon	22 February 2021
11	Ballot Day (up to 5pm)	Thu	25 February 2021
12	Count and announcement of result	Fri	26 February 2021
13	Disposal of ballot papers	Sat	28 August 2021

5. The first five years

5.1. Northampton BID 2016-2020

Northampton BID is coming to the end of its second five-year business plan. Over the last 5 years, the focus has been very much on business support and promotion, and in providing additional services to help our town centre be a clean, safe and attractive for shoppers, visitors and those who work in the town centre.

We have been a lobbying voice with partners, championing the needs and requirements of the businesses. During 2020 and the COVID pandemic, the BID has undertaken an essential role of initiating and leading the Town Task Force and supporting business through lockdown and recovery in adapting making sure the town centre offers a safe welcome to visitors.

Since the successful ballot in October 2015 and the development of the Business Improvement District, and may be because of the challenges of COVID, over the last few months, businesses across Northampton town centre have started to come together to find a new sense of direction, as a community. In fact in recent months there has been growing interest from businesses and organisations outside the town centre to become part of the Northampton BID business community with particular interest from Northampton University who pay a voluntary contribution to the BID and play an active role supporting the company and its work.

2020 presented un-precedented challenges for all, however the BID stepped up to provide whatever support it could to all businesses across the BID area. Although there are still many challenges to face, working together as a BID we have seen a number of changes, activities and achievements: A summary of some of the activity of the BID can be seen below.

5.2. Additional measures to help make our town safer

- NTARS Northampton Antisocial Reporting Scheme
- Support for Pubwatch and Purple Flag Accreditation & Night Street Marshals
- Funding dedicated additional Police resource

5.3. Welcome and Support

- BID Hosts Bailey Earl, and Kimberly Herbert (BID Project Executive)
- BID Website, Regular ebulletins, newsletters and social media to keep businesses informed of BID activities and events
- Our BID Management Team, provided by BID Management Company pfbb UK and Mark Mullen the BID Operations Manager

5.4. Helping to make our streets more attractive (Services provided in addition to the council statutory services)

- Tidy Days, street cleaning, litter picking, Glutton Machine, high pressure washing and chewing gum removal
- Litter Bins
- Window Vinyls
- Street Floral Planters
- Tree lighting
- Festive lighting

5.5. Events

- Discover Northampton Children's Trail
- Discover Northampton Artists trail
- Easter Shoe Trail, Shoe Sculptures, Shoe Plants
- Street Circus
- Northampton Live Street entertainment
- Heritage Week entertainment
- Summer Sports
- Northampton Memories
- Carnival support
- Northampton Music Festival Sponsorship

5.6. Christmas

- Golden Ticket and Christmas Prize draws to encourage shopper loyalty
- Christmas Window competitions
- Festive Lighting
- Carol Singing
- Character met and greets, including Chase and Marshall from Paw Patrol, Peppa Pig, Peter Rabbit and Paddington
- Discover Christmas Magazines
- Christmas website and Christmas showcase
- Free Car Parking promotions.

5.7. Promotions Supporting and Celebrating Businesses

- Social media campaigns to create awareness of and support businesses
- #Celebrate Northampton campaign
- Independent Retailers month
- Small Business Saturday and Independents Day promotions
- Shop Local Promotions
- Food and Drink and Evening Economy Directory
- Living Advent Calendar
- BID Town Website and online business directories
- Mystery Shopping and Awards nights
- Discover Northampton Summer Magazines
- Business Heroes
- Rediscover Northampton Showcase
- Click and Collect facility during the second lockdown

5.8. Working with Partners

- The BID is a key partner in Northampton Forward, applying for Future High St Funding
- Lobbying for better access and parking
- Coordinating the Town Centre Conference
- Developing a Town Centre Plan and Retail Study
- Involvement within the Cultural Compact.

6. COVID 19 Support

Throughout this challenging time the BID remained open and operational supporting businesses throughout the pandemic wherever they could and ensuring latest guidelines and information were readily available

We have summarised the activities the Northampton Town Centre BID and the BID management company pfb UK have undertaken during the period of COVID lockdown and recovery to ensure that ongoing support and guidance has been available for all businesses in the BID area.

Since March 2020 we undertook the following activity to provide support:

6.1. Working with Government and the Local Authority

- Northampton BID was part of an industry wide campaign to support BIDS throughout the crisis and were successful in securing funding for BIDs through the **Government BIDs Resilience Fund**.
- **Letters were sent to our local MPs requesting support** from the Government for BIDs
- **Liaised with Policy Advisers in MHCLG and dialogue with BID Industry representatives** who have been having direct contact with Ministers and policy advisors, on the challenges facing BID's in respect of those coming towards the end of their current life and the issues surrounding revenue from levy bills.
- **Promotion of the 'Raise the Bar' campaign, lobbying the Government** to increase support for businesses with a rateable value of more than £51k
- **Initiated and led the COVID Recovery Task Force** with the Northampton Borough Council and Northamptonshire County Council for a safe re-opening of the town centre in June. This included identifying hot spots for queuing issues, signage installation around the area to encourage social distancing and review of bus routes and bus stops.
- **Worked with the Borough Council and County Council to increase pavement widths** for social distancing and to allow businesses to utilise the outdoor space for outdoor cafes – this has meant they could apply for pavements licences through the newly announced legislation.

6.2. Communication

Since the beginning of lockdown in March Government guidelines and rules have changed rapidly and frequently. We have ensured that businesses across all sectors have been kept up to date with the rapidly changing information, guidelines and regulations by:

- **Weekly ebulletins** were sent out providing advice and useful information, including links to the latest Government guidance and regulations.
- Ebulletins for **Retailers, Hospitality sector, Hair Salons and Barbers, Beauty services and Tattoo Parlours and Gyms and Sports venues** were sent out offering guidance for re-opening, in line with opening dates announced by the government.
- Posts on **social media** have continued with a mixture of advice, promotion and information for businesses and members of the public
- A **social media campaign**, to highlight business stories and share COVID-19 news and announcements. A new Facebook group **#PayItForwardNN** – to act as an online business support hub
- BID Manager Mark Mullen spoke on **BBC Radio Northampton** on behalf of BID to discuss the impact of COVID-19 on businesses in the town centre and the support provided by the BID.
- Multiple **press releases** were released advising on BID activities and support.
- **Sector specific webinars** were held to guide businesses through the recovery to return to work
- **Dedicated COVID19 Page** –set up immediately on the website with a downloadable

- **Business Support Guide** that was updated each week with latest funding opportunities, grant schemes, information on the Job Retention Scheme and latest issued guidelines – this is ongoing.
- **A new-look BID website** was launched which included a detailed COVID-19 information and advice page for both businesses and visitors, a directory listing business as they reopen and promotion of the **Eat Out to Help Out scheme**.

6.3. Business Support

- **Business Grants** – the BID stepped in to help businesses get their grants swiftly through the local authority - business that were in financial difficulty were given priority helping directly more than 200 individual businesses to apply and receive their grants.
- **Job Retention Scheme** – the BID liaised with businesses about the furlough scheme.
- **Re-Opening Kits** – were offered to businesses ahead of the wide re-opening of shops and businesses in June. These included: Floor Stickers, Social Distancing Posters, Face Coverings, Hand Sanitiser. Over 200 packs were given to businesses allowing them to have the correct measures in place and re-open safely
- **Extra PPE** – was offered to ALL BID businesses in the form of face masks.
- **Shop and Love Local** – social media campaigns have been run throughout June, July, August and September to encourage the local community to continue to support the town during the pandemic
- **Supported – Raise the Bar Campaign** – through promotion to lobby the Government to increase support for businesses with a rateable value of over £51k
- **Eat Out to Help Out** – all businesses within the BID that took part in this scheme were highlighted on the BID website and posts were regularly shared through social media channels
- **BID Hosts** – BID supported the wider re-opening of shops and businesses in June. They assisted with any queuing issues and reported on safety issues within the town centre, checked on closed businesses from a security aspect and reported any problems to the council or Police.
- **Several webinars** by The University of Northampton were communicated to Businesses via the ebulletins, helping to upskill staff and provide advice to proprietors.
- **A guide to help businesses get the most out of their Social Media Channels** was provided via ebulletins and the BID website.
- **The BID also compiled information regarding contactless payment systems** to assist businesses with implementing changes if they did not already have these systems in place.
- The BID has hosted a series of **COVID-19 business support and coaching webinars**, in partnership with town centre business Beyond Theory Specific advice for hospitality and evening and night-time economy businesses were sent out and posted on the website.
- Establishing a dedicated **'Phone or click & collect'** unit in St Giles street to enable businesses to trade even when closed.

6.4. Crime and Safety

During the lockdown period the BID have liaised with the police and other agencies to monitor crime and safety in the area. The BID team have also been communicating with businesses in the area to help them put the correct measures and PPE in place for returning to work.

- **Hand Sanitising Stations** – were installed to encourage people to regularly clean their hands whilst using the town centre.
- **Hosts liaised weekly with Police** to ensure safe operations on the streets
- **Hosts** coordinated and led the distribution of **COVID Business Recovery Packs to businesses**.

- **Daily patrols performed by the Hosts with security checks** on premises in the area and reporting any issues to proprietors.
- **Business crime updates** have been included in the ebulletins and are available to view on the COVID-19 page on the BID website
- **The BID's Northampton Town Anti-Social Behaviour Reporting Scheme (NTARS)**, is a bespoke programme designed to enable Northampton town centre levy paying businesses to collate and share intelligence on antisocial behaviour and 'low level crime'.
- **Local and national PPE suppliers updated and sent out weekly** to businesses to aid them in preparing their business for reopening safely.
- **Daily briefings with the Police** and other partners
- **The BID Operations Manager is in regular contact with Northamptonshire Police** to ascertain what the police presence is in the town centre and what contingency plans are in place.
- **The BID reviewed with NBC CCTV** monitoring times and additional locations and the option for additional security.

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7. Working together will make a difference.

With the impact of the COVID-19 and the end of the Brexit transition period on 31st December 2020, the national economy is in uncertain times and what-ever happens, many challenges lie ahead and the commercial world continues to change at an ever-increasing pace. Besides the challenges of the economy, lifestyles are changing and influencing the way in which we use our time and spend our money. Technology continues to develop and change the way we live and work as individuals and operate as businesses.

Trends and changes which impact upon town and city centres such as the increase in on-line shopping had already started before COVID, but over the last nine months many of these trends have accelerated.

It is probable that many of these changes will have a permanent impact upon the way in which town and city centres operate and the opportunities and challenges which businesses are grappling with.

In this very uncertain world, it is difficult to make any predictions for the long term, however one thing is becoming clear in that people are starting to value their local town more and town and city centres of the future will become hubs for their local community for all aspects of people's lives. They will not simply be shopping destinations but places where people will want to live, work and spend their leisure time in a flexible way.

The scale of change facing larger cities and towns is even greater but for towns such as Northampton, there are new opportunities emerging. We need to think about ways in which we can work together to take advantage of these new opportunities and creates a sustainable and vibrant place which generates pride for its businesses, local residents and visitors.

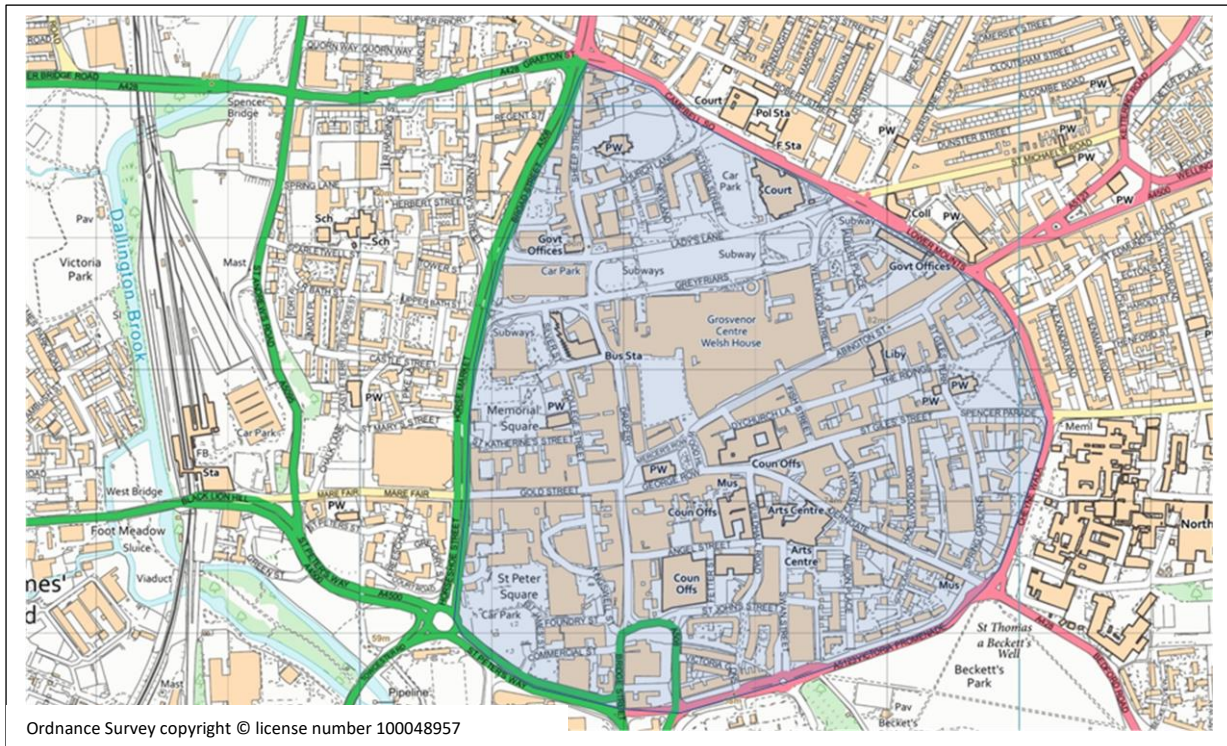
The extensive surveys, interviews and workshops undertaken to develop this BID Proposal identified a clear desire expressed by businesses from across Northampton town centre to work more closely together and with others to raise the town's profile and improve the appeal to visitors, skilled people and business investors. This collective and focused approach would serve to improve the trading and operating environment and allow existing businesses to flourish and grow and attract new business investment.

Northampton is within easy reach of large audiences and business markets, and is competing for an audience against out of town retail parks with facilities parking and services all together in one place. The town centre is not currently fully tapping into the great potential of its own assets by working as a cohesive business community and promoting its collective strength, and what Northampton really has to offer.

Taking onboard all of the above, this Business Plan has identified opportunities and taken account of the needs and challenges faced by all business sectors across the BID area. By working together and with strategic partners and key stakeholders through a renewal there is huge potential to continue on the momentum to make Northampton a great place to visit, live, work and grow a business.

8. Where Northampton BID will operate.

The blue shaded area on the map represents the full extent of the Northampton Town Centre Business Improvement District.



The Northampton Business Improvement District encompasses the main shopping, cultural and heritage hubs in Northampton and covers the area within the ring road bounded by Upper and Lower Mounts in the north and York Rd and Cheyne Walk in the east, St Peter's Way and Victoria Promenade in the south, Horseshoe Street and Horsemarket in the west.

A list of streets within the BID area is shown in Appendix 2. All non-domestic hereditaments within the BID area will, if the BID is approved, be liable for the BID levy (as defined in section 14).

The BID covers those businesses, whose rateable value is £5,000 or greater. Thus banks, building societies, car parks, Council facilities, restaurants, clubs and pubs, estate agents, leisure operators, recruitment agents, retail and health and beauty outlets, solicitors, hotels, museums, the bus station and transport and travel agents and all other non-domestic hereditaments are included within the BID and will, subject to the detailed levy criteria in Section 16, contribute to the BID's collective funding and activities flowing from the combined budget.

9. Services provided by the Councils

9.1. Council's Support for the Northampton BID

Northampton Borough Council and Northamptonshire County Council fully support the Northampton BID. In particular, they endorse the fundamental principle of additionality within the BID by agreeing to ensure that any change to existing services, due to budgetary constraints from either Council does not disproportionately effect the Northampton BID area. Thus, in line with BID legislation, BID services within the Northampton BID will be additional to (not in substitution for) those provided by both Councils.

When Northampton Borough Council and Northamptonshire County Council join in creating one unitary council the baseline services will be covered by the new unitary authority.

The Council's commitment to the Northampton BID and the working relationships between the Northampton Borough Council and the Northampton BID Company are set out in complementary documents agreed between the Council and Northampton BID Company. As and when the local authority structure changes within the lifetime of the next BID, a new Memorandum of Understanding, Operating Agreement and Baseline Statements will be entered into with the new local authority whose responsibility covers the area where the Northampton town centre BID operates. The key documents are:

- Memorandum of Understanding and an Operating Agreement which define the working relationship between the Council and the BID Company, Northampton Town Centre Ltd and set out the Council' Operational Support to the BID on a number of specific issues
- A set of statements of existing baselines services, each defining the benchmark for a specific service provided by the Councils and other public authorities to the businesses in the area.

9.2. Council Services for Business

Thus businesses will continue to benefit from all the statutory council services provided for the benefit of all stakeholders in Northampton town centre (cleaning, lighting, access, safety and highways maintenance). In addition, the Council deliver certain discretionary services either directly or indirectly both for businesses in general and for individual businesses. Details of these services are provided on the dedicated business pages of the Council's web site.

9.3. Individual Baseline Statements

In full support of the above commitments, Heads of Service within the Councils will draw up Baseline Statements on the specific services they are responsible for. These documents define the benchmarks for the provision of these services and how these will be measured.

The Baseline Services are defined below:

- Grounds & Trees Maintenance
- Community Safety
- CCTV Monitoring
- Parking (Surface and Multi storey car parks)
- Street Cleansing (fly posting, graffiti removal of street furniture maintenance, gully emptying)
- Waste Services (waste collection, trade waste)
- Christmas / Festive Lights, Christmas Marketing, Activities & Promotion
- Events
- Marketing and Comms
- Tourism

Northamptonshire County Council

- Public Transport
- Roads & Highway Maintenance
- Street Lighting
- Winter gritting

Other public bodies

- Police

The process of creating the baseline statements proves valuable to both the service providers and the BID Company. The development of these partnerships and the additional focus on the services provided in the area, will give tangible benefits over and above those derived from the projects outlined below. Also by defining baseline services, it becomes possible to review their delivery, allows the BID to assess the impact upon delivery of its own services on a regular basis and provides an opportunity for the Councils to assess whether their service delivery is effective.

9.4. Council's Operational Support for the Northampton BID

The BID regulations also determine that the Northampton Borough Council and any succeeding Billing Authority meets the following obligations:

- Conducting, through the council's Returning Officer, the formal BID vote in accordance with current BID legislation and procedures
- Assuming a positive outcome to the BID vote, collecting the BID levy defined in the BID Business Plan from Northampton businesses and transferring the levy sums direct to the Northampton BID Company. The Council will continue to make a charge for the BID levy collection and will transfer the levy sums to Northampton BID Company within 30 days of collecting it.
- Pay the appropriate BID levy set out in the Business Plan in respect of all its own hereditaments within the Northampton BID area.

The Northampton Borough Council's support for the BID will also take practical shape in the following specific ways:

- Continue to provide a Councillor from the Northampton Borough Council or its succeeding Council from the Cabinet to sit as a Director on the Northampton Town Centre Ltd Board
- Provide a Senior Council Officer to act as adviser to the Northampton Town Centre Ltd Board and to provide a business-focused dynamic link on all BID matters with senior Council staff.

9.5. Monitoring and Review

Both Councils are committed to the regular monitoring of the operation of the BID Operating Agreement and reviewing its effectiveness in conjunction with Northampton BID Company. This will be carried out as follows:

- An annual review of each of the specific services for which a Baseline Statement is shown above. This will be led by the respective Head of Service who will provide an account to Northampton BID Company of how the service commitments have been actually delivered during the period and if necessary, update the service levels to reflect the services each will provide in the following year.
- An annual review of the overall effectiveness of the Operating Agreement. This will be led by the Cabinet member with responsibility for the BID and will reflect the Cabinet's

commitment to address any shortfalls and propose measures to evolve the partnerships to the mutual benefit of the Councils and Northampton BID Company. These reviews will be scheduled to best effect for the Council's and Northampton BID Company's yearly budgeting cycles.

9.6. Monitoring of basic service provision

Both Councils are committed to ensuring that their statutory and discretionary services are delivered to the area for the duration of the BID so that the activities of the BID will be totally additional and complementary. Provision of Baseline Statements will allow the BID Company to regularly appraise the delivery of core services and compare them with the details stated in the statements. From experience elsewhere we know this has an impact on delivery and helps to guarantee that money provided to the authorities via the business rates mechanism is targeted appropriately and well spent. This means that local businesses have some influence over Business Rates investment in their area and the effectiveness of local authority service provision.

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10. The Research and Consultation Process

10.1. Background

The last few months has seen extensive research undertaken across a wide range of businesses, organisations and stakeholders to ensure that the plan which has emerged has an in depth understanding of the views and aspirations of the businesses in the area as well as an appreciation of the perceptions of those who visit and also work in the area.

As a result of the Coronavirus Act extending the current BID term it meant that the original ballot date was deferred from autumn 2020 to February 2021. This has provided the opportunity to review the feedback from businesses taken before Coronavirus and undertake further studies to re-evaluate business priorities in preparation for the new BID Proposal. This re-evaluation has proved to be essential in shaping a plan which is fit to support businesses in the recovery and for the next five years.

Research and findings from the surveys, workshops, events, interviews and interactions of businesses and organisations from across the Northampton town centre BID area has been considered, in shaping the ultimate Vision, Objectives and their associated activities.

The research encouraged participation from all businesses across the town centre and involved the following activity:

- Three surveys have been produced over the last year to get the views of businesses and students (pre COVID survey produced in November 2019, 'during COVID' survey produced in June 2020 and a survey for Northampton University students also in June 2020).
- In November 2019, all potential levy paying businesses in the BID area were mailed survey forms and asked to complete them seeking their opinions on a variety of issues.
- In June 2020, all potential levy paying businesses in the BID area were sent 'during COVID' surveys via email, ebulletins, visits from the BID Hosts and were given the option to complete the survey either via telephone or video call with a member of the BID team.
- All potential levy paying businesses were included in mail shots and publicity including BID newsletters and frequently asked questions and e-bulletins where e-mail addresses were available.
- 33% of all businesses which meet the levy criteria had a personal visit to discuss the BID. 262 businesses were visited in total, with 208 of these being unique visits.
- A total of 260 businesses which met the levy criteria completed detailed four-page surveys. 202 of these were unique surveys whilst 58 businesses completed both pre and 'during COVID' surveys.
- A detailed survey was sent to the University of Northampton and the Student Union for distribution, completing the survey and returning their responses.
- All businesses were invited to a launch and information event at the start of the project which was combined with the Mystery Shopping and NTARS launch.

- A series of virtual sector workshops and events took place in July and September 2020 where all businesses were invited to discuss their challenges, opportunities and vision for the future of the town centre.
- Businesses were invited to submit their views via e-bulletins and the BID website.
- The BID website and e bulletins were used to promote all the events and invite feedback and opportunities for businesses to contact the BID team to discuss renewal.
- Active participation and decision making by the business representatives from the Northampton BID Board in the development of this plan.

10.2. What were the aims of the research?

The objective of the research was to:

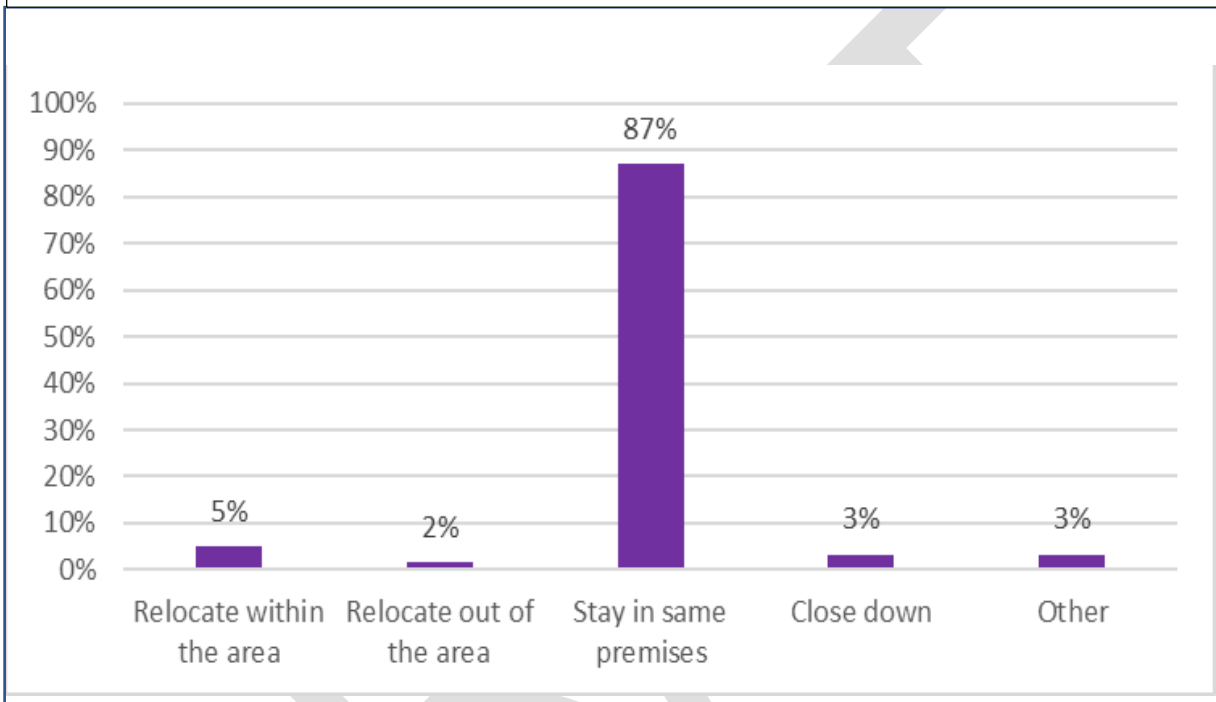
- Identify the key issues which impact upon all businesses in the area across all business sectors and to develop solutions to address them which will help businesses achieve their own internal objectives
- Identify and assess the impact and the relative importance of different potential initiatives on businesses
- Ensure that the Vision, Objectives and their associated activities reflect the business challenges and opportunities for the immediate term and the next five years.

11. Research results

Surveys and virtual workshops were carried out across a range of businesses from all sectors and sizes of Northampton town centre.

Despite the economic uncertainty and current challenges due to the COVID-19 pandemic, the confidence to remain trading in Northampton town centre is quite strong. 87% anticipate that they will stay in the same premises over the next couple of years, with only 3% expecting to close and 2% relocating out of the area.

Fig 1: Anticipated business location in the next 1 – 2 years;



11.1. Promote and celebrate Northampton town centre and its businesses

Marketing and promotion of the town centre seems to be more important than ever to businesses in Northampton. ‘during COVID’, ‘Developing towns identity and branding to attract more visitors’ was ranked as the most beneficial initiative for businesses, with 83% saying that it would be important for their business. This is in comparison to pre COVID where this was only 77%. Also related to the promotion of Northampton, 71% of businesses said that increasing marketing across all media channels, digital, print and social media to attract new customers, clients and visitors would be beneficial to their business, up from only 65% pre COVID.

In both the surveys and the virtual sector workshops, the main suggestions for improving marketing and promotion were focussed on the need to promote the history and heritage of Northampton in order to bring in visitors, such as placing information boards at important historical spots. There were also suggestions about promoting positive stories about Northampton to show the town in a better light to encourage people to the area.

Another important aspect of promotion in Northampton is to develop effective business to business communication. “The way businesses work together” ranked highly in both the pre and ‘during

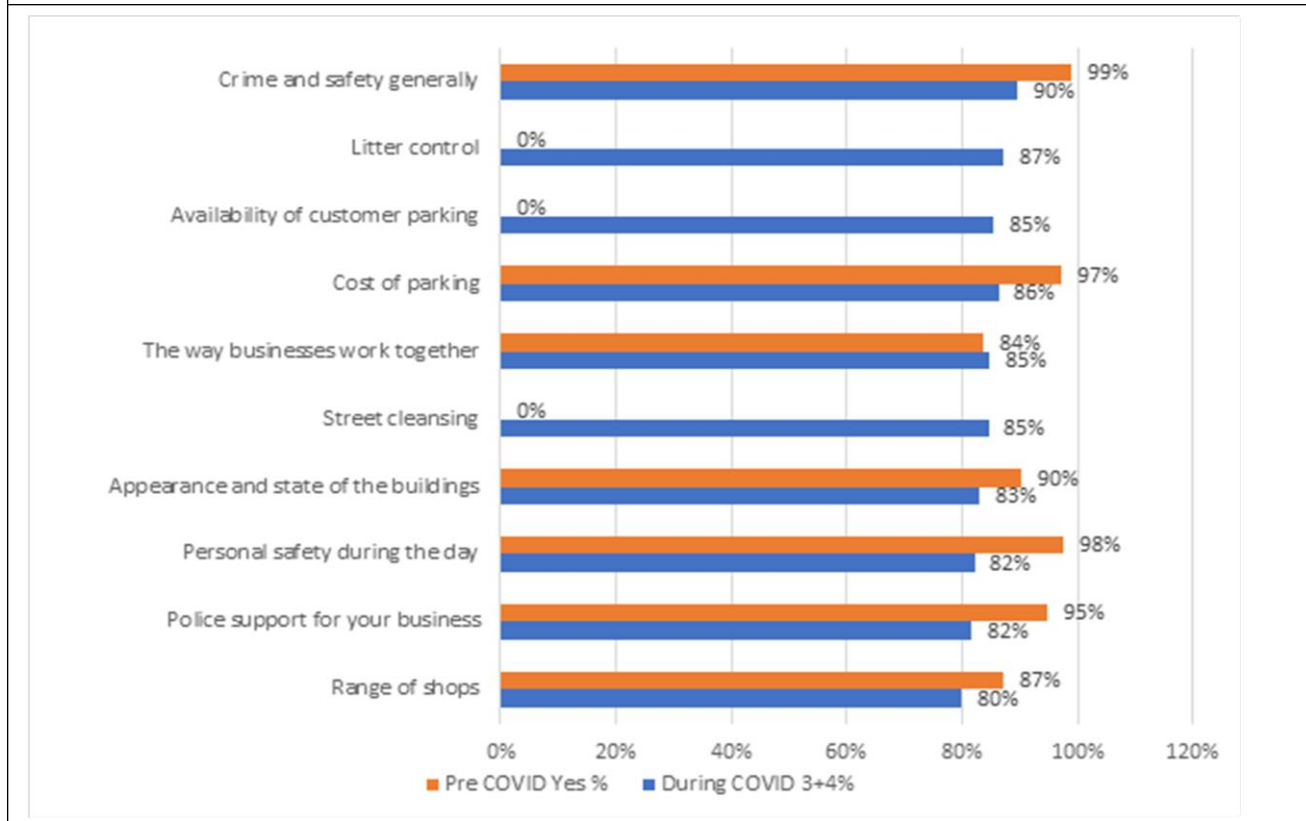
COVID' surveys, with 84% and 85% of businesses saying this was important to them. In the virtual sector workshops, the second most discussed topic was 'business community' with comments focussing around the BID facilitating people being able to network and the need for there to be a collaborative way of working with other businesses.

11.2. Developing the Northampton town centre experience

In the surveys, the top two issues ranked as very poor or quite poor were both crime and safety related issues. Street begging and rough sleepers ranked as the worst issue with 93% followed by drug and drink issues on the streets with 88% of the businesses saying this was either very poor or quite poor. This was also one of the key factors which affected the way in which people feel about Northampton and there were noticeable negative perceptions about the amount of homelessness and drink and drug issues on the streets. In the 'during COVID' survey, "Crime and safety generally" was ranked the highest in terms of importance at 90% and in the pre COVID survey this was a whopping 99%, suggesting the need for improvement in this area.

Another important factor in creating an attractive town is the cleanliness and appearance of the area. Litter control was ranked second in terms of importance in the 'during COVID' survey, with 87% saying it was important to their business. 'Street cleansing' was also rated highly, with 85% saying it was important. In regard to future projects, 'Litter control' and 'Targeted cleaning' appeared in the top 6 as being beneficial, with 76% and 75%.

Fig 2: Top ten aspects ranked by businesses as important 'during COVID' with pre COVID comparison.
 *0% = question was not asked in pre COVID survey



From the comments in the business surveys and virtual workshops, as well as the University surveys, there was a general consensus that there is a need to make Northampton a cleaner and more inviting place to visit, in the form of cleansing of the town centre and litter control initiatives. Suggestions for improvement included more regular street cleaning, additional bins to help out with litter and smartening up vacant units to improve the look of the town.

Despite the COVID restrictions in place when filling in their responses, 'Improved use of Market Square, other streets and open spaces for events, animation and specialist markets' was ranked as the second most beneficial project in the 'during COVID' survey, at 78%. 'Events' was also the most suggested project when the businesses were asked to give ideas on any other projects that they would like the BID to deliver in the 'during COVID' survey. Suggestions included there being regular events in the Market Square to re-attract people into the town centre, more family orientated events that are suitable for all ages and more variety of events, such as ones that take place in the evenings as well as during the day.

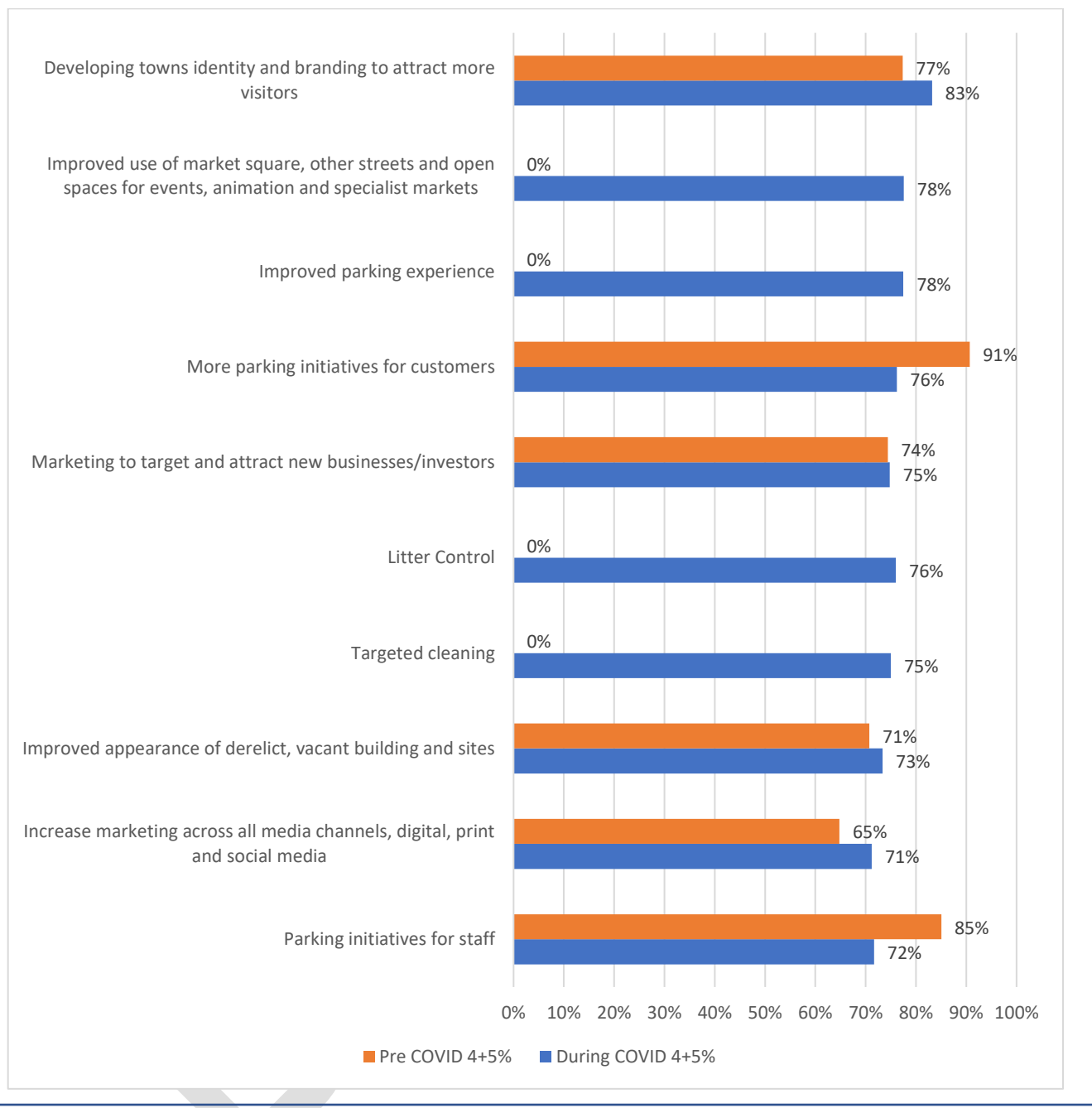
Also related to creating a welcoming town is the accessibility into Northampton. Parking continues to be a key issue coming out of the survey responses, as 'Availability of customer parking' and 'Cost of parking' were both in the top four in terms of importance in the 'during COVID' survey. 'Improved parking experience' and 'More parking initiatives for customers' were also in the top four for beneficial future projects in the 'during COVID' survey. Comments related to parking were centred around the need for there to be cheaper or free parking available. There were comparisons made to a nearby Retail Park that offers free parking, which seems to be more appealing for customers.

11.3. Business Growth and Investment in Northampton town centre

In the virtual sector workshops, commercial attractiveness was the topic that was discussed the most. There was a general consensus that this needs to be improved in Northampton, to attract new businesses into the area and people into the town. The need to improve the range of shops in the town centre was discussed as well as the need for there to be more restaurants that offer a high-quality dining experience.

In the surveys, there were comments made that alluded to the need to attract the bigger brands back into Northampton as there are a number of these that have ceased trading in the town, often leaving empty units which aren't attractive for people coming to visit Northampton. Some stated that they preferred to shop in nearby Retail Parks which offer these big-name brands, and there were suggestions that cheaper rent and reduced business rates could help to attract prime trade back into Northampton.

Fig 3: Top ten projects ranked by businesses as beneficial 'during COVID' with pre COVID comparison
 *0% = question was not asked in pre COVID survey



12. The BID's response

Following our extensive research three key project areas of the Northampton BID have emerged reflecting the key issues and opportunities identified by the businesses and visitors. The activities within each of the project areas have been specifically designed to address and take advantage of these.

It is evident that Northampton was exposed, even before COVID to the same changing dynamics effecting the way in which people use all towns and city centres. Over the last nine months during the challenges of COVID, these changes have simply accelerated and now is an ideal time to review the needs of businesses building a plan for the future.

The BID will continue to act as a catalyst for businesses and organisations to come together and play a key role in this new and exciting era in the life of this town. The BID's ability to influence has increased significantly and it is now leading and driving key initiatives working closely with the local authority and other key businesses and organisations on plans which will shape the future of Northampton.

The BID will continue to work with all stakeholders to define, develop and promote the identity of Northampton town centre which reflects its strengths, characteristics and heritage and is a sustainable and vibrant place which generates pride for its businesses, local residents and visitors.

This BID Proposal and Business Plan has been designed to ensure that the activities benefit as wide a range of businesses as possible. It will do this by becoming an accessible, safe, vibrant and attractive town which celebrates its culture and heritage, serves its local business, university and residential community and is recognised as a great place to be.

12.1. The role of the BID

All businesses and organisations stand to benefit from these additional projects and activities which have been identified by businesses across Northampton as crucial to their future:

- To continue to work with all stakeholders to promote Northampton, its business, leisure and cultural offer locally and regionally
- To build on creating a sense of 'place' for visitors and people working in the town centre to enjoy
- Act as a collective voice to represent business to encourage growth, development and investment of businesses of Northampton town centre

12.2. How will the delivery be monitored?

Monitoring and measuring the performance and effectiveness of the BID activities is an integral and essential part of the plan. Businesses need to be confident that their levy money is being invested as productively as possible to maximise results.

The effectiveness of the measures undertaken will be gauged by key performance indicators monitored and relevant for each project area, including footfall, customer surveys, business surveys, photographic evidence, vacant properties and footfall trends.

13. Vision and objectives

Assuming a positive BID vote by a majority of businesses by both rateable value and number of hereditaments, BID operations will start on 1st April 2021 and will continue for a total of 5 years.

13.1. The Vision

Through a business-led programme our vision is to:

Continue to work with all stakeholders to define, develop and promote the identity of Northampton town centre which reflects its strengths, characteristics and heritage and is a sustainable and vibrant place which generates pride for its businesses, local residents and visitors

13.2. Objectives, activities and outcomes

Strategic objectives and activities

The BID investment programme will be delivered through the three key strategic objectives and their related activities:

Objective 1

Promote and celebrate Northampton town centre

To promote Northampton town centre, its business, cultural, leisure, educational and social offer locally and regionally.

Objective 2:

Develop the Northampton town centre experience

To create a sense of 'place' for visitors and people working in the town centre to enjoy.

Objective 3: Business Growth and Investment in Northampton town centre

Encourage growth, development and investment of businesses which complement and build on the strengths of Northampton town centre.

Objective 1

Promote and celebrate Northampton town centre and its businesses

To promote Northampton town centre, its business, cultural, leisure, educational and social offer locally and regionally.

Expenditure

An initial budget of £88,424 p.a, to £87,777 by year 5 – a total of £440,511 over five years.

- a. Develop and promote the identities of the different parts of Northampton town centre to encourage increased pedestrian flow around the whole area with reference to all aspects of its business, cultural, leisure, educational and social offer.
- b. **Retail and Health and Beauty** - Design and coordinate campaigns which highlight the particular strengths of this sector in Northampton town centre
- c. **Culture and Leisure** - Raise the profile and awareness of the quality and diversity of this sector in Northampton town centre

- d. **Professional Services** - Develop specific campaigns to enable the professional service businesses in Northampton to raise their profile locally and regionally.
- e. Develop effective communications between businesses and organisations to encourage, collaboration and awareness of different issues which impact on trading and operating conditions and promote a sense of a community.
- f. Help businesses and organisations to achieve more by supporting them to increase their operating and trading ability across and between a range of, digital, virtual and physical channels.

Measures and Results:

- Increased levels of sales activity & footfall across the whole of the town centre
- Positive media exposure locally and regionally measured through numbers of articles, publications, click-throughs on digital media and value through using advertising value equivalent. (a.v.e)
- Numbers of businesses and organisations actively engaged in BID activities and the use of and their association with Northampton BID in their own marketing and promotion.
- Numbers of businesses, organisations and public regularly engaged and involved in a loyalty scheme.
- Increased interaction with and support from stakeholders including local authorities.
- Maintaining Purple Flag accreditation.

Objective 2:

Develop the Northampton town centre experience

To create a sense of pride in the town centre, for businesses, organisations, students and local residents.

Expenditure

An initial budget of £89,000 p.a, to £88,349 by year 5 – a total of £443,381 over five years.

- a. Uniformed day time Hosts to:
 - I. Work closely with the Police and other organisations in addressing antisocial behaviour and crime issues which impact upon the visitor experience.
 - II. Act as a welcome presence for visitors to the town.
 - III. Support delivery of BID projects and events.
 - IV. Support businesses by communicating issues which affect their business and the benefits and opportunities which exist through engagement with BID activities.
- b) Work collaboratively with the Police, Local Authority, CCTV, voluntary organisations and other agencies to influence reduction in business crime, antisocial behaviour, street drinking and begging on the streets which impacts upon businesses and the visitor experience.
- c) Work with businesses and other organisations to organise, coordinate and integrate culture and leisure events to improve the visitor experience, benefit businesses and create a sense of community.
- d) Work with others to improve pedestrian flow between different parts of the town centre and its businesses through information and improved signage which encourages people to explore the town centre and all it has to offer.
- e) Provide targeted street cleaning, deep cleaning and litter control where appropriate and only in addition to the services provided by the local authority, to improve the town centre environment and make it more attractive.

- f) Where appropriate, support the use of additional floral displays and festive and creative lighting to improve the appearance and vibrancy of the streets and open spaces, in a way which complements and develops the characteristics of each part of the Northampton town centre.
- g) Work closely with the Councils and Car Park operators to influence the provision of a 'parking experience' across Northampton town Centre for both visitors and those who work in the area, in a way which is commercially sustainable, increases patronage and meets the needs of the town centre's businesses and organisations.
- h) Work closely with partners to provide support to businesses at times of national or local incidents or emergency situations.

Measures and Results:

- Improve visitor and business perception of the sense of community & business safety
- Reduction of incidents of crime and anti-social behaviour
- Regular flow of information and sharing of intelligence to support business crime prevention
- Measured assessment of the degree of litter and cleanliness of the Northampton town centre
- Numbers of parking spaces available in or near Northampton town centre both on and off-street
- Improved perceptions of ease with which visitors, workers, and residents they can navigate and traverse the Northampton town centre.

Objective 3 : Business Growth and Investment in Northampton town centre

Encourage growth, development and investment of businesses and organisations which complement and build on the strengths of Northampton town centre.

Expenditure

An initial budget of £52,967 p.a, increasing to £52,580 by year 5 – a total of £263,871_ over five years.

- a) Work with key stakeholders to influence the attractiveness and marketability of vacant sites and properties across the town to encourage growth and investment.
- b) Work with businesses, landlords and potential investors to encourage flexibility on the use of space for new and existing businesses to encourage development and growth.
- c) Work with key stakeholders to develop links between businesses and organisations in the town centre and its surrounding area to encourage a town centre focused Northampton economy.
- d) Act as a collective voice to represent business and organisation's interests with all stakeholders in planning and delivery of developments for the town centre and its public realm.
- e) Encourage and support relationships between businesses and organisations which develop skills and share best practise and have a positive impact upon business performance.
- f) Seek match funding, grant opportunities and other sources of revenue, both financial and in-kind, to increase value and enhance the BID budget to enable us to achieve our vision and objectives.

- g) Work with other organisations to monitor foot-flow, commercial performance and customer perceptions across Northampton town centre and provide regular reports and performance updates.

Measures and Results:

- Increased level of investment in existing and new businesses.
- Increased range of businesses and organisations.
- Reduced levels of vacant and derelict properties across the Northampton town centre.
- Increased number of new businesses and organisations established in Northampton town centre
- Numbers of businesses and organisations actively engaged in award schemes for customer care and businesses performance.

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14. Organisation, Resources and Delivery

The preparation of this BID Proposal has been managed by the Northampton Town Centre Ltd which is a not for profit company, limited by guarantee. It is legally and operationally responsible to the businesses in the BID area for all BID activities and acts on their behalf.

The Board is elected by the members of the Northampton BID Company, drawn predominantly from those paying a levy in the area and made up of a representative cross-section of the businesses and stakeholders of the area and key agencies associated with the successful delivery of the BID projects. It will continue to be driven by the private sector and includes one Councillor from Northampton Borough Council as a Director and one Council Officer who acts as an advisor, but not as a Director.

The main role of the Board is to safeguard the interests of levy payers by ensuring that the business operates in line with the BID plan, is professional and offers consistent value for money in line with its targets. The Board will ensure that the implementation of the BID will be monitored and delivered cost effectively, through keeping overheads to a minimum and using methods which will optimise the use of the revenue budget and add real value to the delivery of the plan.

All businesses will be encouraged to be actively involved in the Board and associated working groups to represent the levy payers. Through specific working groups, the Board will be instrumental in prioritising the requirements of the levy payers into deliverable projects which address their needs, within the framework of the business plan.

The Board will continue to provide a consistent, collective and effective voice for the businesses and organisations in Northampton. All roles on the Board, and any working groups are voluntary and are undertaken with a commitment to represent the interests of all businesses in the area.

In support of its vision and objectives, the BID will encourage collaboration with all key stakeholders involved in the town centre through a town centre forum. Collaborative working between businesses and other organisation in the town centre will also be encouraged to build upon the sense of the business community and ensure that the skills and resources available for delivery of the BID are enhanced and deliver best value.

There will also continue to be hands-on dedicated Project and Contract Management to support the initiatives from the working groups. This management role will also provide administrative support and project delivery for the BID Company as well coordinating activity with partner organisations and ensuring cost-effective delivery of projects through tendering and careful management of contracts.

The effectiveness of the measures undertaken will be gauged by Key Performance Indicators for each project area, including footfall, customer surveys, business surveys, photographic evidence, car parking usage and retail turnover movement.

Besides regular newsletters and other forms of bulletins, there will be an annual report providing details on activities and performance of the company against the objectives of the delivery plan for the previous year.

All levy payers shall be entitled to be members of the BID Company. There will be an Annual General Meeting at which all members are invited to attend and vote and at which Directors will be retired by rotation and new Directors elected in accordance with the articles of the company.

15. Northampton BID Budget and Finances

15.1. Balancing the Budget

2020 presented the businesses and organisations of Northampton with unprecedented and significant challenges and the Board have tried to balance the costs to businesses with the requirement to generate sufficient funds to provide support, make a tangible difference on the ground and help drive the changes needed in Northampton forward.

Given the unprecedented challenges facing businesses this year and that once levy criteria is set it cannot be changed during the term of the BID, the Board has made provision for any business ratepayer who is legally required to cease use of their premises will be given 100% relief for that time period.

The investment being sought from businesses in the BID area is modest in relation to what can be achieved. For the smallest business in the business improvement district, the cost is less than the cost of a coffee from a coffee shop once a week and even for a larger business the cost is less than a cost of a coffee per day.

The BID has been successful in leveraging in additional funding and will continue to look to leverage in additional cash funding, grants and value in kind, to support the delivery of this plan and add to the investment made by Northampton businesses through the BID.

With a 1.1% of rateable value contribution, the indicative costs to a business would be:

Rateable Value	Annual	This equates to weekly cost of	This equates to a daily cost of
£0 - £4,999	zero	zero	zero
£5,000 - £9999	£110	£2.12	£0.30
£15,000	£165	£3.17	£0.45
£20,000	£220	£4.23	£0.60
£50,000	£550	£10.58	£1.51
£100,000	£1,100	£21.15	£3.01
£250,000	£2,750	£52.88	£7.53
£500,000	£5,500	£105.77	£15.07

15.2. The Northampton BID Budget five years 2021 - 2026

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Income Based on Levy at 1.1%						
BID levy revenue (Note 1)	£ 296,642	£299,608	£ 302,605	£ 305,631	£ 308,687	£1,513,172
Other Income (Note 2)	£ 20,000	£ 20,200	£ 20,402	£ 20,606	£ 20,812	£ 102,020
Total Income	£ 316,642	£319,808	£ 323,007	£ 326,237	£ 329,499	£1,615,192
Expenditure						
Objective 1 –Promote and celebrate Northampton and its businesses	£ 93,310	£ 93,149	£ 92,986	£ 92,822	£ 92,656	£ 464,922
Objective 2 - Develop the Northampton town centre experience	£ 92,000	£ 91,841	£ 91,681	£ 91,519	£ 91,355	£ 458,395
Objective 3 -Business Growth and Investment	£ 55,000	£ 54,905	£ 54,809	£ 54,712	£ 54,614	£ 274,041
Central Management Costs, Administration, Office (Note 3)	£ 56,000	£ 56,560	£ 57,126	£ 57,697	£ 58,274	£ 285,656
Levy Collection costs (NBC)	£ 5,500	£ 5,555	£ 5,611	£ 5,667	£ 5,723	£ 28,056
Contingency (Note 4)	£ 14,832	£ 14,980	£ 15,130	£ 15,282	£ 15,434	£ 75,659
Total Expenditure	£ 316,642	£316,990	£ 317,342	£ 317,698	£ 318,056	£1,586,729
Accrual for Renewal (Note 5)	£ -	£ 2,818	£ 5,664	£ 8,539	£ 11,443	£ 28,464

Notes

1. Assumes a 1% per annum inflation
2. Including income from landlords, associate members of the BID and other sources (including in-kind)
3. Central admin, office and fixed overheads
4. Calculated as 5% of total levy billed
Accrual retained from levy revenue to provide for costs of renewal of the BID for any additional term, otherwise they will be spent on additional projects in the final year

15.3. Cost of the BID Development

The costs incurred in undertaking the research and developing the new BID proposals have been built into the budget of the current BID. The costs for holding the renewal ballot, are being met by Northampton Borough Council, for which we give sincere thanks.

15.4. Sources of Additional Funding

The BID Company is committed to seeking additional funding where possible to increase the benefits that can be delivered by the BID to businesses. Other possible income sources will include grants where the criteria match the aims of the business plan, voluntary contributions from property owners, companies and organisations outside the BID area and those not liable for the levy. It is estimated that this could be around £100,000 over the five year period.

Through discussion, developers, property owners and other stakeholders in the area will be invited to participate in the Business Improvement District and improve delivery against the business plan objectives even further.

15.5. Application of BID Funds

The BID funds will be ring-fenced and will be controlled by participating businesses. Details of the BID Company's accountability to businesses are given in Section 12. The BID's Response.

As part of the Alteration of BID Arrangements (see Section 4.4), the budget headings and the project costs can be altered within the constraints of the revenue received through the levy. The

Northampton BID Company will be empowered to move funds between budget headings and between financial years to provide the services which best meet the requirements of the BID area within the framework of the BID Proposal and Business Plan's objectives. Such adjustments will be fully accountable to the businesses through the performance monitoring arrangements set out in Sections 12 and 13.

15.6. Governance and management of the BID Budget

In order to ensure that the projects remain relevant and continue to address needs and priorities of the businesses in Northampton during its five-year life, the Board may from time to time make modifications to the budget allocations for each of the main projects and the management and administration of the BID.

It will be the responsibility of the Board to make adjustments to the allocations of expenditure budget as and when they deem appropriate and to ensure that all the main aims of the BID, stated in Section 13, continue to be addressed and that all BID activity contributes towards the achievement of the vision. The Board will also monitor and gauge the effectiveness of the BID operations and activities.

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16. Levy Criteria for the Northampton BID

Every BID has to establish its own levy rules. Reference has been made to the use of the 'Industry Criteria and Guidance' prepared for Revo in association with; ATCM, ACS, BRC, Intu and BPF in developing the rules which will apply to the Northampton BID.

Business Improvement Districts use rateable values of businesses as a means of calculating levy and determining the associated criteria. This provides the basis for an equitable approach to charging to reflect the value which businesses will receive in services and support from the activities of the BID.

The Northampton BID Company has tried to balance the ambitions of businesses in the BID plan against the affordability of the levy and the requirement to ensure that the BID is able to deliver best value.

A hereditament is defined in Section 115 (1) of the General Rate Act 1967 (the 1967 Act) as: 'property which is or may become liable to a rate, being a unit of such property which is, or would fall to be, shown as a separate item in the valuation list'. For the purposes of this levy criteria the words, 'land, 'properties' and 'premises' will also be interpreted as a hereditament

1. Assuming a positive BID vote by a majority of businesses by number and rateable value of those who vote, the BID levy will be charged on all hereditaments listed in the local Non-Domestic Rating List located within the BID area. This applies irrespective of whether or how a business has voted in the formal BID ballot. Legislation within the Local Government Finance Act (2003) enables the local authority to issue a bill for the levy. The levy is collected by the billing authority, which is currently the Northampton Borough Council but will be collected by whichever 'Billing Authority' succeeds the existing responsibilities of the Northampton Borough Council. The Northampton BID Company will invoice the billing authority, for the levy collected for exclusive use of the BID.
2. All businesses which will be subject to the BID who are shown on the Northampton Borough Council Rating Database on the day before the postal ballots are printed and who should be shown as the liable party for the 4th January 2021, subject to final check and audit, will be entitled to vote for the BID proposal in a 28 day postal ballot which will commence on 28th January 2021, with the close of ballot at 5pm on 25th February 2021. The result will be announced as soon as possible thereafter.
3. If successful at the ballot, the BID will be fixed for a term of 5 years. The BID will commence operation on 1st April 2021 and will run until 30th March 2026. Levy bills will be issued for the first payment due 1st April 2021 and thereafter on the 1st April each year. (see paragraph 9 for more detail).
4. The levy amounts for ratepayers who have business premises which do not fall under the management of a shopping mall or a market and who do not pay service charges to the shopping mall operator or market operator will be applied as follows:
 - a. The BID levy will be 1.1% of the 2017 rateable value shown on Northampton Borough Council's (the billing authority's) Capita's NNDR billing system as at 4th January 2021 for the first billing cycle April 2021 and will only be subject to the changes as stated in the clauses below for each defined business within the scope of the BID for each year thereafter, with the exception of those hereditaments with a rateable value of less than £10,000 showing on the billing authority's Capita system as at 4th January 2021.
 - b. Ratepayers with a rateable value of less than £10,000 but of £5,000 or more showing on the billing authority's Capita system as at 4th January 2021, will pay a fixed band

charge of £110 and will only be subject to the changes as stated in the clauses below for each defined business within the scope of the BID for each year thereafter.

- c. Ratepayers with a rateable value of less than £5,000 showing on the billing authority's Capita system as at 4th January 2021 will pay nothing for these properties and will not have a vote for these properties although they will enjoy the benefits that come with trading in the BID area
5. The levy amount for ratepayers who have business premises which do fall under the management of a shopping mall operator and who do pay a service charge to the shopping mall operator will be applied as follows:
- a. The BID levy will be 0.82% of the 2017 rateable value shown on Northampton Borough Council's (the billing authority's) Capita's NNDR billing system as at 4th January 2021 for the first billing cycle April 2021 for each defined business (including any premises used and owned by the shopping mall operator for purposes relating to the management of the shopping mall, excluding car parks) within the scope of the BID, with the exception of those premises with a rateable value of less than £10,000 showing on the billing authority's Capita system as at as at 4th January 2021 for the first billing cycle April 2021 and will only be subject to the changes as stated in the clauses below for each defined business within the scope of the BID for each year thereafter.
 - b. Ratepayers with a rateable value of less than £10,000 but of £5,000 or more showing on the billing authority's Capita system as at 4th January 2021, will pay a fixed band charge of £82.50 and will only be subject to the changes as stated in the clauses below for each defined business within the scope of the BID for each year thereafter.
 - c. Ratepayers with a rateable value of less than £5,000 showing on the billing authority's Capita system as at 4th January 2021, will pay nothing for these properties and will not have a vote for these properties although they will enjoy the benefits that come with trading in the BID area.
6. The levy amount for ratepayers where the occupier is a charitable organisation in receipt of 80% mandatory charitable rate relief (awarded under section 43 – part 5 and 6 – of the Local Government Finance Act 1988), showing on the billing authority's Capita system as at 4th January 2021, except those identified in paragraph 15 i below, will be applied as follows:
- a. The BID levy will be 0.55% of the 2017 rateable value shown on Northampton Borough Council's (the billing authority's) Capita's NNDR billing system as at 4th January 2021 for the first billing cycle April 2021 and will only be subject to the changes as stated in the clauses below for each defined business within the scope of the BID for each year thereafter, with the exception of those hereditaments with a rateable value of less than £10,000 showing on the billing authority's Capita system as at 4th January 2021.
 - b. Ratepayers with a rateable value of less than £10,000 but of £5,000 or more showing on the billing authority's Capita system as at 4th January 2021, will pay a fixed band charge of £55 and will only be subject to the changes as stated in the clauses below for each defined business within the scope of the BID for each year thereafter.
 - c. Ratepayers with a rateable value of less than £5,000 will pay nothing for these properties and will not have a vote for these properties although they will enjoy the benefits that come with trading in the BID area
7. The levy will be due from businesses who are liable to pay business rates, including empty properties other than those that are exempt within the criteria laid out in this section 12 of this

business plan 'BID Levy Criteria for the Northampton BID'.

8. The liable person is the ratepayer liable for occupied or unoccupied premises in the year of the collection of the levy. In accordance with the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 (S.I. 1989/1058) and the Non-Domestic Rating (Collection and Enforcement) (Miscellaneous Provisions) Regulations 1989 (S.I. 1989/1060), The existing Billing Authority, Northampton Borough Council and any new Billing Authority which will be responsible for the imposition, administration, collection, recovery and application of the BID levy. The Billing Authority will also be responsible for any enforcement action that may be appropriate in case of non-payment of the levy.
9. There may be an annual inflationary increase of all levy charges year on year for the duration of the Business Improvement District. This will be a minimum of 1% increase year on year or the inflation percentage as determined by the Consumer Price Index as at the 1st December of the year before the next billing process, whichever is the greater, rounded to the nearest tenth of a penny. (e.g if a levy bill is £200 the inflation applied to this at a level of 1% would be £2 per annum). Negative inflation will not apply.
10. The BID financial year will last for 365 days (366 in a leap year) between 1st April and 31st March. The BID's chargeable period is a year or pro-rata, broken down into daily charges based on rateable value. It is to be paid in full in advance, the payment due date being the 1st April in the first year and for each year thereafter. The first billing period will run from 1st April 2021 to 31st March 2022 and the last billing period will run from 1st April 2025 to 31st March 2026. The only exception to the due date is where a proportional liability exists under paragraph 10, in which case, the levy charge will fall due one month after the demand is issued. The daily BID levy charge for each individual ratepayer is to be calculated by multiplying its rateable value by the BID percentage levy and dividing the result by the number of days in the financial year.
11. The levy will be charged annually in advance. Any business which ceases to become the liable party during the year must apply to the Northampton Borough Council or the appropriate Billing Authority for a refund for the remainder of the period if an apportionment is required between the outgoing and incoming liable parties, and the new liable party will be charged on a pro-rata basis.
12. If a property is deleted from the Rating List revised bills will be issued provided that the amount due on charge or refund is £10 or more. The charge or refund amount will be calculated pro rata between the date of the change in occupation and the date of the financial year end.
13. The BID levy is payable in one installment. This installment date will be specified on the Demand Notice. The notice will be served as soon as practicable after the Billing Authority becomes aware of a BID levy liability and the liability will be calculated from the effective date of any of the following changes being recorded on the Rating List:
 - a. New premises, or properties which were not on the rate valuation list at the start of the BID but become subject to rates within the BID boundary or on new streets within the BID boundary after the BID is in force, will be expected to pay a BID Levy based on the % or fixed levy charge appropriate in relation to its new/current rateable value
 - b. Where property is split, two or more BID levies should be made on the revised premises from the date of split on the basis of the revised new/current rateable values.
 - c. Where premises are merged the BID Levy should be based on the % or fixed levy charge appropriate in relation to the revised property's new/current rateable value.
 - d. Any change of use which affects the rateable value of the property.
 - e. Any change of ownership or occupancy of a property where the business rate payer as the liable party for the levy, changes.

- f. The creation of a new business rated hereditament within the BID boundary will be liable to the levy rate based on the rateable value at the time of change of use or creation of the new business hereditament.
- g. If a property which had been deleted from the rating list or been assigned a zero rateable value is added back on or assigned a rateable value of more than zero.

Adjustments will be made and revised bills issued provided that the amount due on charge or refund is £10 or more. The charge or refund amount will be calculated pro rata between the date of the change covered by this paragraph 12 and the date of the financial year end.

- 14. No amendments will be made to the rateable value of any property in the BID area as a result of any general or property specific re-valuation other than for the criteria listed above whether or not it is applied retrospectively to a point in time prior to the 4th January 2021.
- 15. No other relief will be given to any class of non-domestic ratepayer and there is no distinction made between occupied or unoccupied hereditaments, both occupancy status attracting the full BID levy, unless it is a hereditament: -
 - a. whose owner or occupier is prohibited by law from occupying it or allowing it to be occupied;
 - b. which is kept vacant by reason of action taken by or on behalf of the Crown or any local or public authority with a view to prohibiting the occupation of the hereditament or to acquiring it;
 - c. which is vacant and is included in the Schedule of monuments compiled under section 1 of the Ancient Monuments and Archaeological Areas Act 1979(b);
 - d. where, in respect of the owner's estate, there subsists a bankruptcy order within the meaning of section 381(2) of the Insolvency Act 1986(c);
 - e. whose owner is entitled to possession of the hereditament in his capacity as trustee under a deed of arrangement to which the Deeds of Arrangement Act 1914(d) applies;
 - f. whose owner is a company which is subject to a winding-up order made under the Insolvency Act 1986 and as amended in the Corporate Insolvency and Governance Act 2020 or which is being wound up voluntarily under that Act;
 - g. whose owner is a company in administration within the meaning of paragraph 1 of Schedule B1 to the Insolvency Act 1986 and as amended in the Corporate Insolvency and Governance Act 2020 or is subject to an administration order made under the former administration provisions within the meaning of article 3 of the Enterprise Act 2002 (Commencement No. 4 and Transitional Provisions and Savings) Order 2003(e);
 - h. whose owner is entitled to possession of the hereditament in his capacity as liquidator by virtue of an order made under section 112 or section 145 of the Insolvency Act 1986 and as amended in the Corporate Insolvency and Governance Act 2020.
 - i. where it is a place of religious worship, a hostel, a place of refuge or a place of rehabilitation.

in which case the hereditament will be exempt for the period of time where any one of these criteria apply.

- 16. For clarity a hereditament which is the subject of a building preservation notice within the meaning of the Planning (Listed Buildings and Conservation Areas) Act 1990(a) or is included in a list compiled under section 1 of that Act will be subject to levy unless its use is covered by any of the other exemptions listed in this section 15 of this business plan 'BID Levy Criteria for the Northampton BID'
- 17. The levy will be due from businesses or individuals who are liable to pay business rates, from any hereditaments on any roads which have not yet been constructed or named at the time of the ballot and any new hereditaments built or created within the shaded area of the map shown

in Section 8 in this Proposal and Business Plan which fall within the levy criteria of Section 14, from the 4th January 2021 at any time during the life of the BID but which are not specifically identified on the map in Section 8, with effect from the date at which their rateable value takes effect.

18. The BID levy contribution will not be reassessed if the rateable value is amended after the end of the BID.
19. Businesses with a rateable value of less than £5,000 will be exempt from the levy and will not be permitted to vote in the ballot. Any business with a rateable value which falls below or above these thresholds will be encouraged to enter into a voluntary arrangement direct with the BID Company so that they can benefit from the full range of services provided by the BID.
20. Subject to the criteria stated above and within the BID boundary as defined in this document, the BID levy is a statutorily compulsory payment regardless of whether the business rate payer exercised its vote or voted against the BID.

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17. Risk analysis

17.1. The responsibilities of BID Company

The BID Company is a legal entity, a company limited by guarantee and a significant business in its own right. It not only has all the attendant risks and responsibilities that go with this but also, subject to the vote in favour of the BID, will have a mandate from the businesses in the area to deliver the BID Business Plan. This is a significant responsibility which has an influence over the commercial prosperity of Northampton Town Centre, the businesses in the area and everyone who rely upon it for their living.

It is important therefore, to articulate some of the external and internal issues that have a direct bearing on the ability of the Company to trade successfully, as well as highlight the consequences of not adopting the principles of the BID and the benefits that accrue from the delivery of the plan.

17.2. BIDs in other places

BIDs have been proving their worth and commercial value across the UK over the last fifteen years as effective mechanisms to improve trading environments for all sorts and types of businesses. Over the last few months, during the challenges faced by businesses during the pandemic BIDs have stepped up to provide whatever support they can to their businesses

Where BIDs have reached the end of their first term the majority have seen even greater votes in favor and larger turn-outs than the first time of voting. They are seen as providing businesses with very effective returns on investment. A few ballots have already taken place during the last few months despite the challenges of COVID generating high turnouts and significant votes in favour. These include Nottingham and Altrincham, both renewals into their second term, reflecting the value businesses place upon them.

There are many towns and cities in the midlands which now have Business Improvement Districts. These include These include Bedford BID and Derby's Cathedral Quarter which are now in their third term, Milton Keynes and Luton which is in its second term and Birmingham which has thirteen BIDs within its administrative boundary.

17.3. The Importance of Voting 'YES'

If you want the BID and its collective influence and all its associated benefits to continue and support your business you will need to vote for it. If the vote does not get sufficient votes in favour both by number and rateable value the BID and all its associated activities will stop as of 31st March 2121 There will be no collective voice or mechanism through which you can shape or control the support you receive and businesses will be left to face the challenges and uncertainties of the future alone.

17.4. Working with key partners

In order to deliver exceptional value for money within the framework of the aims and objectives of the plan, the BID will work closely with other key stakeholders such as property owners, developers, the Borough Council and the Police. It will seek, wherever possible to influence and shape larger projects to the benefit of its own aims while supporting others to achieve their own objectives.

In working with others, the over-riding principle of the BID should not be compromised i.e that the BID is providing services and benefits additional to those which would have happened if the BID had not been in existence.

17.5. Sustainable mechanism for the development of Northampton

The BID is a unique mechanism which combines solid business support with a compulsory payment scheme which creates benefit for all on an equitable basis. It also guarantees constant cash flow to deliver the projects and priorities identified by the businesses. It provides a solid platform for the BID Company to control costs, plan over the longer term and rise to the expectations of its stakeholders.

A contingency is contained within each of the project areas, meaning, that should the income from the additional voluntary contributions fall short of those budgeted for any period, costs can be adjusted accordingly.

In the unlikely event that circumstances beyond the control of the BID Company mean that it fails to bring about the benefits envisaged, the business electorate will have the final say. At the end of the 5 years, if no discernable difference is detected then a vote against renewal can simply “switch off” the BID and with it all business contributions.

There is no plan to rely upon bank or other financial support other than the levy and so there is no prospect of financial insecurity. In any event, the Company will produce monthly management accounts and financial forecasts for information for the Board, nominated by the levy payers. Appointed auditors will produce end-of-year accounts, made available to all contributors and the local authority and these will be filed at Companies House in the normal way.

Northampton Town Centre Ltd is VAT registered to ensure that the tax can be reclaimed on expenditure. It also benefits from mutual trading status meaning that it is exempt from any Corporation Tax liability on the levy and grants revenue received.

18. Final thoughts

The BID has worked throughout the last year to do whatever it can to support businesses and use their collective influence to generate as much support as possible from others, including the government at national level and the Borough and County Councils.

We have to look forward and the BID will continue to act as a catalyst for businesses and organisations to come together and play a key role in this new era in the life of this town. The BID's ability to influence has increased significantly and it is now leading and driving key initiatives working closely with the local authority and other key businesses and organisations on plans which will shape the future of Northampton.

A renewal of the Business Improvement District provides us with an opportunity to forge even stronger links between ourselves and work on projects which we initiate and are important to us as committed and hardworking business people. Towns and cities across the UK are changing rapidly and we need to ensure that Northampton does not get left behind but takes advantage of its unique position in terms of its heritage and the strength of its people through their passion for the town.

Without the BID, there will be no collective voice or mechanism through which you can shape or control the support you receive and businesses will be left to face the challenges and uncertainties of the future alone.

This plan provides a renewed energy for the businesses of Northampton and a clear direction in the post COVID recovery phase.

The first step in your involvement and the forthcoming journey is to vote 'YES' in the ballot in February.

Brendan Bruder
Abbey Ross Property Consultants
Co Chair of Northampton BID

Appendices

Appendix 1 – Definitions

The following terms, used throughout this Proposal document, shall have the same meaning as provided in the Local Government Act 2003 and the Business Improvement Districts (England) Regulations 2004.

- “BID” means Business Improvement District.
- This document is a BID proposal for the purposes of the Act. If approved it will become the BID arrangements which govern the way in which the BID levy can be used.
- “the 2003 Act” means the Local Government Act 2003.
- “the 1988 Act” means the Local Government Finance Act 1988.
- “the COVID Act” means the 2020 Coronavirus Act, Chapter 7, Part 1, Section 79.
- “BID ballot” means a ballot under Section 49(1) of the Local Government Act, 2003.
- “BID body” means, the body (whether corporate or not corporate) responsible for the implementation of the arrangements in this case defined in the plan as the ‘Northampton Town Centre Ltd’.
- “BID Company” is the ‘Northampton Town Centre Ltd’ and is accountable for the budget and delivery of the BID Arrangements in accordance with this BID Proposal and Business Plan.
- “BID proposer” means the person or body who draws up BID proposals as defined by the BID Regulations, in this plan it is the ‘Northampton Town Centre Ltd’
- “commencement date” subject to regulation 9(12) of the Business Improvement Districts (England) Regulations 2004, means the day, pursuant to Section 53 of the 2003 Act, the BID arrangements are to come into force.
- “hereditament” means anything which is or is treated as being a hereditament by virtue of the provisions of or any provisions made under Section 64 of the 1988 Act including any hereditament to which regulation 6 of the Non-Domestic Rating (Miscellaneous Provisions) Regulations 1989 applies but otherwise excluding any hereditament to which regulations made under Section 64(3)(b) of the 1988 Act apply.
- “renewal ballot” means a ballot under Section 54(2) of the 2003 Act.
- “BID Levy” means a charge imposed on the non-domestic ratepayers, or a class of such ratepayers in the district

Appendix 2 – Streets included in the BID Area listed alphabetically

Abington Street
Adelaide Place
Albert Place
Albion Place
Angel Street
Bedford Place
Bradshaw Street
Bridge Street – *from Junction at George Row/Mercers Row/ Gold Street up to the A508 / A5123 junction*
Broad Street – *Town (east) side only*
Campbell Square – *Town (south) side only*
Campbell Street – *Town (south) side only*
Castilian Street
Castilian Terrace
Cheyne Walk – *Town (west) side only*
Church Lane
College Street
Commercial Street
Derngate
Dychurch Lane
Fetter Street
Fish Street
Foundry Street
Gas Street
George Row
Gold Street – *from Junction with Mercers Row/George Row up to A508 junction*
Gold Street Mews
Greyfriars
Greyfriars Bus Station
Greyfriars Car Park
Grosvenor Shopping Centre
Guildhall Road
Hazelwood Road
Horse Market – *Town (east) side only*
Horseshoe Street – *Town (east) side only*
Kingswell Street
Ladys Lane
Latymer Court
Lower Mounts – *Town (south) side only*
Market Square
Market Walk Shopping Centre
Mercers Row
Newland
Notre Dame Mews
Princes Walk
Regent Square
Scholars Court
Sheep Street
Silver Street
Spencer Parade
Spring Gardens
St Giles Square
St Giles Street

St Giles Terrace
St Johns Street
St John's Terrace
St Katherine's Street
St Katherine's Terrace
St Peters Square
St Peter's Walk – *Both sides (runs from Gold St to St Peters Square)*
St Peters Way – *Town (north) side on stretch from Bridge Street to Horse Shoe St / Towcester Road Junction*
Swan Street
The Drapery
The Parade
The Ridings Arcade
Upper Mounts – *Town (south) side only*
Victoria Gardens
Victoria Parade
Victoria Promenade – *Town (north) side only*
Victoria Street
Wellington Street
Wood Hill
Wood Street
Woolmonger Street
York Road – *Town (west) side only*

The BID area includes any road or street and all small business areas, courtyards and parks located off these roads that are located within the boundary of the defined BID area as per the shaded area on the map shown in section 8 in this Proposal and Business Plan, even if they are not listed in the tables in Appendix 2.

It will also include any roads yet to be constructed and named and any new development sites created within the shaded area of the map shown in section 8 in this Proposal and Business Plan and any building, land or property, which exists within the shaded area, which falls within the levy criteria of section 16, but which is not specifically identified on the map in section 8.

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Appendices

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CABINET REPORT

Report Title	Future use of the Newton Building
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AGENDA STATUS: PUBLIC

Expected date of decision:	20 January 2021
Key Decision:	No
Within Policy:	Yes
Policy Document:	No
Directorate:	Economy & Assets
Accountable Cabinet Member:	Councillor Tim Hadland
Ward(s)	Kingsley

1. Purpose

- 1.1 At its meeting on 16 December 2020 Cabinet approved the purchase of the University of Northampton's Avenue Campus (including the Newton Building), pursuant to a Cabinet Report of the same name subject to satisfactory due diligence, through the Housing Revenue Account.
- 1.2 The purpose of this report is to update Cabinet on the future use of the Newton Building, and the proposed leasing of the premises to Northampton Partnership Homes (NPH), in order to meet NPH's current and future office requirements.

2. Recommendations

- 2.1 It is **recommended** that Cabinet:
 - a) Note the intention of Northampton Partnership Homes, to relocate from the Westbridge Depot site, to the Newton Building to release the depot for

appropriate uses, noting that the Newton Building provides more suitable office accommodation for the Council's Housing delivery partner.

- b) Notes that the Acting Director for Economy and Assets has delegated authority within the constitution to agree commercial terms for leases for less than 21 years, the Heads Of Terms will therefore be progressed using the usual constitutional process, with both sides having legal representation in addition to full consultation with West Northamptonshire Council (WNC) S.151 Officer.
- c) Notes that the Acting Director of Economy and Assets will consult the Director of Housing and Wellbeing, the Chief Finance Officer, the Borough Secretary, the Cabinet Member for Economy and Assets and the Cabinet Member for Housing and Wellbeing, before exercising the delegation referred to in recommendation b above.
- d) Notes that if the lease cannot be concluded by the 1st April 2021 then this work will need to be concluded by the new West Northamptonshire Council through their governance processes.
- e) Agrees to receive further reports in connection with the use of the Newton Building as part of a regular Capital Project Management updates.

3. Issues and Choices

3.1 Report background

- 3.1.1 The University of Northampton's Avenue Campus and the Newton Building (edged in yellow on the aerial photograph, below) are located in St George's Avenue, opposite The Racecourse public park:



- 3.1.2 As the University has now relocated most of its functions to its new Waterside Campus, the Avenue Campus and Newton Building are surplus to its requirements and, following a marketing campaign, the University has agreed to sell the Avenue Campus and Newton Building to the Council.
- 3.1.3 On 16 December 2020, Cabinet approved the purchase of the Avenue Campus (including the Newton Building and subject to satisfactory due diligence), through the Housing Revenue Account, to increase the supply of affordable housing.

- 3.1.4 Although work is ongoing to complete the acquisition, further reports will be submitted to Cabinet, in the future, for consideration of proposals relating to the provision of affordable housing. This report seeks to provide an update on the proposed use of the Newton Building.

The Newton Building

- 3.1.5 The Newton Building (pictured below) is Grade II listed and was acquired by the University of Northampton in 2007 for mixed use: education and administration. Prior to that, it was the Kingsley Middle School and the Girls Grammar School.



- 3.1.6 Northampton Partnership Homes (NPH) is seeking to lease the Newton Building, the main use as office accommodation and as part of the lease arrangements to sublet a small area as a base for NPH's tenant and leaseholder engagement and education programmes.
- 3.1.7 NPH is currently located on an operational industrial site at Westbridge Depot. The site accommodates the Council's waste contractor and all the other occupiers are of an industrial nature, it has a waste transfer station and heavy good vehicles and cranes are the main traffic users to and from the site. Westridge Depot is being reviewed by Assets for other appropriate industrial commercial uses.
- 3.1.8 The existing office accommodation used by NPH at Westbridge is becoming obsolete, as are the storage areas and the portacabins. There is no lease for the existing accommodation, it was only intended to be temporary use for NPH while suitable office accommodation was identified.
- 3.1.9 Westridge depot has recently been the subject of increased compliance reviews and this has led to one of the welfare buildings being closed, therefore more changes will need to be made at the site. It would be better for the Council to release NPH from the site and continue the asset review, and removing NPH from the site will reduce the current Health and Safety risks and allow the asset team to progress alternative commercial opportunities.
- 3.1.10 Therefore, although it has proved difficult to find alternative premises that are affordable and suitable – in terms of size, layout and location – it has always been acknowledged that:

- The nature and location of NPH's office accommodation (in portacabin buildings on a waste transfer site) are unsuitable long-term; and
- The relocation of NPH's office accommodation (from the Westbridge Waste Transfer Site) will afford the Council the opportunity to review the commercial opportunities for future industrial use.

3.1.11 The appendices (exempt) provide background information and the business case for NPH to relocate, highlighting the sites suitability as summarised below:

- It is situated close to the town centre;
- It offers safe pedestrian access and is wheelchair accessible;
- It is big enough for NPH's growing workforce and the expansion of its tenant and leaseholder engagement and education programmes;
- It has sufficient car parking to meet the NPH's day-to-day business needs, including commercial vehicles; and
- Its location and internal layout will enable NPH to transition seamlessly from Westbridge, minimising any disruption to day-to-day service delivery.

3.1.12 The principle of NPH using the Newton Building as its office accommodation forms part of the due diligence undertaken by GL Hearn who have advised on this use to support the financial viability of the overall acquisition.

3.1.13 Cabinet are asked to note that the initial use of the Newton Building will be as office accommodation to form a base for NPH adjacent to the larger development site, which is a practical location for its base. However, once the adjacent site is developed both NPH and the Council will review the Newton Building again as part of the housing strategy for Northampton.

3.1.14 It should be noted that use of Horizon House is not part of the decision-making process, back in 2018 NPH withdrew their interest in leasing this site. Horizon House continues to be part of the Northampton regeneration programme and will form part of the Enterprise Zone Delivery Plan which will set out the alternative use for the site.

3.1.15 This report should therefore be considered as an update to Cabinet. The lease terms between the Council and NPH are confirmed as being rented at full market value, the remainder of the terms will be in line with standard commercial practice with both sides supported by legal representation.

3.3 Issues

- 3.3.1 There are no specific issues arising as part of this report as it provides an update on progress in respect of the overall Avenue Campus site.
- 3.3.2 An independent structural survey has been completed and NPH will be required to put the property into good repair as part of the lease terms.
- 3.2.4 The Newton Building is Grade II listed and any changes to the building will require compliance with statutory planning permissions and other consents such as building control and listed building consent. Although NPH is not currently intending to make any changes to the building that will require such consent, the lease will require NPH to comply with all statutory consents should this situation change.
- 3.2.5 To enable NPH to deliver all of its functions (including its tenant and leaseholder engagement and education programmes), a planning application has been submitted for a change of use to Class E (Offices) and Class F1 (Learning and Non-Residential Institutions). A decision on this application is likely to take up to 13 weeks and a condition of the lease will be to obtain necessary consents before the lease completes
- 3.2.6 At its meeting on 9 December 2020, the NPH Board agreed ‘in principle’ to enter into a lease with the Council in relation to the Newton Building. The Council and NPH will continue to discuss lease terms, noting that the commercial terms will ultimately need to be formally approved by their respective decision-making processes.

3.3 Choices (Options)

- 3.3.1 Cabinet can choose to approve the recommendations to note progress which is recommended.
- 3.3.2 Cabinet may choose not to accept this update report, which would lead to uncertainty around the Newton Building with the Council paying for the void costs should the purchase be confirmed after due diligence whilst alternative options are reviewed. This may affect the viability of the acquisition and therefore the housing strategy for the development. This is therefore not recommended

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 The action proposed in this report supports three of the strategic priorities in the Corporate Plan 2019 –2021:
- A stronger economy;
 - Resilient communities; and
 - Exceptional services to be proud of.

4.2 Resources and Risk

- 4.2.1 The Newton Building is part of the wider acquisition of the Avenue Campus which is being purchased in the Housing Revenue Account (HRA). As more than 90% of NPH's remit is within the HRA, it is recommended that the Newton Building is owned in the HRA as an asset that benefits the Council's tenants. This is on the basis that the building lends itself for future consideration for conversion to residential use, subject to planning permission in the future.
- 4.2.2 An independent RICS ('Red Book') valuation of the Avenue Campus has been undertaken. This included a rental valuation of the Newton Building to inform the initial rent to be charged in a lease. This instruction includes provision to ensure the Council, as well as NPH, as a prospective tenant, could rely fully on the advice.
- 4.2.3 NPH has agreed that it meets, from its reserves, all of the costs associated with its relocation to the Newton Building from the Westbridge site. These costs will include, but are not limited to, the following:
- All removal costs;
 - Site clearance of Westbridge;
 - Fit-out costs including all furniture;
 - Surveys (including ICT, building and mechanical and engineering);
 - Deep clean, ahead of occupation;
 - Redecoration where required; and
 - Commissioning.
- 4.2.4 The Newton Building is a cost to the HRA and, although it does not represent an investment from an annual income perspective, it is a new HRA asset.
- 4.2.5 With the exception of the cost of acquiring the Newton Building, these office accommodation costs are costs to the HRA regardless of where NPH's offices are located. Other office options have already been explored, including building a new office, purchasing a new office 'off plan' and leasing an existing office but, as explained in the Business Case (Exempt Appendix B), all of these options have been more expensive than the Newton Building.

4.3 Legal

- 4.3.1 Pursuant to the Section 1 of the Localism Act 2011 the Council has the power to do anything that individuals generally of full capacity may do. The scope of the General Power of Competence provided by Section 1 of the Localism Act 2011 confers on the Council the power to exercise, such a power or otherwise for the benefit of the Council, its area or persons resident or present in its area.
- 4.3.2 The Council's Constitution delegates to the relevant senior manager in assets the power to do the following:

“Management of Council property and letting of such property other than Council houses for not more than 21 years; including agreeing assignments and subletting of leases, changes of use and other lease variations.”

This power will be used to agree any lease with NPH, subject to ensuring full decision-making due diligence and on terms that are acceptable to the Council and in consultation with the West Northants S.151 Officer.

- 4.3.3 In a Cabinet Report dated 15 March 2017 entitled “Northampton Waterside Enterprise Zone: Proposed Purchase of Land at St Peter’s Way”, Cabinet approved the purchase of the land for £1.5m (plus associated SDLT costs) and the Cabinet report noted the following in Paragraph 2.6: “Notes that the site is being purchased to enable the relocation of NPH and its depot and that exchange of contracts will therefore not take place until (i) NPH formally confirm that they will relocate to the site, (ii) accept the market rent their proposed new premises, and (iii) that VFM is demonstrated for both the General Fund and Housing Revenue Account, through the business case being prepared by NPH and NBC Finance.” In a follow-up report to Cabinet dated 19 July 2017, Cabinet was advised that NPH would relocate to the National Grid Site B and pay a commercial rent.
- 4.3.4 The business case for the leasing of the Newton building and the history leading up the current proposed lease to NPH will need to be fully considered by assets before exercising the delegation and agreeing any lease.
- 4.3.5 It is noted that Cabinet have resolved to purchase the University of Northampton’s Avenue Campus (including the Newton Building), subject to satisfactory due diligence, to increase the supply of affordable housing. Due diligence on the proposed purchase is actively being considered and the outcome and impact will inform any lease proposal.
- 4.3.6 The Heads of Terms for the Lease are yet to be fully agreed and assets will lead on this as part of the exercise of the delegation in the constitution.
- 4.3.7 Further consideration is being undertaken by legal services and finance to ensure that the Newton Building can be held within the HRA.

4.4 Equality and Health

- 4.4.1 The present accommodation for NPH staff at Westbridge is not suitable for longer term occupation and staff and visitor welfare need to be improved.
- 4.4.2 The Newton Building provides a more suitable office base for NPH’s workforce which includes access for any staff or visitors with disabilities. NPH’s in-house Occupational Therapist has reviewed the access to the Newton Building and confirmed it is accessible and that only minor adaptations are required.

4.4.3 When finalising the terms of the lease, the Council will have due regard to its Public Sector Duty and will continue to work to tackle discrimination and inequality and help to create a fairer society.

4.5 Consultees (Internal and External)

4.5.1 The Senior Management Teams of the Council and NPH have worked collaboratively together on the proposed occupation of the Newton Building to NPH.

4.5.2 Cabinet Members have also been consulted with as have senior officers at West Northants Council.

4.6 How the Proposals deliver Priority Outcomes

4.6.1 The action proposed in this report will help meet 4 of the priorities in the Council's Corporate Plan 2019 - 2021:

- Shaping place and driving growth
- Creating a thriving and vibrant town
- Spending your money wisely
- Putting the customer first

4.7 Environmental Implications (including climate change issues)

4.7.1 In the course of its move from Westbridge to the Newton Building, and throughout its future occupation of the Newton Building, NPH will endeavour to optimise reuse and recycling, and minimise the environmental impact of waste.

4.7.2 Although parking spaces will still be provided for people visiting or using the Newton Building, it is likely that the site's town centre location will reduce the need for car use. Bicycle storage will also be provided.

4.8 Other Implications

4.8.1 There are no other implications.

5. Background Papers

Corporate Plan 2019 – 2021

Cabinet Report 'Purchase of the University of Northampton's Avenue Campus, including the Newton Building' 16 December 2020.

RICS Red Book valuation and Structural Report (confidential background papers).

6. Appendices

Appendix A: Site Plan of the Newton Building (edged in red)

Exempt Appendix B: Business Case for the acquisition and leasing of the Newton Building)

7. Next Steps

7.1 Once the acquisition of Avenue Campus, including the Newton Building is completed. The Acting Director of Economy and Assets will agree the proposed lease for the new tenant, NPH. The next steps are expected to be as follows:

Date	Activity
January 2021 – March 2021	Planning application for change of use
January 2021 – March 2021	Exchange of contracts and completion of freehold acquisition of the University’s Avenue Campus (including the Newton Building)
January 2021 – March 2021	Finalisation and execution of the lease to enable NPH’s occupation of the Newton Building
March 2021 – June 2021	Installation of ICT and transition from Westbridge

Kevin Langley
Acting Director of Economy & Assets

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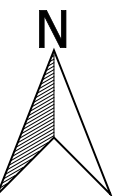
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Appendices 5



NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	PROPOSED MAKING OF A PUBLIC SPACES PROTECTION ORDER – ALLEYWAY BETWEEN DUNSTER STREET AND ST MICHAELS ROAD.
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	20th January 2021
Key Decision:	No
Within Policy:	Yes
Policy Document:	No
Directorate:	Community Safety and Engagement Cllr Anna King
Accountable Cabinet Member:	Castle
Ward(s)	

1. Purpose

- 1.1. To decide whether to make a Public Spaces Protection Order (“PSPO”) under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”) in order to restrict public access to an alleyway linking Dunster Street and St Michaels Road and which is part of the public highway.

2. Recommendations

It is recommended that Cabinet:

- 2.1. Resolves to make a PSPO which restricts public access to the alleyway linking Dunster Street and St Michaels Road (“the PSPO”), as shown on the plan attached to the draft PSPO at **Appendix 1** and which is part of the public highway, for a period of three years, in accordance with section 59 of the Act.
- 2.2. Resolves to authorise the Chief Executive to install and maintain gates at each end of the alleyway linking Dunster Street and St Michaels Road in order to

restrict public access to that highway, in accordance with section 64 (7) and (8) of the Act, and to obtain planning permission for that installation.

- 2.3. Resolves to authorise the Chief Executive to authorise persons and Northamptonshire Police Constables to enforce the PSPO and issue Fixed Penalty Notices (“FPNs”) of £100 for any breaches of it, in accordance with section 68 (1) of the Act.
- 2.4. Authorises the Borough Secretary to complete all of the statutory processes required to make the Order as set out in section 72 of the Act and regulation 2 of the Anti-Social Behaviour, Crime and Policing Act 2014 (Publication of PSPOs) Regulations 2014.

Issues and Choices

3. Report Background

- 3.1. PSPOs are designed to stop all individuals, or a specific group of persons, committing anti-social behaviour (“ASB”) in a public space. The criteria that must be satisfied when considering whether to make a PSPO is whether a particular activity or activities has or is likely to have a detrimental effect on the quality of life of those in the locality and that the activity is, or is likely to be, persistent or continuing in nature. The activity must also be “unreasonable” and any restriction must be justified.
- 3.2. PSPO’s provide Councils with a flexible power to implement local restrictions to address a range of anti-social behaviour issues in public places in order to prevent future problems and provide protection for victims of such behaviour.
- 3.3. It is important that PSPO’s are used proportionately and that they are not seen to be targeting behaviour of children/young people where there is a lack of tolerance and understanding by local people.
- 3.4. A PSPO can be made for a maximum of three years. The legislation provides for an Order to be renewed at the end of that period, but only for a further period of up to three years. However, Orders can be renewed more than once. Local Authorities can increase or reduce the restricted area of an existing Order, amend or remove a prohibition or requirement, or add a new prohibition or requirement. They can also discharge an Order.
- 3.5. Enforcement may be shared between the Council and the Police. Breach of a PSPO is a criminal offence which can result in the issuing of a Fixed penalty Notice (“FPN”) or a prosecution resulting in a fine of up to £1,000 upon conviction. Enforcement can be undertaken by Council Officers, Police Constables and other designated officers i.e. under the Community Safety Accreditation Scheme.
- 3.6. PSPO’s replaced existing provisions such as stopping up orders to gate areas of the highway.

- 3.7. Before making the order the local authority must have notified potentially affected people of the proposed PSPO, informed those persons of how they can see a copy of the proposed order, notified them of how long they have to make representation and must then have considered any representations made. There is no requirement to comply with the representations when deciding whether to make a PSPO, but they must be taken into account when making that decision
- 3.8. On 9 September 2020, Cabinet authorised the undertaking of the necessary statutory consultation, publicity and notification processes required by section 72 of the Act with regard to the proposal to make a PSPO in order to restrict access to the alleyway linking Dunster Street and St Michael's Road. This process has been completed and the representations made in response to the proposal can be found at **Appendix 2**.

Outcome of Consultation, Publicity and Notification

- 3.9. The Council engaged in a 12 week online public consultation via an open access online survey using 'Survey Monkey'. This was promoted through
- Council's social media sites
 - Councillors for the Ward
 - Adjacent businesses & residents
 - Community Safety Partnership
 - Council Officers
 - Northamptonshire Office of Police & Crime Commissioner
 - Northamptonshire Police
 - Northamptonshire County Council
 - Members of the public
 - Local press and media channels
 - Paper copies of the consultation were also made available on request and put through the doors of those in the immediate vicinity.
- 3.10. The survey sought views from members of the public on the levels and frequency of ASB witnessed in the Dunster Street/St Michael's Street alleyway, views on the acceptability of the alternative route if the alleyway were to be gated and access restricted and also asked for other comments and ideas for dealing with ASB issues. The responses to this survey can be found at **Appendix 2** and the comments submitted further to the survey can be found at **Appendix 3**.
- 3.11. In summary, of the 71 responses to the on-line survey, 83% of the respondents indicated that they were in favour of gating the alleyway for 24 hours a day and 7 days a week. 42% of respondents indicated that they had experienced or witnessed ASB taking place in the alleyway on a regular basis. 29% of respondents indicated that they had experienced or witnessed ASB in the alleyway on an occasional basis.

- 3.12. In addition, the statutory organisations required to be notified and consulted about the proposal to make a PSPO by section 72 of the Act submitted responses. These can be found at **Appendix 4**.
- 3.13. The front door providing sole access to 87 St Michaels Road is located within the alleyway itself and residents of this address will be provided with keys to the gate. The design of the gate takes this into consideration, including provision of a letterbox and adequate signage to indicate the location of the property.
- 3.14. There are also 4 adjoining residential properties with rear gates leading into the alley who will have access to St Michaels Road from the alley via the gate using a thumb turn lock. Should these residents want a key to the gate they will need to make a request to Northamptonshire Highways.
- 3.15. There will also be ongoing monitoring of the alleyway by the Neighbourhood Warden team in order to ensure acceptable levels of cleanliness.

4. Choices (Options)

- 4.1. Cabinet can decide to do nothing. However, this is not recommended because Officers believe that it would not meet the needs of the wider community or address the ASB and criminal activities being committed in the alleyway on a regular basis., as indicated by the responses to the on-line survey in **Appendices 2 and 3** and the responses from the statutory organisations at **Appendix 4**, both of which are broadly in support of the making of the proposed PSPO.
- 4.2. Cabinet can decide to make a PSPO restricting public access to the alleyway linking Dunster Street and St Michaels Road as shown on the plan attached to the draft PSPO at **Appendix 1**, for a period of three years, in accordance with section 59 of the Act. Officers believe that this will remove the alleyway as a site of ASB and criminal behaviour and meet the needs of the wider community.
- 4.3. Cabinet can also decide whether to delegate the authority to install the necessary gates required to restrict access to the alleyway, to apply for planning permission to install the same and enforcement of the PSPO in general to the Chief Executive. They can also decide whether to authorise the Borough Secretary to comply with all the statutory processes required by section 72 of the Act in order to make the Order.

5. Implications (including financial implications)

Policy

- 5.1. The approach supports the multi-agency Countywide Anti-Social Behaviour Policy that Northampton Borough Council is signed up to.
- 5.2. The Crime and Disorder Act 1998 places a statutory duty on all local authorities to work in partnership with statutory, non-statutory, community and

voluntary agencies to develop and implement strategies and policies for tackling crime and disorder. Section of that Act also imposes a statutory duty on local authorities to 'exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it can to prevent crime and disorder'.

- 5.3. Should the PSPO be made, the Planning department have advised Officers that they will have to apply for planning permission in order to install gates at each end of the alleyway in question, as required by the Town and Country Planning (General Permitted Development) (England) Order 2015.

Resources and Risk

- 5.4. A PSPO can be enforced by both Police Constables and officers authorised by the Council. Northants Police have previously agreed that the Council will process any FPNs issued for breach of any PSPO, regardless of whether a Constable issues them or not.
- 5.5. If Cabinet decides to make the PSPO, the approach with regard to processing FPNs issued for any breaches of it will be agreed with Northants Police by Officers before it comes into force, but it is expected they will agree to take the same approach with regard to processing FPNs as with all other Council PSPOs currently in force.
- 5.6. There is a financial implication for obtaining planning permission for the gates required to be installed at each end of the alley as well as the construction and installation of the gates themselves and their ongoing maintenance.
- 5.7. The initial cost of constructing the gates and their installation will be covered from the Office of the Northants Police, Fire and Crime Commissioner as part of the Safer Streets project, which is funded by the Home Office. The cost of applying for planning permission will be covered by the Community Safety team budget. The estimated total cost for the project is £6,000. Any ongoing maintenance costs will be covered by the PSPO FPN pot. This is because the Act dictates that any income generated by payment of FPNs issued for breach of a PSPO must only be directed back into management of the PSPO process. Should there be no income generated to the pot, three years' worth of ongoing maintenance costs will be funded from the Safer Streets, Home Office Fund.

6. Legal

- 6.1. PSPOs can remain in force for a maximum of 3 years and then can be renewed if the statutory tests are met. Any PSPO made by the Council prior to 31st March 2021 will remain in force for the duration of its term as part of interim arrangements that are likely to be approved by Central Government.
- 6.2. A PSPO can be made by a Local Authority under section 59 of the Act if satisfied on reasonable grounds that two conditions are met. These are that;
 - (i) Activities carried on in a public place within the authority's area **have** had a detrimental effect on the quality of life of those in the locality,

- (ii) It is likely that activities **will** be carried on in a public place within that area and that they will have such an effect and

that the effect of the activities **is**, or **is likely to be**, of a persistent or continuing nature such as to make the activities unreasonable and therefore justifies the restrictions imposed by the notice.

- 6.3. According to section 64 (4) of the Act , A PSPO may not restrict the public right of way over a highway for the occupiers of any residential premises adjoining or adjacent to that highway. Section 64 (5) of the Act also states that a PSPO may not restrict the public right of way over a highway that is the only or principal means of access to a dwelling.
- 6.4. The making of a PSPO can be challenged in the High Court by any person directly affected within 6 weeks of the making of the Order. A challenge can be made on the basis that the Council did not have the power to make the order, that the particular prohibitions or requirements are unnecessary or that the order is defective.
- 6.5. When making a PSPO the Council must have particular regard to the rights of freedom of expression and freedom of assembly as set out in the European Convention on Human Rights.

7. Equality and Health

- 7.1. Incidents of ASB will continue to be dealt with in line with the Council's equalities framework. An Equality Impact Assessment has been carried out by Officers and the written assessment can be found at **Appendix 5**.
- 7.2. Officers believe that the proposed PSPO will have a significant community impact in that it is likely to prevent and limit ASB and criminal activity in Dunster Street and St Michael's Road, improving the quality of life for those people living and working in the area.

8. Consultees (Internal and External)

- 8.1. The following internal and external consultees were notified of the proposed PSPO and invited to comment upon it;
- Director of Customers & Communities, NBC
 - Environmental Health & Licensing Manager, NBC
 - Community Safety Partnership Manager
 - Northants Police
 - Cabinet Member for Community Safety, NBC
 - Highways Authority
 - Northants Fire Service
 - East Midlands Ambulance Service

- Planning Department, NBC
- Conservation Department, NBC

9. How the Proposals deliver Priority Outcomes

- 9.1. One of the Council's corporate priorities is to "invest in safer, cleaner neighbourhoods" and this PSPO has the potential to contribute towards that priority.

10. Other Implications

- 10.1. None.

11. Background Papers

- 11.1. Anti-Social Behaviour, Crime and Policing Act 2014: Reform of Anti-Social Behaviour Powers Statutory Guidance for Frontline Professionals.

12. Appendices

- Appendix 1 Draft PSPO and Map
- Appendix 2 Consultation results
- Appendix 3 Comments from consultation
- Appendix 4 Responses from statutory consultees
- Appendix 5 Equality Impact Assessment

**George Candler
Chief Executive**

APPENDIX 1 - Draft Order and Map (Final wording of the Order will be subject to the approval of the Borough Secretary).

NORTHAMPTON BOROUGH COUNCIL (DUNSTER STREET ALLEYWAY)
PUBLIC SPACES PROTECTION ORDER 2021

Northampton Borough Council in exercise of its powers under Section 59, 64 and 72 of the Anti-Social Behaviour, Crime & Policing Act 2014 ('the Act') hereby makes the following Order:-

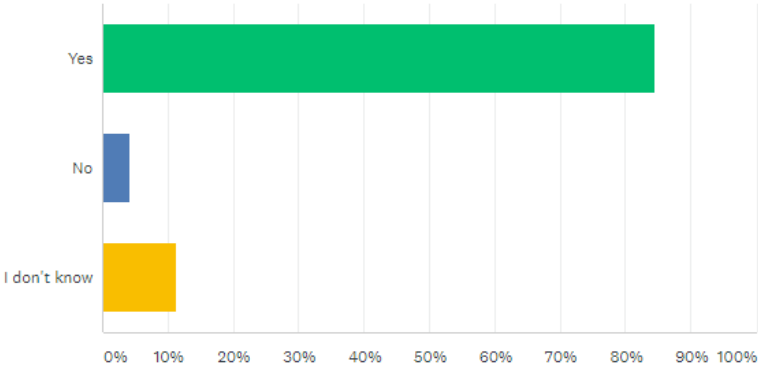
1. This Order shall come into operation on (...) and shall have effect for a period of 3 years thereafter, unless extended by further orders under the Council's statutory powers.
2. This Order relates to the highway between Dunster Street and St Michael's Road as shown in the attached plan ('the Restricted Area').
3. The effect of this Order is to restrict the public right of way over the Restricted Area for 24 hours a day and 7 days per week.
4. The alternative route for pedestrians will be along Alcombe Road.
5. Responsibility for the maintenance of the gates will lie with Northampton Borough Council, The Guildhall, St Giles Square, Northampton, NN1 1DE.
6. Police, Fire and Ambulance emergency services, statutory undertakers with equipment situated under, over, along or in the highway, council officers and other persons authorised by the Council, including the business premises adjacent to the highway, shall be exempt from the provisions of this Order.
7. The Council is satisfied that the conditions set out in Sections 59, 64 and 72 of the Act have been satisfied and that it is in all the circumstances expedient to make this Order for the purposes of reducing anti-social behaviour, specifically street drinking, drug taking and fly tipping in the restricted area. The Council makes the Order because the anti-social behaviour has had a detrimental effect on the quality of life of those in the locality. The effect or likely effect of this is of a persistent or continuing nature such as to make this unreasonable and justifies the restrictions imposed by the Order.
8. If any interested person desires to question the validity of this Order on the grounds that the Council had no power to make it or that any requirement of the Act has not been complied with in relation to this Order, he or she may apply to the High Court within six weeks from the date on this Order is made.



APPENDIX 2 - Consultation Results

Do you think anti-social behaviour is an issue in the area of Dunster Street Alley? (alleyway between Dunster Street and St Michael's Road, see map)

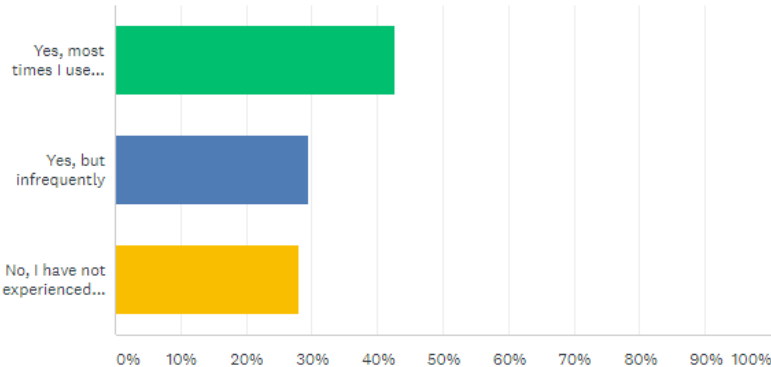
Answered: 71 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Yes	84.51%	60
▼ No	4.23%	3
▼ I don't know	11.27%	8
TOTAL		71

Have you experienced any anti-social behaviour in Dunster Street alley?

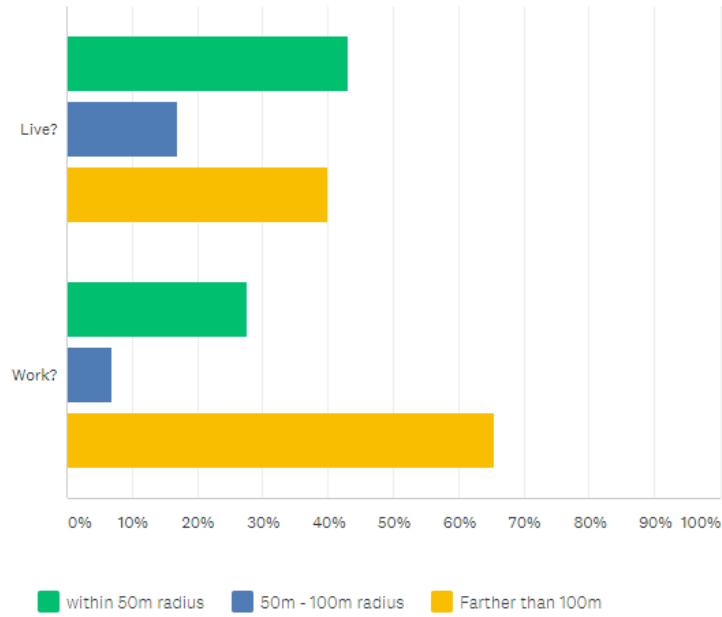
Answered: 68 Skipped: 3



ANSWER CHOICES	RESPONSES	
▼ Yes, most times I use Dunster Street alley	42.65%	29
▼ Yes, but infrequently	29.41%	20
▼ No, I have not experienced anti-social behaviour in Dunster Street alley	27.94%	19
TOTAL		68

How close to Dunster Street alley do you ...

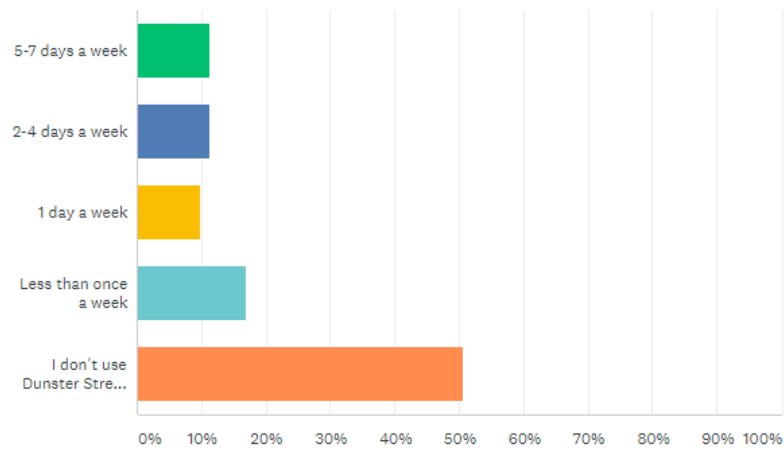
Answered: 70 Skipped: 1



	WITHIN 50M RADIUS	50M - 100M RADIUS	FARTHER THAN 100M	TOTAL	WEIGHTED AVERAGE
Live?	43.08% 28	16.92% 11	40.00% 26	65	2.97
Work?	27.59% 16	6.90% 4	65.52% 38	58	3.38

How often do you use Dunster Street alley?

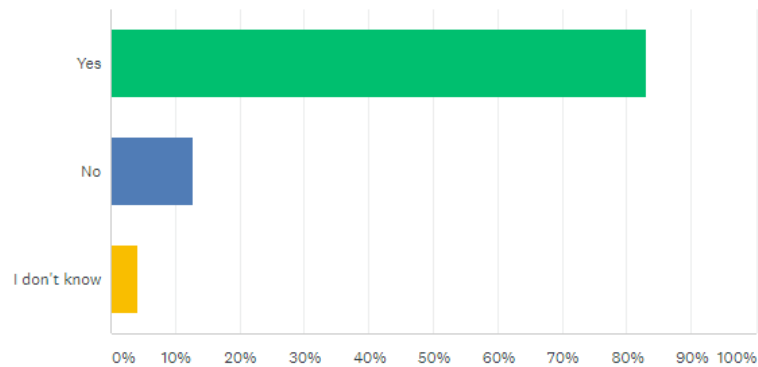
Answered: 71 Skipped: 0



ANSWER CHOICES	RESPONSES
5-7 days a week	11.27% 8
2-4 days a week	11.27% 8
1 day a week	9.86% 7
Less than once a week	16.90% 12
I don't use Dunster Street alley	50.70% 36
TOTAL	71

Do you support the closure of Dunster Street alley for 24 hours a day, 7 days a week?

Answered: 71 Skipped: 0

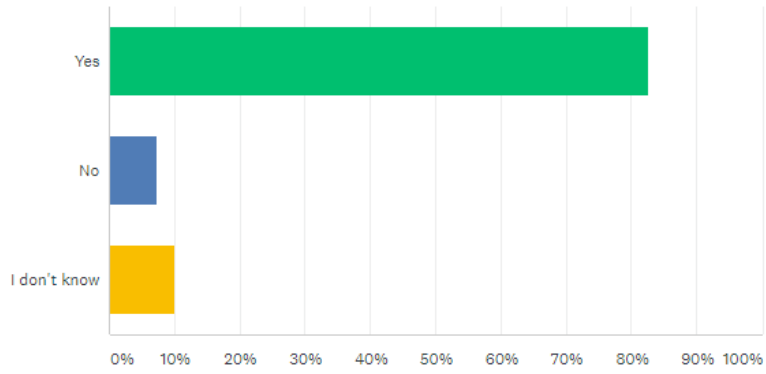


ANSWER CHOICES	RESPONSES
Yes	83.10% 59
No	12.68% 9
I don't know	4.23% 3
TOTAL	71

[Comments \(12\)](#)

Do you agree Alcombe Road is an acceptable alternative route to Dunster Street alley? (see map)

Answered: 69 Skipped: 2



ANSWER CHOICES	RESPONSES
Yes	82.61% 57
No	7.25% 5
I don't know	10.14% 7
TOTAL	69

APPENDIX 3 – Comments from Consultation

Comments regarding anti-social behaviour experienced

- my home is directly next to the alley. I experience anti social behaviour from the alley on a daily basis. This ranges from drug dealing, drug abuse, antisocial drinking, public urination and defecation, this is one of the most unhygienic and foulest facts about the alleyway. The stench emanating from the alley often will waft through our windows, preventing us sometimes from being able to have the windows open. Many arguments seem to arise (unfortunately not always in languages I understand) which can prevent me from being able to work and distract me. The alleyway is also a hotspot for flytipping and general waste disposal, often the cans of the drinkers are left along with miscellaneous rubbish bags, mattresses, fridges, almost anything people have no use for. People can somehow seem to withstand the stench and have gatherings for hours, drinking, smoking crack and shouting at each other. Two of our rooms are directly above the alley so it is very easy to hear what is happening. On one occasion somebody drove a motorbike through the alley in the early hours of the day, waking others and myself up. There has also been occasions where people in the alley will bang on the wall which is connected to our home. None of my fellow housemates or myself feel safe living so close to the alley and we try our bests to avoid it, even though it should be a convenience. I already take alternative routes so I am fully behind getting the alleyway gated. I truly believe it will put a stop or at the very least a huge dent in criminal activity and antisocial behaviour. The lives of the local residents will improve, perhaps ours most, being in such close proximity and experiencing the alley 24/7. I am extremely excited as I am writing this to you because it feels like finally action is being taken for the better of the community.
- Drug users, rubbish, people using as a toilet (1&2) drug drop off points, gathering place for the homeless and drug users, fly tipping. Used needles and drug packets. All of this usually occurs at some point very day.
- I've seen people injecting in there at all times of the day, sleeping in there, going to the toilet in there both urinating and emptying their bowels. Numerous people going in there to deal or collect drugs. The constant smell of urine is disgusting.
- live next to the alley, have found human feces on multiple occasions. There is constant urination in the alley way. People are hanging out there dealing and using, also overhead multiple conversations relating to sex work transactions. constant arguments any altercations happening that have woken me up. constant fly tipping, mattresses, broken glass, needles too!
- Witnessed drug dealing, prostitution, drinking, loud arguments, drug taking, loud conversations, human poo, dog poo, people constantly urinating (can't open windows due to the smell most days), fly tipping, rough sleeping, drug paraphernalia (used needles, glass pipes etc.), heard physical altercations. These all happen any time and day (24/7)
- Drug dealers ,street drinkers, and drug users, it gets used as a toilet people also use it to get away from the police rubbish being dumped in it
- Urination, people gathering, lots and lots of rubbish and smells awful. I live 2 doors away and have a problem with flies in the garden which I believe is due to the state of the alley.

Comments suggesting alternatives

- Monitor how often crimes occurs. The Borough should come up with an active plan to reduce the crime rate.
- The alleyway could be improved by redoing the tarmac, add cameras to help prevent unacceptable behaviour?!
- Community policing. CCTV
- As above gating seems like a final result and yet no action as far as I'm aware of has been taken in the past 10 years to tackle this. I would prefer to see the tiles which are loose and slippery when wet replaced, I would like to see the street lamp replaced to keep the area bright. And I would like to see planters similar to those done by the community group with success.

Additional Comments

- Drug users will just congregate in other areas of Dunster Street I.e Dostiyo Doorstep, under scaffolding at Hawkins factory and sadly police presence is bot enough to deter so this just shits the problem to other areas of Dunster Street and does not solve the issue
- I strongly believe that gating this alleyway will improve the area for residents.
- There are bigger problems in this area then the alleyway. Adding inconvenience the local residents who use it correctly makes no sense - if the antic social behaviour is that bad why do i never see police presence?, why has this taken so long to happen if it's so bad - i live right next to the alleyway and it really isn't as bad as everyone who likes to think they live in an 'upmarket' part of town has made out in my opinion. If it is gated, keys for immediate residents should be provided...3 or 4 doors either way perhaps?
- Please gate it off - it attracts drug users and drug dealers. It's horrible.
- Glad to see the potential. I've lived on St Michaels Road almost 20 years and I've never known it this bad. Those poor occupants adjacent must be suffering.
- There are some homeless people that are sometimes sleeping rough in the alley. Before gating it off, I think it is required that these homeless people are helped and pointed in the right direction for accommodation.
- It is long overdue and we shall be very grateful to the Council for taking this action.
- This should not be the first resort. People presence should be used as a deterrent if safe and if unsafe a police presence should be initiated.
- Please close / gate off the alleway, it has caused no end of issues and my kids feel unsafe
- It would improve my daily life as I live next to the alley way- with some of the house going over the alleyway- so I am constantly affected by the anti social behaviour in the alleyway and cannot open the windows due to the smell & often have my sleep disturbed by the noises. I believe gating the alleyway will improve the general area as it would deter all antisocial behaviour as mentioned above- there are a lot of families in the area with young children. I believe it is important that the gate covers the whole

of the archway as there is the risk if there is a gap between the archway at the top of the gate it is still vulnerable to people potentially jumping over the gate to either break into the houses that have entrances that lead onto the alleyway or to carry out some of the antisocial behaviour mentioned above

- People who live adjacent to Dunster Street have reported ASB issues over many years but previously the legislation was not in place to close the alley. I fully support this proposal based on historical reporting and an ongoing problem.

APPENDIX 4 – Responses from Statutory Consultees

Northamptonshire County Council Highways:

I can confirm that Northamptonshire County Council, as Highway Authority have no objection to the temporary gating of Dunster Street.

As this process does not legally remove the highway rights from this route, it will need to be reviewed towards the end of the current Order period.

Northamptonshire Fire & Rescue Service

It is known that alleyways and cut through passages present the opportunity for antisocial behaviour but they can also impact fire safety. They can present a risk to those in the neighbouring properties and also the fire crews attending incidents. There is an increased risk of an accumulation of household waste which presents the risk of arson and can be an obstruction to fire crews attending an incident.

Throughout the discussions in this process a Fire Protection Officer has been present and has visited the site to consider the impact and ramifications of gating the alleyway. Our position is that the closure of this alleyway would be positive as it would reduce the risk to fire safety and it is supported by Northamptonshire Fire and Rescue Service.

Northamptonshire Police

I am the Central Sector Neighbourhood Police Sergeant and currently hold responsibility for the Town Centre and St Crispin ward. I have been privy to meetings held with partner agencies and incidents reported to police about issues in the area which involves the alley way between Dunster Street and St Michael's Road. The issues addressed relate to drug use and dealing, urination/defecation in the alleyway and the area also being used for rough sleeping and sex work.

The decision to install gates in connection with this alleyway will have a significant impact on the community for the better. It will support the residential community allowing them to live without the constant fear of intimidation by those using the alleyway for illegal activity. I am hopeful that anti-social behaviour reports will fall and it will have an impact criminality. The decision to install gates is fully supported by the Neighbourhood Policing Team for the area.

APPENDIX 5 – Equality Impact Assessment

Equality Impact Assessment Part 1: Screening

When reviewing, planning or providing services Northampton Borough Council needs to assess the impacts on people. Both residents and staff, of how it works - or is planning to – work (in relation to things like disability). It has to take steps to remove/minimise any harm it identifies. It has to help people to participate in its services and public life. “**Equality Impact Assessments**” (EIAs) prompt people to think things through, considering people’s different needs in relation to the law on equalities. The first stage of the process is known as ‘screening’ and is used to come to a decision about whether and why further analysis is – or is not – required. EIAs are published in line with transparency requirements.

A helpful guide to equalities law is available at: www.northampton.gov.uk/equality. A few notes about the laws that need to be considered are included at the end of this document. Helpful questions are provided as prompts throughout the form.

1 Name of policy/activity/project/practice	Public Places Protection Order – Dunster Street Alley
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2. Screening undertaken (please complete as appropriate)	
Director of Service	George Candler
Lead Officer for developing the policy/activity/practice	Vicki Rockall
Other people involved in the screening (this may be people who work for NBC or a related service or people outside NBC)	Legal Services Environmental Services Manager, NBC Environmental Health & Licensing Manager, NBC Northants Police Cabinet Member for Community Safety, NBC Highways, Northamptonshire County Council

3. Brief description of policy/activity/project/practice: including its main purpose, aims, objectives and projected outcomes, and how these fit in with the wider aims of the organisation.

- A Public Spaces Protection Order (PSPO) allows a local authority to introduce a series of measures into a defined locality.
- The proposed PSPO will allow gating of the highway between Dunster Street and St Michaels Road, a hotspot for anti-social behaviour for many years.
- Gating Dunster Street alley will make it more difficult for offenders to evade the police.
- This is a legal order that can last for up to three years and it will prohibit a number of anti-social behaviour activities in the area including street drinking, drug taking/dealing, sexual and violent offences, removal of tags from stolen goods away from the public eye.
- If an element of this order is breached, the outcome could be that the individual is issued with a fixed penalty notice for £100 or fined up to a maximum of £1000 if at court.

4 Relevance to Equality and Diversity Duties

A Public Spaces Protection Order is designed to stop all individuals or a specific group of persons committing anti-social behaviour in a public space. This Order allows gating of a highway between Dunster Street and St Michael's Road. This highway is currently for pedestrian through access only.

If you have indicated there is a negative impact on any group, is that impact:

No – all individuals/sections of the community will be dealt with in the same manner. Incidents of ASB will continue to be dealt with in line with our equalities framework

Legal?

N/A

Please explain:

5 Evidence Base for Screening

Equality Human Rights Commission

<http://www.equalityhumanrights.com/resources/case-studies-of-how-organisations-are-using-the-duties/case-studies-equality-impact-assessments/>

Section 72 of the Anti-Social Behaviour and Policing Act 2014 requires the Cabinet as decision maker to pay particular regard to rights of freedom of expression and freedom of assembly set out in articles 10 (the right to freedom of expression) and 11 (freedom of assembly and association) of the European Convention on Human

Rights in considering the making any such order. The making of the said order is considered to be proportionate and will fulfil a legitimate aim of curbing anti-social behaviour in public places for the benefit of the law abiding majority and hence will not infringe article 11 ECHR.

6 Requirements of the equality duties:

(remember there's a note to remind you what they are at the end of this form and more detailed information at www.northampton.gov.uk/equality)

Will there be/has there been consultation with all interested parties?

A 12 week online public consultation via an open access online survey using 'Survey Monkey' Councils social media accounts was carried out:

- Businesses and residents adjacent to Jeyes Jetty
- Councillors
- Businesses
- Community Safety Partnership
- Council Officers
- Northamptonshire Office of Police & Crime Commissioner
- Northamptonshire Police
- Northamptonshire County Council
- Community Forums
- Residents Panel
- Members of the public
- Local press and media channels
- Town Centre BID
- Northamptonshire Fire & Rescue

Are proposed actions necessary and proportionate to the desired outcomes?

Yes/No Public Spaces Protection Order is designed to stop all individuals or a specific group of persons committing anti-social behaviour in a public space

Where appropriate, will there be scope for prompt, independent reviews and appeals against decisions arising from the proposed policy/practice/activity?

Yes/No The implementation of the PSPO can be challenged by any interested person within 6 weeks of the making of the Order, the challenge is made at the High Court. Anyone who is directly affected by the making of the PSPO can challenge the order

Does the proposed policy/practice/activity have the ability to be tailored to fit different individual circumstances?

Yes/No Public Spaces Protection Orders provide the opportunity to address specific problems in specific areas and create an 'Order' to enable appropriate and

proportionate action to be taken.

Where appropriate, can the policy/practice/activity exceed the minimum legal equality and human rights requirements, rather than merely complying with them?

The making of the said order is considered to be proportionate and will fulfil a legitimate aim of curbing anti-social behaviour in public places for the benefit of the law abiding majority and hence will not infringe article 11 ECHR.

From the evidence you have and strategic thinking, what are the key risks (the harm or 'adverse impacts') **and opportunities** (benefits and opportunities to promote equality) this policy/practice/activity might present?

	Risks (Negative)	Opportunities (Positive)
Race		There is no evidence that the 'Order' will impact on any specific person based on their race
Disability	Mental Health issues and physical disability will be taken into account by officers.	There is no evidence that the 'Order' will impact on any specific person based on their dis/ability.
Gender or Gender Identity/Gender Assignment		There is no evidence that the 'Order' will impact on any specific person based on their gender
Pregnancy and Maternity (including breastfeeding)		There is no evidence that the 'Order' will impact on any specific person based on pregnancy or maternity. If required pregnant women will be referred into safeguarding mechanisms
Sexual Orientation		There is no evidence that the 'Order' will impact on any specific person based on their sexual orientation
Age (including children, youth, midlife and older people)		Young people will be referred into safeguarding mechanisms. In some cases parent/guardian of under 16's will be spoken to
Religion, Faith and Belief		There is no evidence that the 'Order' will impact on any specific person based on their beliefs or religion
Human Rights	The consultation process	The 'Order' has been

	will provide the opportunity to capture their views.	proposed due to the volume of incidents that are occurring that are having a significant impact on the peoples quality of life. The introduction of this 'Order' will have a positive impact on residents, businesses, and visitors to the town.
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7 Proportionality

All cases will be treated on an individual basis, and any decisions reached will be within existing legislative guidelines. Use of the PSPO powers and advice given will be recorded in pocket note books and on ECIN's data base. The information will be analysed to determine whether the implementation of the powers has had a disproportionate effect upon the equality factors.

Enforcement action will always be seen as a last resort. Through the multi-agency groups and individual case management, support and intervention will continue to be offered.

8 Decision

Set out the rationale for deciding whether or not to proceed to full impact assessment

Full Equality Impact Assessment is not required as all sections of the community are treated the same. The proposed restrictions will impact positively on people whose protective characteristics are impacted upon by the anti-social behaviour the order is designed to address

Date of Decision:

We judge that a full impact assessment is not necessary since there are no identified groups affected by these changes.

1. Equality Duties to be taken into account in this screening include:

Prohibited Conduct under The Equality Act 2010 including:

Direct discrimination (including by association and perception e.g. carers); Indirect discrimination; Pregnancy and maternity discrimination; Harassment; third party harassment; discrimination arising from disability.

Public Sector Duties (Section 149) of the Equality Act 2010 for NBC and services provided on its behalf: (due to be effective from 4 April 2011)

NBC and services providing public functions must in providing services have due regard to the need to: **eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between different groups.** 'Positive action' permits proportionate action to overcome disadvantage, meet needs and tackle under-representation.

Rights apply to people in terms of their "Protected Characteristics":

Age; Gender; Gender Assignment; Sexual Orientation; Disability; Race; Religion and Belief; Pregnancy; Maternity. But Marriage and Civil Partnership do not apply to the public sector duties.

Duty to "advance equality of opportunity":

The need, when reviewing, planning or providing services/policies/practices to assess the impacts of services on people in relation to their 'protected characteristics', take steps to remove/minimise any negative impacts identified and help everyone to participate in our services and public life. **Equality Impact Assessments** remain best practice to be used. Sometimes **people have particular needs** e.g. due to gender, race, faith or disability that need to be addressed, not ignored. NBC must have due regard to the **duty to make reasonable adjustments** for people with disabilities. NBC must **encourage people who share a protected characteristic to participate in public life** or any other activity in which their participation is too low.

Duty to 'foster good relations between people'

This means having due regard to the need to **tackle prejudice** (e.g. where people are picked on or stereotyped by customers or colleagues because of their ethnicity, disability, sexual orientation, etc) and **promote understanding**.

Lawful Exceptions to general rules: can happen where action is proportionate to achieve a legitimate aim and not otherwise prohibited by anything under the Equality Act 2010. There are some special situations (see Ch 12 and 13 of the Equality Act 2010 Statutory Code of Practice – Services, Public Functions and Associations).

2. National Adult Autism Strategy (Autism Act 2009; statutory guidelines) including:

3. to improve how services identify and meet needs of adults with autism and their families.

4. Human Rights include:

5. Rights under the European Convention include not to be subjected to degrading **treatment**; **right to a fair trial** (civil and criminal issues); **right to privacy** (subject to certain exceptions e.g. national security/public safety, or certain other specific situations); **freedom of conscience** (including religion and belief and rights to manifest these limited only by law and as necessary for public safety, public order, protection of rights of others and other specified situations); **freedom of expression** (subject to certain exceptions); **freedom of peaceful assembly and to join trade unions** (subject to certain exceptions); **right not to be subject to unlawful discrimination** (e.g. sex, race, colour, language, religion, political opinion, national or social origin); **right to peaceful enjoyment of own possessions** (subject to certain exceptions e.g. to secure payment of taxes or other contributions or penalties); **right to an education**; **right to hold free elections by secret ballot**. The European Convention is given effect in UK law by the Human Rights Act 1998.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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