

## **FORWARD PLAN**

### **FOR THE PERIOD 1 JUNE 2008 TO 30 SEPTEMBER 2008**

#### **What is a Forward Plan?**

The Forward Plan is a list of the key decision, which are due to be taken, by the Cabinet during the period covered by the Plan. The Council has a Statutory duty to prepare a Forward Plan. The Plan is updated monthly and is available to the public 14 days before the beginning of each month. It covers a 4-month rolling period. It can be accessed from The Guildhall Office and/or the Council website [www.northampton.gov.uk](http://www.northampton.gov.uk).

#### **What is a Key Decision?**

A key decision in the Council's constitution is defined as:

- 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 £50,000;
- 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.


\* Executive functions are those, which are the responsibility of the Cabinet as opposed to, for example, regulatory functions, which are the responsibility of the Council's Planning or Licensing Committees.

#### **Who takes Key Decisions?**

Under the Council's constitution, key decisions are taken by

- Cabinet
- The Leader or Deputy Leader (in matters of urgency only)
- Individual officers acting under delegated powers (it is rare for any decision delegated to an officer to be a key decision)

### Are only Key Decisions listed in the Forward Plan?

The Council only has a statutory obligation to publish only Key Decisions on the Forward Plan. However, the Council has voluntarily decided to list non-key Cabinet decisions on the as well. In order to clarify matters on the Plan, Key decisions have a  symbol next to the item.

### What does the Forward Plan tell me?

The Plan gives information about:

- What key and non-key decisions are coming forward in the next four months (these decisions have a symbol next to them)
- Other non-key Cabinet decisions that are coming forward in the next four months
- Whether the decision will be taken in public or private
- When those key decisions are likely to be made
- Who will make those decisions
- What consultation will be undertaken
- Who you can contact for further information

### Who is the Cabinet?

The Members of the Cabinet and their areas of responsibility are:

Councillor Tony Woods	Leader of the Council and Portfolio Holder for Partnerships and Improvement	<a href="mailto:cllr.awoods@northampton.gov.uk">cllr.awoods@northampton.gov.uk</a>
Councillor Brendan Glynane	Deputy Leader and Portfolio Holder for Community Engagement and Safety	<a href="mailto:cllr.bglynane@northampton.gov.uk">cllr.bglynane@northampton.gov.uk</a>
Councillor Sally Beardsworth	Portfolio Holder for Housing	<a href="mailto:cllr.sbeardsworth@northampton.gov.uk">cllr.sbeardsworth@northampton.gov.uk</a>
Councillor Richard Church	Portfolio Holder for Regeneration	<a href="mailto:cllr.rchurch@northampton.gov.uk">cllr.rchurch@northampton.gov.uk</a>
Councillor Trini Crake	Portfolio Holder for Environment	<a href="mailto:cllr.tcrake@northampton.gov.uk">cllr.tcrake@northampton.gov.uk</a>
Councillor Brian Hoare	Portfolio Holder for Performance	<a href="mailto:cllr.bhoare@northampton.gov.uk">cllr.bhoare@northampton.gov.uk</a>
Councillor Malcolm Mildren	Portfolio Holder for Finance	<a href="mailto:cllr.mmildren@northampton.gov.uk">cllr.mmildren@northampton.gov.uk</a>

### What is the role of Overview and Scrutiny?

The Council has three Overview and Scrutiny Committees namely

Overview and Scrutiny 1 - Partnerships, Regeneration, community Safety and Engagement

Overview and Scrutiny 2 - Housing and Environment

Overview and Scrutiny Committee 3 - Improvement, Performance and Finance

The Committees' role is to contribute to the development of Council policies, to scrutinise decisions of the Cabinet and to consider any matter affecting the area of Northampton or its citizens. Dates of these meetings and other Council meetings can be found at [www.northampton.gov.uk](http://www.northampton.gov.uk)

### How and who do I contact?

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. Wherever possible, full contact details are listed in the individual entries in the Forward Plan. They can also be reached via the switchboard (01604) 837837.

For general information about the decision-making process please contact Frazer McGown, Meeting Services Manager at The Guildhall, St Giles Square, Northampton NN1 1DE Tel: 01604 837101, E-mail: [fmcgown@northampton.gov.uk](mailto:fmcgown@northampton.gov.uk).

Councillor Tony Woods, Leader of Northampton Borough Council

🔑 = Key Decision


**Forward Plan : 1 June 2008 to 30 September 2008**

<b>Subject</b>	<b>Expected Decision to be Made</b>	<b>Decision to be made by</b>	<b>Expected Date of Decision</b>	<b>Key or Non-Key Decision</b>	<b>Who Will be consulted</b>	<b>How will they be consulted</b>	<b>Report available/Portfolio holder/Contact Officer</b>
Gypsy and Travellers Accommodation Assessment	🔑 To receive the Gypsy and Travellers accommodation and assessment report.	Cabinet	2 Jun 2008	KEY	N/a	N/a	22.05.08 Cllr Crake Clive Thomas, Corporate Director <a href="mailto:cthomas@northampton.gov.uk">cthomas@northampton.gov.uk</a>
Housing Management System - Capital Scheme	🔑 Approve variations to the Housing Revenue Account (HRA) capital project, impacting on the capital programme for the year 2008/2009; and the implications to the HRA revenue budget.	Cabinet	2 Jun 2008	KEY	Finance Team, Project Board, Corporate Manager and Director.	Via meetings	22.05.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations <a href="mailto:fr Rodgers@northampton.gov.uk">fr Rodgers@northampton.gov.uk</a>
Draft East Midlands Housing Strategy	To approve the consultation response to the draft East Midlands Regional Housing Strategy.	Cabinet	2 Jun 2008	NON-KEY	Internal		22.05.08 Cllr Church Yvonne Faulkner <a href="mailto:yfaulkner@northampton.gov.uk">yfaulkner@northampton.gov.uk</a>

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Northampton: Market Square and Abington Street - Building Frontages Appraisal	🔑 To approve the proposals for next steps.	Cabinet	2 Jun 2008	KEY	Stakeholder Steering Group	Regular progress reports and discussions	22.05.08 Cllr Church Mick Lorkins, Economic Intelligence Officer, <a href="mailto:mlorkins@northampton.gov.uk">mlorkins@northampton.gov.uk</a> Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a>
Racecourse Master Plan	🔑 to consider the master plan for Racecourse developed by the Healthy Living Hub and Friends of Northampton Racecourse.	Cabinet	2 Jun 2008	KEY	Local community.	Have already carried out local radio shows.	22.05.08 Cllr Crake Carl Grimmer, Corporate Manager, Streetscene <a href="mailto:cgrimmer@northampton.gov.uk">cgrimmer@northampton.gov.uk</a> Tony Spiezick <a href="mailto:tspiezick@northampton.gov.uk">tspiezick@northampton.gov.uk</a>


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Response to Overview and Scrutiny recommendations on Historic Building and Regeneration Task and Finish Group	To approve the recommendations in response to the Overview and Scrutiny Historic Buildings and Regeneration Task and Finish Group's recommendations.	Cabinet	2 Jun 2008	NON-KEY	N/A	N/A	22.05.08 Cllr Chirch Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a>
Regional Housing Strategy - Consultation Response	To approve the Council's response to EMRA.	Cabinet	2 Jun 2008	NON-KEY	N/A	N/A	22.05.08 Cllr Chursh Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a> Yvonne Faulkner, Housing Strategy Officer <a href="mailto:yfaulkner@northampton.gov.uk">yfaulkner@northampton.gov.uk</a>

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Chrysalis Centre - Business Start Up Project	 To approve the next steps in progress of project	Cabinet	2 Jun 2008	KEY	Management Board, Asset Management, Governance, Finance and Planning	Management Board papers and briefings	22.05.08 Cllr. Church Chris Cavanagh, Corporate Manager, Regeneration and Growth, <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a> Mick Lorkins, Economic Intelligence Officer <a href="mailto:mlorkins@northampton.gov.uk">mlorkins@northampton.gov.uk</a>
Residents General Survey and User Satisfaction Survey 2008	To note the Residents General and User Satisfaction survey 2008.	Cabinet	2 Jun 2008	NON-KEY	N/A	N/A	22.05.08 Cllr B Hoare Dale Phillipson, Corporate Manager, Performance and Improvement <a href="mailto:dphillipson@northampton.gov.uk">dphillipson@northampton.gov.uk</a>

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Capital Programme 2008-09 Project Appraisal and Variations	🔑 To approve the capital schemes and variations to schemes in the programme.	Cabinet	2 Jun 2008	KEY	Section 151 Officer, Monitoring Officer, Project Manager, and relevant Portfolio Holders, Directors, and Corporate Managers.	Review and sign off of capital appraisal forms and variations detailing the project and its relevance and importance to the authority.	22.05.08 Cllr Mildren Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>
Performance (MONTHLY REPORT) (a) Performance Monitoring	To note the current position.	Cabinet	2 Jun 2008	NON-KEY	Corporate Managers	Via Corporate Manager service accountants meetings in relation to their forecasts.	22.05.08 Cllr B Hoare Dale Phillipson, Corporate Manager, Performance and Improvement <a href="mailto:dphillipson@northampton.gov.uk">dphillipson@northampton.gov.uk</a>

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Six Fields Area Action Plan to become Masterplan	🔑 To approve the proposal to progress planning framework for Sixfields through a Masterplan and to amend the Local Development Scheme to reflect the change.	Cabinet	16 Jun 2008	KEY	WNDC, English Partnership, key stakeholders	Via a series of meetings	06.06.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a> Phil Dodshon, Planning Officer <a href="mailto:pdodshon@northampton.gov.uk">pdodshon@northampton.gov.uk</a>
Pay and Grading	🔑 To agree the approach to Pay and Grading	Cabinet	16 Jun 2008	KEY	Internal and Trade Unions	Via correspondence and meetings	06.06.08 Cllr B Hoare David Hemingway, Interim Corporate Manager for Human Resources <a href="mailto:dhemingway@northampton.gov.uk">dhemingway@northampton.gov.uk</a>
Future of Greyfriars car park and accommodation for Shopmobility	🔑 To consider the most appropriate strategy for the immediate future of Greyfriars car park and the accommodation needs of the Shopmobility service.	Cabinet	16 Jun 2008	KEY	Ability Northants (Shopmobility); Town Centre Operations		06.06.08 Cllr Mildren Simon Dougall, Asset Manager <a href="mailto:sdougall@northampton.gov.uk">sdougall@northampton.gov.uk</a>



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Play areas and Multi Use Games areas procedure and protocol	🔑 To approve the (1) adoption and ongoing maintenance of existing CASPAR Multi Use Games areas (MUGA) and children's play areas, (Belling and Thorplands) (2) the ownership proposals put forward and (3) the future protocol for new children's play areas and MUGAs.	Cabinet	16 Jun 2008	KEY	Internal Directorates.	Draft reports to be circulated for comments prior to submission to Cabinet.	06.06.08 Cllr Glynane Thomas Hall, Corporate Manager, Citizen Engagement <a href="mailto:thall@northampton.gov.uk">thall@northampton.gov.uk</a> Denise King, Neighbourhood Manager <a href="mailto:dking@northampton.gov.uk">dking@northampton.gov.uk</a>
Audit Commission Inspection Report on Street Scene, Waste Management and Sustainability	To receive the Audit Commission Inspection report.	Cabinet	16 Jun 2008	NON-KEY	Internal	Via correspondence.	06.06.08 Cllr Crake Carl Grimmer, Corporate Manager, Streetscene <a href="mailto:cgrimmer@northampton.gov.uk">cgrimmer@northampton.gov.uk</a>
Northamptonshire Sustainable Communities Strategy (LAA)	To note progress on the strategy.	Cabinet	16 Jun 2008	NON-KEY			06.06.08 Cllr Woods Nicci Marzec <a href="mailto:nmarzec@northampton.gov.uk">nmarzec@northampton.gov.uk</a>

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Annual Report: Customer Feedback	To approve the report and management approach.	Cabinet	16 Jun 2008	NON-KEY	Internal staff and members of the public.	Publication of report on the Council website and intranet post cabinet approval.	06.06.08 Cllr Glynane Kay Atkinson, Corporate Manager, Customer Services <a href="mailto:katkinson@northampton.gov.uk">katkinson@northampton.gov.uk</a>
Regeneration Projects - Progress Update	🔑 To agree the proposals for next steps for each key project.	Cabinet	16 Jun 2008	KEY	Management Board, Asset Management, Finance	Verbal briefing	06.06.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth, <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a> Mike Kitchen, Project Management and Development Team Manager <a href="mailto:mkitchen@northampton.gov.uk">mkitchen@northampton.gov.uk</a>

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St John's Masterplan - report for consultation	To approve the Taylor Young report for consultation.	Cabinet	16 Jun 2008	NON-KEY	Management Board, Asset Management, Culture, Housing, Planning	Management Board reports and verbal briefing	06.06.08 Cllr Church Mike Kitchen, Project Management and Development Team Manager, <a href="mailto:mkitchen@northampton.gov.uk">mkitchen@northampton.gov.uk</a> Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a>
Retail Strategy for Northampton Town Centre	To confirm CACS Report as a basis for consultation with key stakeholders.	Cabinet	16 Jun 2008	NON-KEY	WNDC, Planning Development, Town Centre Partnership	Through membership	06.06.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth, <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a> Mick Lorkins, Economic Intelligence Officer <a href="mailto:mlorkins@northampton.gov.uk">mlorkins@northampton.gov.uk</a>

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Sub National Economic Review Consultative Draft Response	To confirm the Council's response to Government's Draft Review	Cabinet	16 Jun 2008	NON-KEY	Management Board and Finance	Management Board paper and briefing	06.06.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth, <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a> Mick Lorkins, Economic Intelligence Officer <a href="mailto:mlorkins@northampton.gov.uk">mlorkins@northampton.gov.uk</a>
Statement of Accounts 2007/08	🔑 To approve the Statement of Accounts for 2007/08	Special Cabinet	26 Jun 2008	KEY	N/A	N/A	18.06.08 Cllr Mildren Isabell Procter <a href="mailto:iprocter@northampton.gov.uk">iprocter@northampton.gov.uk</a>
Annual Governance Statement	To agree the Annual Governance Statement	Special Cabinet	26 Jun 2008	NON-KEY	Corporate Directors and Corporate Managers		18.06.08 Cllr Mildren Isabell Procter <a href="mailto:iprocter@northampton.gov.uk">iprocter@northampton.gov.uk</a>
Annual Internal Audit Report	To note the Annual Internal Audit Report	Special Cabinet	26 Jun 2008	NON-KEY	N/A	N/A	18.06.08 Cllr Mildren Isabell Procter <a href="mailto:iprocter@northampton.gov.uk">iprocter@northampton.gov.uk</a>

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Revenue Outturn Report 2007/08	To note the 2007/08 Revenue Outturn and approve some use of reserves.	Special Cabinet	26 Jun 2008	NON-KEY	Budget Managers, Portfolio Holder, Section 151 Officer, Monitoring Officer and Management Board	Budget Manager input in to the report as part of the final accounts process and circulation of draft report.	18.06.08 Cllr Mildren Gavin Chambers, Head of Finance, <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a> Rebecca Smith, Assistant Head of Finance <a href="mailto:RSmith@northampton.gov.uk">RSmith@northampton.gov.uk</a>
Capital Outturn Report 2007/08	To note the 2007/08 Capital Outturn and approve slippage.	Special Cabinet	26 Jun 2008	NON-KEY	Budget Managers, Portfolio Holders, Section 151 Officer, Monitoring Officer, Management Board.	Budget Manager input in to the report as part of the final accounts process and circulation of draft report.	18.06.08 Cllr Mildren Gavin Chambers, Head of Finance, <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a> Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>
Housing Improvement Plan	To approve the Housing Improvement Plan	Cabinet	14 Jul 2008	NON-KEY	Employees	Various means	04.07.08 Cllr Beardsworth Janet Dean, Interim Strategic Director <a href="mailto:JDean@northampton.gov.uk">JDean@northampton.gov.uk</a>

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Estate Services Review	🔑 To consider options for delivery of borough-wide estate cleaning/caretaking service.	Cabinet	14 Jul 2008	KEY	Tenants, leaseholders, tenant groups	Questionnaire, survey, tenant group meetings	04.07.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations <a href="mailto:fr Rodgers@northampton.gov.uk">fr Rodgers@northampton.gov.uk</a>
Strategic Business Review	🔑 To agree a process to review the strategic business direction of Council services.	Cabinet	14 Jul 2008	KEY	Management Board and Group Leaders and Councillors.	Via meetings and electronic correspondence.	04.07.08 Cllr Woods David Kennedy, Chief Executive <a href="mailto:dkennedy@northampton.gov.uk">dkennedy@northampton.gov.uk</a>
European Charter for Equalities between Men and Women in Local Life	To consider signing up to the European charter for equalities between men and women in local life.	Cabinet	14 Jul 2008	NON-KEY	Internal		04.07.08 Cllr Glynane Nicci Marzec <a href="mailto:nmarzec@northampton.gov.uk">nmarzec@northampton.gov.uk</a>
Market Square - Proposals for Future Uses: Operational Proposals	🔑 To approve the proposed plans.	Cabinet	14 Jul 2008	KEY	Stakeholder Steering Group	Regular progress report and discussions and surveys	04.07.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth, <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a> Mick Lorkins, Economic Intelligence Officer <a href="mailto:mlorkins@northampton.gov.uk">mlorkins@northampton.gov.uk</a>

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NBC Anti-Social Behaviour Strategy 2008-2011	🔑 To approve the NBC Anti-Social Behaviour Strategy 2008-2011.	Cabinet	14 Jul 2008	KEY	Internal staff and external partners.	Electronic correspondence and meetings.	04.07.08 Cllr Glynane Thomas Hall, Corporate Manager, Citizen Engagement, <a href="mailto:thall@northampton.gov.uk">thall@northampton.gov.uk</a> Lee Owens <a href="mailto:lowens@northampton.gov.uk">lowens@northampton.gov.uk</a>
Revenue Budget Monitoring 2008/09 - Position as at the end of May 2008	To note the forecast year end position as at the end of May 2008 and to approve any call on reserves.	Cabinet	14 Jul 2008	NON-KEY	Budget Managers, Corporate Managers, Management Board, Portfolio Holder.	Monthly monitoring process, meetings, briefing and callover.	04.07.08 Cllr Mildren Ann Davies, Finance Manager, <a href="mailto:anndavies@northampton.gov.uk">anndavies@northampton.gov.uk</a> Rebecca Smith, Assistant Head of Finance <a href="mailto:RSmith@northampton.gov.uk">RSmith@northampton.gov.uk</a>
Capital Programme 2008-09 (Monitoring Report period 2) - Project Appraisals and Variations	🔑 To note the report and approve any appraisals and variations to the Capital Programme.	Cabinet	14 Jul 2008	KEY	S .151 Officer, Monitoring Officer, Project Manager, relevant Portfolio Holders, Directors, and Corporate Managers.	Monthly monitoring of meetings, review and sign off of capital appraisal forms and variations.	04.07.08 Cllr Mildren Gavin Chambers, Head of Finance, <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a> Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>

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Environment Act 1995 - Proposed Air Quality Management Areas, Northampton Borough Council	🔑 To approve the declaration of new air quality management areas.	Cabinet	14 Jul 2008	KEY	Legal, Planning, Finance, WND, NCC, PCT, DEFRA and all neighbouring local authorities.	Via written correspondence with supporting evidence.	04.07.08 Cllr Crake Joe Alfano, Principal Environmental Health Officer, <a href="mailto:jalfano@northampton.gov.uk">jalfano@northampton.gov.uk</a> Christine Stevenson, Corporate Manager, Planning, Leisure and Building Control <a href="mailto:cstevenson@northampton.gov.uk">cstevenson@northampton.gov.uk</a>
Grosvenor/Greyfriars - Development Agreement Update	🔑 To approve 'in part public and part private' the Development Agreement subject to any outstanding due diligence required.	Cabinet	14 Jul 2008	KEY	Legal, Finance, Asset Management, Town Centre Operations, Management Board	Briefings and Management Board Paper	04.07.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a>
Delapre Abbey Options Appraisal	🔑 To consider the implications of options appraisal and agree a way forward.	Cabinet	14 Jul 2008	KEY	Key stakeholders, Consultants, Delapre Abbey consultation group and Members.	Meetings and correspondence.	04.07.08 Cllr Mildren Gavin Chambers, Head of Finance, <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a> David Fletcher, Senior Estates Officer <a href="mailto:dfletcher@northampton.gov.uk">dfletcher@northampton.gov.uk</a>