



Democracy and Standards Committee

A meeting of the Democracy and Standards Committee will be held at The Guildhall, St Giles Street, Northampton, NN1 1DE on Monday 11 March 2024 at 6.00 pm

Agenda

1.	Apologies for Absence and Notification of Substitute Members
2.	Declarations of Interest Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
3.	Minutes (Pages 5 - 12) To confirm the Minutes of the meeting of the Committee held on 25 January 2024.
4.	Chair's Announcements To receive communications from the Chair.
a)	Proposed amendments to the Constitution (Pages 13 - 74) - Proposed updates to the Contract Procedural Rules
b)	Proposed amendments to the Constitution (Pages 75 - 80) - Amendments to the Terms of Reference of the Health and Wellbeing Board
6.	Review of Planning Committee arrangements (Pages 81 - 90) To consider an update of the review of the Planning Committee arrangements
7.	West Northamptonshire Community Governance Review: Update (Pages 91 - 190)

	To provide an update on the consultation regarding the West Northamptonshire Community Governance Review
8.	Review of the Work Programme 2024/2025 (Pages 191 - 192) To review and note the Committee's Work Programme 2024/2025.
9.	Urgent Business The Chairman to advise whether they have agreed to any items of urgent business being admitted to the agenda.
10.	Exclusion of Press and Public In respect of the following items the Chairman may move the resolution set out below, on the grounds that if the public were present it would be likely that exempt information (information regarded as private for the purposes of the Local Government Act 1972) would be disclosed to them: The Committee is requested to resolve: "That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that if the public were present it would be likely that exempt information under Part 1 of Schedule 12A to the Act of the descriptions against each item would be disclosed to them"

Catherine Whitehead
Proper Officer
1 March 2024

Democracy and Standards Committee Members:

Councillor Andrew Kilbride (Chair)

Councillor Andrew Grant (Vice-Chair)

Councillor Daniel Cribbin

Councillor Jonathan Harris

Councillor Nigel Hinch

Councillor Cecile Irving-Swift

Councillor Kevin Parker

Councillor Wendy Randall

Councillor Cathrine Russell

Apologies for Absence

Apologies for absence and the appointment of substitute Members should be notified to democraticservices@westnorthants.gov.uk prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

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Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

If you have any queries about this agenda please contact Tracy Tiff / Marina Watkins, Democratic Services via the following:

Tel: 01604 837408 / 01327 302236

Email: democraticservices@westnorthants.gov.uk

Or by writing to:

West Northamptonshire Council
The Guildhall
St Giles Street
Northampton
NN1 1DE

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Democracy and Standards Committee

Minutes of a meeting of the Democracy and Standards Committee held at The Guildhall, St Giles Street, Northampton, NN1 1DE on Thursday 25 January 2024 at 6.00 pm.

Present:

Councillor Andrew Kilbride (Chair)
 Councillor Andrew Grant (Vice-Chair)
 Councillor Daniel Cribbin
 Councillor Jonathan Harris
 Councillor Nigel Hinch
 Councillor Andrew Kilbride
 Councillor Cecile Irving-Swift
 Councillor Wendy Randall

Also in attendance: Councillor Sally Beardsworth

Apologies for Absence:

Councillor Cathrine Russell

Officers:

Cath Whitehead, Director of Legal and Democratic
 Sarah Hall, Deputy Director Law and Governance
 Paul Hanson - Head of Democratic and Elections
 Tracy Tiff, Deputy Democratic Services Manager
 Marina Watkins, Committee Officer
 Adrian Ward, Chief Internal Auditor (remote)

109. **Appointment of Chair of the Democracy and Standards Committee**

It was proposed by Councillor Nigel Hinch that Councillor Andrew Kilbride be appointed Chair of the Democracy and Standards Committee. The proposition was seconded by Councillor Cecile Irving-Swift. On being put to the Committee it was

RESOLVED:

That Councillor Andrew Kilbride be appointed Chair of the Democracy and Standards Committee.

110. **Declarations of Interest**

Councillor Cecile Irving-Swift declared that as Chair of the Audit and Governance Committee she had an interest in item 11 regarding appointing co-opted members to the Committee.

111. **Minutes**

RESOLVED:

That the Minutes of the Democracy and Standards Committee held on 15th November 2023 be approved and signed as a correct record.

112. **Chair's Announcements**

None advised.

113. **Statistics - Code of Conduct Arrangements Annual Review**

The Deputy Democratic Services Manager outlined the report which provided detailed statistics in relation to the Member Code of Conduct complaints dealt with under the Member Complaints Procedure.

In response to a question regarding the number of complaints regarding parish councils, the Monitoring Officer advised that complaints were assessed at an early stage to decide whether it was in the public interest to warrant the required work. There were a very large number of parish councils in the West Northants area so the number of complaints put in was not unexpected. Danny Moody of NCALC provided training with regards to bullying and respectful behaviour when necessary.

The Deputy Director Law and Governance added that training had been provided for certain parish councils where a large number of complaints had been received, and such action had seen complaints reduce. A pragmatic approach was adopted and lots of unsubstantiated complaints were not progressed with after initial assessment. The number of complaints against parish councils was relatively small in comparison to the number of parish councils.

RESOLVED:

That the Democracy and Standards Committee:

notes the statistics in relation to the number of complaints received and dealt with, in respect of the WNC Members' Code of Conduct and of Codes of Conduct adopted by Town and Parish councils within West Northamptonshire.

114. **Councillor Development Programme 2023 -2025 - Progress report**

The Deputy Democratic Services Manager outlined the report, which detailed the progress on Councillor development.

Training had most recently concentrated on planning and overview and scrutiny. The views provided by Councillors regarding the external training provision had been somewhat negative.

Councillor Harris suggested that training on the Local Plan, Local transport Plan, Carbon literacy and Net Zero would be useful.

It was considered that all training whether externally or internally held can vary in quality.

In response to questions, the Monitoring Officer advised that consideration could be given to claiming money back from external providers if the training did not meet the required standards.

Councillor Harris suggested that a working group could be set up to shape the training and provide some direction. The Monitoring Officer advised that it was frustrating that some councillors would attend mandatory training for only 10 minutes – 30 minutes, and perhaps a working group could provide some judgement on such matters. Councillor Hinch suggested that there should be some short form of assessment at the end of mandatory sessions.

The Committee agreed that a working group should be set up to provide direction with regards to member training the members to be Councillors Jonathan Harris, Andrew Kilbride and Wendy Randall.

Standards Hearing training would be arranged for the Committee in due course.

RESOLVED:

That the Democracy and Standards Committee:

- a) Notes the Training Programme for 2023/24 and takes into consideration feedback received regarding the delivery and training providers of key Councillor Development sessions.
- b) Approves the delivery of future Councillor Development sessions by internal Officers, different external training providers or a mix of both.
- c) Considers other potential opportunities to deliver and promote learning and development opportunities for Councillors.
- d) Confirms that training for all Members of the Democracy and Standards Committee on the process for Hearing sub-Committees is scheduled and delivered by the Monitoring Officer.
- e) that a working group should be set up to provide direction with regards to member training as and when needed, with the members to be Councillors Jonathan Harris, Andrew Kilbride and Wendy Randall.

115. West Northamptonshire Community Governance Review: Update

The Head of Democratic and Elections outlined the report which provided an update on the Community Governance Review which was currently in stage 1 consultation. The consultation will end on 31st January, with recommendations on proposed

changes being compiled before being submitted to the next meeting of the Committee on 11th March. Recommendations would be split into 3 types:

- 1) proposed changes not possible
- 2) changes supported by consultation and deliverable and
- 3) judgement of the Committee is required.

The Council needed to take ownership of any proposals. Regard had to be paid to protected arrangements, where the Boundary Commission had put changes in within the last 5 years. The second stage of consultation would commence on 26th April. The Monitoring Officer advised that clear decisions would be required from the Democracy and Standards Committee on 11th March, as the timescales were very tight.

Councillor Irving-Swift wished it to be noted that she had attended the training on CGR on 20th December and found it to be very useful and clear.

In response to questions from Councillor Randall, the Head of Democratic and Elections advised that WNC could not unilaterally move wards and the Boundary Commission set the bar high for any requested changes in the first five years. Discussion would be held with Councillor Randall regarding Daventry Town Councils views outside of the meeting.

RESOLVED:

That the Democracy and Standards Committee notes the update on the Community Governance Review of parishes in West Northamptonshire and endorses the proposed decision making process to be followed at the conclusion of the first stage of the formal consultation.

116. Updates to the Constitution

The Head of Democratic and Elections outlined the report which outlined minor changes to the Constitution to reflect consistency.

It was considered that the need to remain silent when councillors were speaking should apply to members of the public too. Such a requirement could be added to section relating to disorderly conduct. The issue would be brought back to a future meeting.

RESOLVED:

That the Democracy and Standards Committee notes and approves the recommendations to Council relating to updates to the Constitution as set out in Section 5 of the report.

117. Appointment of Independent Persons

The Deputy Director Law and Governance outlined the report, which proposed the re-appointment of Independent Persons (IPs) to assist in the consideration of Member

Code of Conduct complaints. The IPs dealt with around 40 complaints a year and were rotated to ensure a fair workload. The 2 x 4 year terms of office for co-opted members was in line with that recommended by CIPFA.

The Committee considered that there should be a wider mix of IPs as it was noted that all four of the current role holders were male. For continuity and retention of experience it was suggested that the current IPs be re-appointed, with a role review and recruitment exercise carried out in the future to try to engage a wider variety of applicants.

The Committee considered that it may be beneficial to stagger the end times of the IPs, with 2 continuing in post for 2 further years and 2 for 4 years. This would allow retention of experience but also a rotation in personnel.

It was considered that the allowance be reviewed by the Independent Remuneration panel when it next meets.

RESOLVED:

That the Democracy and Standards Committee recommends to Council the re-appointment of the following Independent Persons for West Northamptonshire Council, with 2 being appointed for a period of 2 years and 2 being appointed for a period of 4 years

Peter Glover
Alan Hayes
John Peachey
Tom Edwards

118. **Appointment of non-elected Co-opted Members of the Audit and Governance Committee**

The Deputy Director Law and Governance outlined the report, which proposed amendments to the constitution to add Co-opted Members to the Audit and Governance Committee in accordance with CIPFA recommendations.

Adrian Ward, the Chief Internal Auditor joined the meeting remotely for this item. The Co-opted Members would have no voting rights but would be suitably experienced in the area of audit and governance. Councillor Irving-Swift, the Chair of the Audit and Governance Committee, advised that the Committee were in agreement with the proposal, and that the Executive Director of Finance and Chief Internal Auditor supported the plans.

In response to a question regarding broadcasting meetings of the Audit and Governance Committee, the Monitoring Officer advised that she was reluctant to roll out webcasting to additional meetings until on-going technical problems were resolved.

The new Co-opted roles would receive an allowance, which was not yet included in the Allowances Scheme. The Independent Remuneration panel would be contacted, and approval requested for the Co-optees to receive the same allowance for other

similar positions which was currently £500pa. A full review of the Allowances Scheme would be taking place next year.

RESOLVED:

That, subject to the outcome of the consultation with the Members of the Audit and Governance Committee, the Democracy and Standards Committee recommend to Council:

i) Amendments to the Constitution to add two Co-opted Independent Members to the Membership of the Audit and Governance Committee with payment of an allowance matching those of the other Co-opted Independent Members of the Council of £500 per annum; and

ii) To delegate to the Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee and the Head of Audit and Risk Management the arrangements for the selection of such members. This would include the preparation of a role profile, advertising the roles and convening a selection panel of Members supported by Officers to interview applicants, following which formal appointment would be referred back to Council.

119. **Committee Work Programme 2024/2025**

Consideration was given to the Democracy and Standards Committee Work Programme 2024-25. A revised draft was circulated at the meeting.

Councillor Harris suggested an item be added to the work programme regarding a protocol on the use of Council footage for meetings. The Monitoring Officer advised that such a policy already existed. The law stated that individuals could record meetings. The most pragmatic outcome was the Council producing a public record of the meeting via YouTube. The policy could be shared and reviewed. The Head of Democratic and Elections advised that this was part of a wider issue, where councillors or any member of the public could make use of footage and it was very difficult to police.

A point was raised regarding public consultations. The Monitoring Officer advised that public consultation was often quite regimented in how it was laid out, but should Councillors have an issue with a particular piece of consultation, she would look into the matter if requested.

Councillor Haris queried why there were no Minutes of the Highways Oversight Group. The Monitoring Officer advised that the group was not a Task and Finish Group but an informal group set up by Cabinet and Place Scrutiny members.

RESOLVED:

That the Committee Work Programme is noted.

120. **Urgent Business**

None advised.

The meeting closed at 7.26 pm

Chair: _____

Date: _____

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WEST NORTHAMPTONSHIRE COUNCIL
DEMOCRACY AND STANDARDS COMMITTEE

Date: 11 March 2024

Report Title	Amendments to the Constitution - Review of Contract Procedure Rules and Scheme of Delegation
Report Author	Sarah Hall sarah.hall@westnorthants.gov.uk

Contributors/Checkers/Approvers		
Monitoring Officer	Sarah Hall	
Chief Finance Officer (S.151)	Martin Henry	
Communications	Becky Hutson	

List of Appendices

- Proposed amended Contract Procedure Rules - (Appendix 1)
- Proposed amended Scheme of Delegation - (Appendix 2)

1. Purpose of Report

- 1.1 The purpose of this report is for the Democracy and Standards Committee to review draft amendments to the Contract Procedure Rules and the Scheme of Delegation within the Constitution and recommend approval of the proposed changes to Full Council for approval.

2. Executive Summary

- 2.1 The Council's Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law, while others are a matter for the Council to choose. The Council must operate in accordance with its Constitution and the rules set out within it. The Constitution is divided into different parts which set out the basic rules governing the Council's business as well as some of the detailed rules.
- 2.2 In accordance with best practice, the Constitution is regularly reviewed. This report focusses on a recent review of the Contract Procedure Rules and a review of the associated contracting elements of the Scheme of Delegation to Officers. The authority to amend the Constitution is a Council decision. Democracy and Standards Committee is asked to consider the draft amendments to the Contract Procedure Rules and Scheme of Delegations to Officers and make a recommendation to Council.

3. Recommendations

- 3.1 It is recommended that the Democracy and Standards Committee:
- a) Agree the amendments proposed to the Contract Procedure Rules and Scheme of Delegation to Officers as set out at Appendices 1 and 2 and recommend their approval to Council.

4. Reasons for Recommendations

- 4.1 Keeping the Constitution under regular review helps ensure that it is legally compliant, complete, reflects the character and culture of the authority and supports effective and efficient decision making.

5. Report Background

- 5.1 Since the formation of West Northamptonshire Council in 2021, minor amendments have been made to the Contract Procedure Rules (located at Part 9.6 of the Constitution).
- 5.2 A recent review of the Contract Procedure Rules has identified a need for the Rules to be amended further to ensure that they are more 'outward facing', more easily accessible to members of the public and that they cross reference accurately and logically with other parts of the Constitution, in particular the Scheme of Delegation to Officers.
- 5.3 At present, the Contract Procedure Rules are long, contain internal instructions and policy elements to Officers (which could be detailed in separate guidance documents sitting outside of the Constitution), and contain Officer delegated powers which are repeated in the Scheme of Delegation to Officers.
- 5.4 This review has therefore resulted in proposed changes to the Contract Procedure Rules and Scheme of Delegations to Officers as detailed at Appendices 1 and 2.
- 5.5 Various sections have been removed from the current Contract Procedure Rules, for example:
- a. Procedural rules of the Chief Officers
 - b. Rules for Officers prior to starting any procurement process
 - c. Rules for Officer using Framework agreements and Dynamic Purchasing Systems
 - d. Contracts reserved for Social Enterprises and Mutuals
 - e. Consultants, Temporary Agency and/or External Subject Matter Experts
 - f. Rules on seeking the advice of the Monitoring Officer
 - g. Rules on seeking procurement advice
 - h. Rules regarding any potential conflict of interest

The review has been undertaken in partnership by Legal services and the Procurement Team to develop a customer facing document that is legally compliant, reflects best practice and is more easily understandable by the public and businesses that we may contract with.

The Handbook for Officers on Contracts and Procurement, which already exists, will be updated and re-issued to Officers if the Contract Procedure Rules are amended. By retaining Officer guidance in a document outside of the Constitution, this enables it to be updated as necessary to reflect changes to best practice and legislation without formal Council approval.

- 5.6 The Scheme of Delegation to Officers has been amended and updated to reflect all delegations and to more accurately record all exceptions to the Contract procedure Rules. Previously some elements were stated in the Contract Procedure Rules and others in the Scheme of Delegation. All exceptions are now recorded in one place.
- 5.7 The proposed amendments to the Contract Procedure Rules have had the result of streamlining them. This is because many of the more detailed internal instructions to Officers carrying out procurements, that are not relevant to the public, have been moved to the Officer Handbook. A further review of the Contract Procedure Rules will be undertaken in Autumn 2024 upon the introduction of the

Procurement Act 2023. This will require further changes to the Rules and will provide an opportunity to assess the impact of the changes recommended today and make any other changes necessary.

6. Issues and Choices

- 6.1 The Committee could choose not to make any changes to the Contract Procedure Rules and Scheme of Delegation, however this would result in the Rules not reflecting best practice and being out of date in several areas. It would also miss the opportunity to ensure that all delegations and exceptions are accurately recorded within the Scheme of Delegation to Officers.

7. Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1 There are no financial implications arising directly as a result of amending the Contract Procedure Rules or Scheme of Delegation.

7.2 Legal

- 7.2.1 Regular review of the Constitution helps to ensure these legal requirements are met. The amendments set out above will assist in ensuring the Council is able to operate in a lawful manner and follow best practice.

7.3 Risk

- 7.3.1 There are no significant risks arising from this report. Reviewing the Constitution helps to reduce any risks that could arise as a result of the Constitution not properly supporting decision making and delivery of Council services.

7.4 Consultation

- 7.4.1 The Procurement Team have been consulted and support the proposed changes to the Contract Procedure Rules and Scheme of Delegation to Officers.

7.5 Consideration by Overview and Scrutiny

- 7.5.1 Not applicable to this report.

7.6 Climate Impact

- 7.6.1 There is no climate impact to consider in relation to the recommendation.

7.7 Community Impact

- 7.7.1 There are no specific community impacts arising from the report.

8.0 Background Papers

- 8.0.1 None

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9.6 Contract Procedure Rules

Part 1 – Introduction, Scope and Responsibilities

1. Introduction

- 1.1 These Rules are part of the Council's Constitution and apply to all procurement activities (the purchase of goods, services and works) undertaken by the Council. They must be read in conjunction with any other relevant laws, regulations, policies and/or procedures, including the Financial Procedure Rules, Employee Code of Conduct, Scheme of Delegations to Officers, the Anti-Fraud and Corruption Policy, Guidance on Grants, the Council's Procurement Officer Handbook and the Council's Contract Management Officer Handbook (including contract register guidance, system instructions and protocol).
- 1.2 If there is any conflict between these Rules and relevant law, the legislation shall take precedence. The Council also reserves the right to consider the application of intervening government guidance when making decisions about the application of these Rules.

2. Basic Principles

- 2.1. Whether or not a procurement is subject to the UK Procurement Regulations, it must be conducted in accordance with the Agreement on Government Procurement (GPA). This means all procurements must be carried out in a fair, open and transparent way.
- 2.2. These Rules are designed to ensure that procurements:
- (a) achieve value for money for public money spent;
 - (b) are consistent with the highest standards of integrity;
 - (c) ensure fairness and transparency;
 - (d) ensure that the Council complies with all legal requirements and established government and commercial codes of conduct;
 - (e) comply with the Council's associated policies;
 - (f) manage the Council's risk effectively;
 - (g) are proportionate in regard to value and risk; and
 - (h) ensure that Non-Commercial Considerations e.g. prior knowledge of contractors do not influence any contracting decision.
- 2.3 Chief Officers are responsible for all procurement activity in their Directorates. They will maintain robust governance and oversight procedures to ensure the compliance of their staff with these Rules.

3 Amendments to these Rules

- 3.1 The Monitoring Officer in consultation with the Head of Procurement shall have the power to make incidental amendments from time to time to these Rules, to ensure that they remain consistent with legislation, the Council's organisational structure and generally with best practice.

4. Exceptions to the Rules

- 4.1 Please refer to the Scheme of Delegation for Officers for exceptions to these rules.

5 Requesting a Waiver from these Rules and in cases of Emergencies

- 5.1 Subject to the UK Procurement Regulations and any other relevant legislation, an officer may seek a waiver where they are unable to comply with these Rules.
- 5.2 The Scheme of Delegations to Officers (Exceptions – Contracting) sets out which officer(s) have the delegated authority to approve waivers depending on the value of the contract.
- 5.3 A waiver will only be granted in exceptional or unavoidable circumstances. Lack of appropriate planning will not be considered as sufficient justification to be granted a waiver.
- 5.4 Where a waiver is to be used, the waiver must be formally completed and signed prior to entering into any contract for goods, services and/or works.
- 5.5 In cases of emergency and where there is a significant risk of danger to life, or damage to property or a major impact on the Council or its service users, the Monitoring Officer or their nominee may choose to waive these Rules in accordance with the Council's Procurement Emergency process.

Part 2 – Pre-Procurement

1. Competition Requirements

- 1.1. Officers will establish the Total Value of the procurement for the life of the contract, including any potential extension periods which may be awarded.
- 1.2. Services, goods and/or works that could reasonably be treated as a single contract will not be sub-divided to avoid these Rules, thresholds, or any legal requirements.
- 1.3. Based on the Total Value, procurements will be conducted in line with the financial thresholds detailed in Appendix 2.

2. Pre-Tender Market Research and Consultation

- 2.1. The Officer responsible for the procurement may consult potential Suppliers in general terms about the nature, level and standard of the contract packaging and other relevant matters, provided this does not prejudice any potential Bidder.

- 2.2. The Officer will not adopt any technical advice in the preparation of an Invitation to Tender or Quotations from anyone where this may prejudice the equal treatment of all potential Bidders or otherwise distort competition.
- 2.3. Pre-tender consultation with service users on what is being procured is encouraged and is considered good practice to ensure the Specification correctly addresses what is required.

3. Public Services (Social Value) Act 2012

- 3.1. The Public Services (Social Value) Act 2012 requires the Council to consider at the pre-procurement stage:
 - (a) How the proposed procurement might improve the economic, social, and environmental well-being of the area;
 - (b) How the Council may act with a view to securing that improvement in conducting the process of the procurement; and
 - (c) Whether it should undertake any community consultation on the above.

4. Corporate Contracts, Corporate Frameworks and Dynamic Purchasing Systems

- 4.1. The Council has created a selection of Corporate Contracts, Corporate Frameworks and Dynamic Purchasing Systems (DPSs) for goods, services and works where the prices and terms have been negotiated to achieve value for money for the Council as a whole.
- 4.2. Before undertaking a procurement exercise, Officers will check if a relevant Corporate Contract, Framework or DPS exists and, where it does, this will be used.
- 4.3. Where a collaborative procurement is being conducted, the Council's financial value alone will be the amount used to determine the Key Decision threshold.

5. Concession Contracts

- 5.1. The Council may wish to enter into contracts where the Supplier receives payment from a third party, or where the Supplier receives non-monetary benefits. Such contracts will be let in accordance with these Rules and where relevant the Concession Contracts Regulations 2016.

Part 3 – Procurement Thresholds

1. General Requirements

- 1.1. Please see Appendix 2 for the procurement thresholds and the process to be followed.

2. Purchases at or over the Regulation Threshold

- 2.1. All goods, services and/or works at or over the Regulation Threshold are covered by the UK Procurement Regulations. These Regulations govern the processes for advertising, timetabling and Supplier selection.
- 2.2. The latest thresholds and regulations can be found at the following site:

[The Public Procurement \(Agreement on Government Procurement\) \(Thresholds\) \(Amendment\) Regulations 2023 \(legislation.gov.uk\)](#)

Part 4 – Procurement Documents

1. Invitations to Tender, Quotations, Call-offs from Frameworks and Dynamic Purchasing Systems.

1.1. All Invitations and call-offs will:

- (a) Clearly specify the goods, services or works that are required. The specification must describe the requirements in sufficient detail to ensure the submission of competitive bids which may easily be compared;
- (b) Include evaluation methodology, such as the selection and award criteria which details the cost and quality split;
- (c) Clearly and unambiguously specify the award procedure on which Tenders, Quotations or Call-Offs will be evaluated, such as on the most economically advantageous tender;
- (d) Attach a copy of the contract terms and conditions that will apply.

2. Submission of Tenders or Quotations

- 2.1 Bidders must be given sufficient time to prepare and submit a proper Tender or Quotation, consistent with the urgency and complexity of the contract requirements.

3. Late Tenders

- 3.1. Late Tenders or Tenders above the Regulation threshold that are not submitted in accordance with these Rules will be disqualified unless approved by the Monitoring Officer in consultation with the Head of Procurement.

4. Evaluation

- 4.1. Tenders and Quotations will be evaluated in accordance with the pre-determined evaluation criteria set out in the procurement documents.
- 4.2. The evaluation will be carried out by a panel consisting of the Officer and at least one other officer of appropriate seniority, supported and moderated by the Head of Procurement or their nominee(s).

- 4.3. If, despite all reasonable efforts having been made to obtain the required minimum number of responses, fewer respond to the Council's requirement, then the procurement may progress with the Bidders who have provided a valid response.

5. Clarification Procedures

- 5.1. Officers may ask Bidders for clarifications to any of the details submitted as part of their bid. However, such clarifications must not result in a significant change to the bid or related documentation.

6. Notification of Award

- 6.1. The Officer in conjunction with the Head of Procurement or their delegate will inform successful and unsuccessful Bidders simultaneously in writing whether or not their bid was successful for contracts at or over the regulation threshold.
- 6.2. Where the value of the contract is at or over £25,000, the Officer will publish an award notice on Contracts Finder.
- 6.3. Where a Tender is subject to the UK Procurement Regulations, the Council will adhere to the relevant standstill period.
- 6.4. If a Bidder requests in writing a further debrief in relation to the award, the Officer in consultation with the Head of Procurement or his/her delegate will provide the appropriate response.
- 6.5. Any complaints from unsuccessful Bidders must be provided in writing.

Part 5 – Contract Formalities

1. Principles relevant to contracts at all values

- 1.1. Every contract must be in writing and must clearly state:
- (a) The goods, services and/or works to be provided;
 - (b) The start and end date or the means by which these are to be ascertained;
 - (c) The agreed programme of delivery;
 - (d) The price and terms of payment;
 - (e) All other terms that are agreed, e.g. insurance;
 - (f) Exit procedures, for when the contract comes to its natural end; and
 - (g) Termination procedures for early termination of the contract, including when the Supplier has not fulfilled its contractual obligations.

2. Execution of Contracts

- 2.1. Contracts let under the UK Procurement Regulations may only be signed/sealed after the mandatory standstill period has elapsed without any challenge being received.
- 2.2. Reference to signing contracts includes by electronic signature of documents where this improves the efficiency of the Council and removes the requirement for hard copy printing.
- 2.3. If, after acceptance of its Tender or Quotation, a Supplier fails within a reasonable period of time and without reasonable justification to sign or otherwise enter into a formal written contract, the Council shall reserve the right to withdraw the contract from the Supplier.

3. Commencement of Contracts

- 3.1. No supply of goods, services or works shall commence until all contract documents have been completed.

4. Contract Register

- 4.1. Contracts valued at or over £5,000 must be recorded on the Contract Register.
- 4.2. The Contract Register will be published on the Council's website in accordance with Local Government Transparency Code 2015.

5. Letters of Intent

- 5.1. Letters of Intent shall only be used in exceptional circumstances and where approved by the appropriate Chief Officer in consultation with Legal Services.

6. Bonds, Parent Company Guarantees and Insurance

- 6.1. Performance bonds or parent company guarantees may be required:
 - (a) Where the total value of the contract exceeds £500,000; and
 - (b) Where it is proposed to make stage or other payments in advance of receiving the whole of the subject matter of the Contract; or
 - (c) Where there is concern about the stability of the Supplier, regardless of value.
- 6.2. Where a performance bond or parent company guarantee is required, this must be clearly stated in the Invitation to tender or quotation and must be in place before the contract is completed by the Council or simultaneously with completion.
- 6.3. Where a Bidder or Bidders appeal the Council's request for a performance bond or parent company guarantee, an exception can be made.
- 6.4. Officers will ensure that suppliers maintain adequate insurance for the duration of the contract period and shall verify this at appropriate intervals throughout the term.

7. Variations

- 7.1. Where a variation means that the value of a contract would exceed the relevant regulation threshold, or where there is any material change to the contract, advice must be sought from Head of Legal (Corporate) and Head of Procurement.
- 7.2. Variations on contracts with a total value of £5,000 or more must be noted on the Contract Register.
- 7.3. Officers must be satisfied that they have sufficient budget to cover any variation and that the variation will achieve value for money and be reasonable in all the relevant circumstances.

Appendix 1 – Definitions, Abbreviations and Glossary

Term	Definition
Bidder	A potential Supplier, vendor or organisation who responds to an invitation to Tender or Quote or any person who asks or is invited to submit a Quotation or Tender.
Contracts Finder	A service provided by the government that enables Suppliers to search for information about public sector contracts.
Chief Officer	An Officer(s) as defined in the Constitution.
Contract Management Officer Handbook	Document produced by the Procurement team stipulating the process that Officers must adhere to when managing a contract.
Contract Register	A register managed by the Procurement Team that stores details of the Council's Contracts such as duration and expiry dates. The register is published on the Council's intranet.
Corporate Contract and/or Corporate Framework	Contract let by a central team in the Council (such as Procurement) for Officers to use rather than procure separate.
Dynamic Purchasing Systems (DPSs)	Are a type of agreement available through the Crown Commercial Service that can be used to filter suitable suppliers, who have passed pre-arranged checks, based on a range of criteria and create a shortlist to invite to their further competition. DPSs differ from frameworks in that suppliers can join at any time.
Financial Regulations	The financial regulations outlining Officer responsibilities for financial matters issued by the Chief Finance Officer in accordance with the Constitution.
Framework Agreement	A formal tendered arrangement which sets out terms and conditions under which specific purchases can be made from the successful Bidders in unpredicted quantities at different times during the term of the Framework Agreement.
Invitation	Invitation to Tender or Quote in the form required by these Rules.
Local	Areas within the West Northamptonshire boundary.
Non-Commercial Considerations	Those that are listed in section 17(5) of the Local Government Act 1988.
Officer	An officer of the Council designated by the Chief Officer to be responsible for undertaking the procurement exercise and for the administration of the contract to include ensuring compliance with its terms and conditions and implementation of any required variations.
Parent Company Guarantee	A Contract which binds the parent of a subsidiary company as follows: If the subsidiary company fails to do what it has promised under a Contract with the Council, they can require the parent company to do so instead.
Performance Bond	An agreement that if the Supplier does not do what it has promised under a contract with the Council, the Council can claim from the Bondsman the sum of money specified in the Bond (usually 10% of the contract sum). It is intended to protect the Council against a level of

	cost arising from the Suppliers failure to comply with the terms of the contract.
Procurement Officers Handbook	Document produced by the Procurement team for Officers stipulating the process that Officers must adhere to when undertaking a procurement
UK Procurement Regulations	The Public Contracts Regulations 2015 and any successor public regulations which specify in detail the procedures by which public authorities shall undertake their procurements.
Purchasing Gateway Group (PGG)	An identified group of Officers, comprising the Head of Procurement, the Monitoring Officer and Chief Finance Officer or their duly appointed representatives, that is responsible for reviewing, approving and advising on proposed procurements and procurement issues.
Quotation	A quotation of price and any other relevant matter (without the formal issue of an Invitation to Tender).
Regulation Threshold	The Total Value threshold at which PCR2015 public procurement directives must be applied. The current procurement thresholds and regulations can be found at the following site The Public Procurement (Agreement on Government Procurement) (Thresholds) (Amendment) Regulations 2023 (legislation.gov.uk)
Request for Quotation	A formal quotation of price and any other relevant matter (without the formal issue of an Invitation to Tender).
Rules	These Contract Procedure Rules.
Supplier	Any person or organisation, including companies or other bodies of persons providing, or seeking to provide, goods, services or works to the Council.
Tender	A Bidder's proposal submitted in response to an Invitation to Tender.
Total Value	<p>The whole of the value or estimated value (in terms of money or equivalent value) for a single purchase, whether or not the purchase comprises several lots or stages across the Council as a whole and whether or not it is to be paid or received by the Council or a discrete operational unit within the Council.</p> <p>The Total Value shall be calculated as follows:</p> <ol style="list-style-type: none"> 1. Where the contract is for a fixed period, by taking the total price to be paid or which might be paid during the whole of the proposed contract period; 2. Where the contract is for an uncertain duration, by multiplying the monthly payment by forty-eight or the maximum permitted duration in months if less; 3. For nominated Suppliers and sub-contractors, the Total Value shall be the value of that part of the main contract to be fulfilled by the nominated Supplier or sub-contractor; 4. Where an in-house service provider is involved, by taking into account redundancy and similar/associated costs; and/or 5. In the case of a Framework Agreement, the estimated call off during the period of the contract.
TUPE	The Transfer of Undertaking (Protection of Employment) Regulations 2006.
Value for Money (VfM)	The most advantageous combination of cost, quality and sustainability to meet customer requirements, in accordance with the principles of the National Audit Office; Economy, Efficiency and Effectiveness.

Appendix 2 – Summary of Procurement Thresholds

Value of Contract	Pre-Procurement Authorisation	Advertising	Procurement Process	Contract Execution	Contract Register and Contracts Finder
Up to £5,000	If Key Decision, Cabinet approval.	Advertising optional.	At least one written quotation required. Officers should ensure they achieve value for money (at least one from a Local Provider)	Contract terms issued via purchase order.	No requirement to publish.
£5,000 up to £25,000	If Key Decision, Cabinet approval.	Advertising optional.	Seek to obtain at least three written Quotations (at least one from a Local provider).	Contract terms issued via purchase order.	Contract must be published on the Contract Register.
	If Key Decision, relevant Officer and Cabinet/ approval.	Advertising optional. Award Notice on Contracts Finder is Mandatory	Seek to obtain at least three formal quotations from the Council's RFQ process (at least one from a Local provider).	Written contract signed by one Chief Officer or Officer with appropriate authority to enter into a Contract. Standard terms approved by Legal Services.	Contract must be published on the Contract Register and Award Notice on Contracts Finder
£100,000 up to Regulation Threshold	If Key Decision, Cabinet. Requirement to present proposed procurement to PGG.	Advertising on Contracts Finder is mandatory.	Seek to obtain at least three formal quotations from the Council's RFQ process.	Written contract signed/sealed. Standard terms approved and contract prepared by Legal Services	Contract must be published on the Contract Register and Award Notice on Contracts Finder.
Regulation Threshold and above	Head of Procurement. Officer in Consultation with Head of Procurement If Key Decision, Cabinet approval.	Advertising Mandatory in accordance with UK Procurement Regulations	Procurement must be run in accordance with UK Procurement Regulations	Written contract signed/sealed. Standard terms approved and contract prepared by Legal Services.	Contract must be published on the Contract Register and Award Notice on Contracts Finder.

	Requirement to present proposed procurement to PGG.				
Framework Agreements	Must follow the above approvals in accordance with the "Value of the Contract" If Key Decision, Cabinet approval.	Not applicable Award notice on Contracts Finder is mandatory for £25,000 and above	Follow call-off procedure within Framework Agreement.	Written Contract created from Framework Agreement. Sign-off as per above thresholds.	Contract must be published on the Contract Register and Award Notice on Contracts Finder

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9.2 Scheme of Delegation to Officers

INTRODUCTIONS AND PERMISSIONS

Introduction

1. The West Northamptonshire Council has adopted vision and values supporting a Corporate Plan. To support the delivery of the Corporate Plan, managerial and operational decisions are taken, within a framework of democratic accountability, at the most appropriate level, which is usually the closest point of contact to the citizen. This scheme is to be interpreted widely to give effect to this overall purpose by empowering staff to carry out their functions and deliver the Council's services within the Budget and Policy Framework set by the Council, and subject to the guidelines set by the Council, the Cabinet and the Council's management team.

Overall Limitations

2. Any exercise of delegated powers is subject to the following overriding limitations.

Member Consultation

3. Officers set out in the scheme are expected to:
 - (a) maintain a close liaison with the appropriate portfolio holder or in their absence the Leader;
 - (b) consult relevant portfolio holders when exercising temporary or project specific delegations;
 - (c) ensure the Ward Councillor(s) is/are consulted or advised of the exercise of any delegated powers that particularly affect their area ; and
 - (d) ensure that the Chief Executive (Head of Paid Service), Executive Director of Finance (s.151 Officer) and the Director of the Legal and Democratic (Monitoring Officer) are consulted and advised of any decisions as necessary.
4. Portfolio holders for the relevant area should be consulted on the exercise of a delegated power in all cases where:
 - (a) there is likely to be opposition from members of the public;
 - (b) where there are political sensitivities;
 - (c) there is likely to be media (including social media) interest; or
 - (d) expenditure is unusual for the Budget area.

- (e) a consultation concerning a decision that is likely to result in any of the criteria set out in (a) to (d) above being met is planned.
5. Before exercising any delegated power, officers must consider whether to consult with the relevant portfolio holder on the exercise of delegated powers or not to exercise delegated powers but to refer the matter to the relevant member or member body to decide.
 6. The Leader or any Cabinet Member may at any time, following consultation with the Chief Executive and relevant officer, require a particular issue or any aspect of delegated powers to be referred to the appropriate member body for a decision.
 7. This does not limit the general requirements set out elsewhere in the constitution to consult with relevant ward members, scrutiny chairs and interested groups in reaching decisions.

Reservations

8. The scheme does not delegate to officers:
 - (a) any matter reserved to full Council;
 - (b) any matter which by law may not be delegated to an officer;
 - (c) any Key Decision; or
 - (d) any matter expressly withdrawn from delegation by the Council, committees, Leader or Cabinet.

Restrictions

9. Any exercise of delegated powers is subject to
 - (a) any statutory restrictions;
 - (b) the Budget and Policy Framework;
 - (c) any provision contained in this Constitution including the Procedure Rules;
 - (d) any financial limits set out in the revenue or capital budgets except as set out in the Financial Procedure Rules;
 - (e) any policy set by the Council or its committees, the Cabinet or the Chief Executive; and
 - (f) the Code of Conduct for Employees.

Permissions

10. This scheme delegates to the Assistant Chief Executive, Executive Directors and Directors all the powers and duties relevant to those areas of responsibility detailed within the areas of responsibility below that rest with the Council or which have been delegated or granted to the Council, subject to the limitations, restrictions, reservations and requirements for consultation set out above. This includes all powers and duties under all legislation present and future within those descriptions and all powers and duties incidental to that legislation including but not limited to:

a. Powers in relation to staff

Take any action in accordance with the Council's agreed policies and procedures with respect to the recruitment, appointment, promotion, training, grading, discipline, determination of wages and salary scales, determination of allowances, determination and application of conditions of service, including but not limited to allocation of leave, honorariums, ill health retirement and determination of establishment except as detailed in the Staff and Employment Exceptions chart.

b. Powers in relation to contracts and property

Powers in relation to contracts and property agreements to negotiate, put out to tender, bid, submit tenders, vary, terminate, dispute, extend and renew and in relation to contracts to buy and sell and in relation to property to acquire, dispose of, let and licence except as detailed in the Contracts and Property Exceptions Charts.

c. Powers in relation to planning

Powers to determine applications, grant permission, refuse permission, to publicise applications, to comment or make representations on applications, notifications and consultations, to raise objections, to require documentation and information, to take appropriate action on enforcement, to negotiate, complete, vary, discharge or amend planning obligations and agreements, process and determine all decisions relating to neighbourhood planning under the Localism Act 2011, other than as detailed in the Legal Exceptions Chart.

d. Powers in relation to finance

Powers to incur capital and revenue expenditure, to seek recovery of amounts owed, to exercise discretion in recovery, alter or waive repayment periods, or approve exemptions in relation to repayments, agree refunds, reduce or remit payments and waive fines, except as detailed in the Finance Exceptions Chart.

e. Powers in relation to legal action

Powers to authorise, appoint or nominate officers and to investigate, prosecute, enforce, lay informations, require individuals to disclose information, serve requisitions for information, publish information, apply to a court, sign notices, issue, serve, vary, revoke and publish notices, including fixed penalty notices and serve documents, make prohibition orders, suspend or vary a prohibition order, take emergency remedial action, carry out works in default, issue certificates, issue consents, issue and grant licenses and license applications, issue permits, refuse, vary or revoke licensing applications, issue temporary exemption notices, obtain, introduce, operate, amend, extend, vary and revoke orders, impose conditions, introduce and maintain registers, exercise powers of entry without force, apply for a warrant, make, vary or revoke and in relation to land relevant to service functions to note applications for licences, planning, consents and approvals, a declaration and grant, vary, revoke and attach conditions to consents, except as detailed in the Legal Exceptions Chart.

The Chief Executive

11. The Chief Executive may carry out the powers and duties of the Assistant Chief Executive and Executive Directors and Director of Legal and Democratic in their absence or in consultation with them and will also have the following additional powers:

- (a) to carry out the powers and duties of any of the officers in their absence or in consultation with them;
- (b) to incur expenditure in the event of a civil emergency;
- (c) in cases of emergency to take any decision which could be taken by the Council, the Cabinet or a committee, in consultation with the Leader; emergency to include cases which fall short of a declared emergency but are nevertheless situations in which there will be a risk of significant detriment to the wellbeing of residents if action is not taken.
- (d) to alter the areas of responsibility of the Assistant Chief Executive, Executive Directors and Directors set out in the Areas of Responsibility section of this scheme;
- (e) to make arrangements for the appointment of Chief Officer roles and to make appointments to Deputy Chief Officer roles.
- (f) to agree the Human Resources Policies following relevant consultation.
- (g) to make any changes necessary to the Employee Code of Conduct following relevant consultation.

The Monitoring Officer

12. The Monitoring Officer has delegated authority to:

- (a) grant dispensations to councillors in accordance with the Localism Act 2011 with the power to refer any request for a dispensation back to the Democracy and Standards Committee.
- (b) To make consequential amendments to the Constitution to give effect to a lawful decision; as a direct consequence of a change made outside the council e.g. a change in legislation and to correct an error or resolve an inconsistency. All such changes to be reported to Council.
- (c) To Interpret the Constitution where the meaning is uncertain or there is a dispute about its meaning.

The Section 151 Officer

13. In addition to any powers delegated under section 2.10 above the Section 151 Officer has delegated authority to carry out those responsibilities set out as delegated to them in the Financial Procedure Regulations within this Constitution.

14. The Section 151 Officer has delegated authority to:

- (a) Manage the Council's responsibilities in its capacity as Lead Authority (in conjunction with North Northamptonshire Council) in providing the following services to other councils in accordance with a Shared Services Agreement dated 16 April 2016 made between Cambridgeshire County Council, Northamptonshire County Council, and Milton Keynes Council ('the "Agreement'):
 - (i) Business Systems
 - (ii) Performance and Governance
 - (iii) HR transactions and payroll
 - (iv) Pensions
- (b) Negotiate the Shared Services Plan required by the Agreement and make recommendations to the Councils party to that Agreement as to the provision of financial and other resources.
- (c) Authorise and manage delegations to other Councils made in accordance with the Agreement, including:
 - (i) Internal Audit and Risk Management
 - (ii) Insurance Services

(iii) Accounts Payable and Finance Helpdesk

(iv) Debt and Income

Assistant Chief Executive and Executive Directors and Director

15. The Assistant Chief Executive, Executive Directors and Directors may carry out the powers and duties of any direct reports within their area of responsibility in their absence or in consultation with them.

Officer Delegation

16. West Northamptonshire Council operates an 'executive' form of governance, under which most decisions are taken by a Leader and a small Executive or Cabinet of elected members. These members take decisions on executive functions. Other decisions - non-executive decisions - are taken by full Council, committees and sub-committees. In both cases, decisions can be delegated to officers. The non-executive functions are listed in legislation, principally The Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and includes decisions by full Council and committees on planning, licensing, staffing, audit, member conduct and other miscellaneous matters. Anything not in the list is an executive function.

17. Any delegation to an officer includes authority for any further delegation within the relevant Area of Responsibility. Officers shall devolve responsibilities for service delivery and management to those staff who represent the nearest practicable point of delivery to the service user.

Recording and Publishing Officer Decisions

18. This protocol establishes a system to document certain decisions taken by officers under delegated authority.

Types of officer decisions

19. An 'Executive decision' is one made in connection with the discharge of a function which is the responsibility of the Leader and Cabinet and which has been delegated to officers.

20. A 'Non-Executive decision' is one made in connection with the discharge of a function that is the responsibility of Full Council and its committees and which has been delegated to officers.

21. The significance of decisions taken under delegated powers will vary, and officers authorised to make delegated decisions need to exercise judgment in determining whether decisions are significant enough to require formal recording and publishing.

22. Although administrative and operational decisions are not required to be formally reported, they must be recorded within the service area so as to provide an audit trail.

23. Key Decisions, Material Decisions, Significant Decisions and Urgent Decisions are defined below:

24. **Key Decisions** are Executive decisions that are likely to:

- (a) result in expenditure or savings of £500k or more; or
- (b) have a significant effect on communities living or working in an area comprising two or more wards.

25. **Material Decisions** are Executive decisions (other than purely operational or administrative in nature) taken by officers under delegated powers by a specific resolution of the Cabinet/Cabinet Member or under the Scheme of Delegation:

- (a) That are contentious, controversial or politically sensitive; or
- (b) Where there is likely to be a strong public interest; or
- (c) Where there is significant variance in expenditure outside the agreed scope or budget for a project or issue; or
- (d) Raise new issues of policy

26. **Significant Decisions** are Non-Executive decisions (other than purely operational or administrative in nature) taken by officers under powers delegated by a specific resolution of Full Council, a committee or under the Scheme of Delegation and having wide public impact/interest; where the effect of the decision:

- (a) is to grant a permission or licence
- (b) affects the legal rights of an individual
- (c) is to award a contract or incur expenditure which 'materially' affects the authority's financial position

27. **Urgent Decisions** are decisions made in circumstances where:

- (a) a decision is required by statute or otherwise within a specified timescale; or
- (b) any delay likely to be caused by not making the decision would seriously prejudice the Council's or the public's interests; or
- (c) any delay likely to be caused by not making the decision would be likely to expose the Council, its members or the public to a significant level of risk, loss, damage or disadvantage

28. The following types of officer decision must be formally recorded and published subject to the exceptions set out:

Type of Officer Decision	Exception	Publication
<p>Key Decisions</p> <p>Executive decisions that are likely to result in spending or savings that are 'significant':</p> <ul style="list-style-type: none"> • in relation to the budget for the service or function in question or • in terms of the effect on communities living or working in two or more electoral divisions 	<p>Officers are only to take Key Decisions under the urgency provisions.</p>	<p>As soon as reasonably practicable after an officer has made a Key, Material or Significant decision, they must produce a written statement, available for inspection at County Hall and published on the Council's website, that includes details of:</p> <ul style="list-style-type: none"> • the decision and the date it was made; • the reasons for it;
<p>Material Decisions</p> <p>Executive decisions under powers delegated by a specific resolution of the Cabinet/Cabinet Member or under the Scheme of Delegation:</p> <ul style="list-style-type: none"> • That are contentious, controversial or politically sensitive; or • Where there is likely to be a strong public interest; or • Where there is significant variance in expenditure outside the agreed scope or budget for a project or issue; or • That raise new issues of policy. 	<p>Does not apply:</p> <p>(i) To routine operational, organisational or administrative decisions;</p> <p>(ii) Where the expenditure or saving has already been approved by Cabinet or Cabinet Member and the decision has been published;</p> <p>(iii) Confidential or Exempt Information; or</p> <p>(iv) Where the expenditure or saving is already recorded and published under separate statutory requirements.</p>	<ul style="list-style-type: none"> • any alternative options considered and rejected; • any conflicts of interests declared by any Cabinet Member consulted by the officer and any dispensations granted by the Chief Executive in respect of any declared conflict; • the report considered by the decision-maker; • any background documents disclosing facts or matters on which the decision was based and which were relied on to a material extent in making the decision.
<p>Significant Decisions</p>	<p>Does not apply:</p>	<p>The decision record must be kept for inspection for 6 years and the background papers for 4 years.</p>

<p>Non-Executive decisions under powers delegated by a specific resolution of Full Council, a committee or under the Scheme of Delegation and having wide public impact/ interest; where the effect of the decision:</p> <ul style="list-style-type: none"> • is to grant a permission or licence • affects the legal rights of an individual • is to award a contract or incur expenditure which 'materially' affects the authority's financial position 	<p>(i) To routine operational, organisational or administrative decisions;</p> <p>(ii) Confidential or Exempt information;</p> <p>(iii) Where the date, details of and reasons for the decision are already required to be produced under a statutory requirement;</p> <p>(iv) If only the rights of an individual or business are affected, unless there is a wider public impact/ interest in the action.</p>	
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AREAS OF RESPONSIBILITY

See Management Structure charts above for a detailed list of functions. Further details of the contents of each heading is in the list held by the Chief Executive, which they have authority to change and responsibility for keeping up to date.

Chief Officer	Main Functions and Areas of Responsibility
<p>Assistant Chief Executive</p>	<ul style="list-style-type: none"> • Communications and Engagement • Policy and Performance • Business Intelligence • Executive Support • Lord Lieutenant Support
<p>Executive Director of People Services (DASS)</p>	<ul style="list-style-type: none"> • Commissioning and Performance • Adults Services • Safeguarding and Wellbeing • Public Health
<p>Director of Children's Services (DCS)</p>	<ul style="list-style-type: none"> • Children's Social Care • Education • Commissioning and Partnerships
<p>Executive Director of Corporate Services</p>	<ul style="list-style-type: none"> • Human Resources • Programme Management Office • Customer and Emergency Planning • Digital, Technology and Innovation • Legal and Democratic

Executive Director Finance	<ul style="list-style-type: none"> • Finance and Accountancy • Finance and Strategy • Audit and Risk • Revenues and Benefits • Procurement • Pensions
Executive Director Place Economy and Environment	<ul style="list-style-type: none"> • Regulatory Services • Highways and Waste • Assets and Environment • Growth, Climate & Regeneration • Housing and Communities
Director of Legal and Democratic	<ul style="list-style-type: none"> • Registration of Births, Marriages and Deaths • Coroners • Elections Administration • Legal and Democratic Services • Information Governance
Director of Public Health	<ul style="list-style-type: none"> • Public Health • Intelligence and Local Sustainability and Transformation Partnerships • Management & Commissioning • Wellbeing Advisors • Adults Learning
Director of Communities and Opportunities	<ul style="list-style-type: none"> • Community Partnerships • Housing, Communities, Sport & Leisure • Adult Learning • Regeneration & Economic Development • Libraries • Culture

A. EXCEPTIONS – CONTRACTING

(In exercising delegated powers, officers are reminded to take account of the overall limitations of the scheme, as detailed in the introduction to the scheme)

All contracts and procurement must be in accordance with the Contract Rules in Part 9.6

***Contract value is over the whole contract and any extension provision not the annual spend**

Process	Regulation Threshold and above	Over £100,000 up to Regulations Threshold	Over £25,000 up to £100,000	£5,000 up to £25,000	Under £5000
1. Pre-Procurement Authorisation	Officer in consultation with the Head of Procurement and.	Officer in consultation with Head of Procurement PGG Group.	Officer. Executive Process if Key Decision.	Officer. Executive Process if Key Decision.	Officer. Executive Process if Key Decision.

	PGG Group. Executive Process if Key Decision	Executive Process if Key Decision			
2. Advertising	Officer in consultation with Head of Procurement	Officer in consultation with Head of Procurement	Officer must publish Award Notice in consultation with Head of Procurement	Advertising is optional if undertaken (completed by the Officer)	Advertising is optional if undertaken (completed by the Officer)
3. Procurement Process	Head of Procurement must be consulted	Head of Procurement must be consulted	Officer	Officer	Officer
4. Contract Terms	Written contract signed/sealed . Terms approved and contract prepared by Director of Legal and Democratic.	Written contract signed/sealed. Terms approved and contract prepared by Director of Legal and Democratic.	Written contract signed by one Chief Officer or Officer with appropriate authority to enter into a Contract. Standard terms approved by Director of Legal and Democratic.	Officer Contract terms issued via purchase order.	Officer Contract terms issued via purchase order.
5. Contract Register	Officer creates and updates contract entries on to the council's central	Officer creates and updates contract entries on to the council's central contract register.	Officer creates and updates contract entries on to the	Officer creates and updates contract entries on to the	Officer creates and updates contract entries on to the

	<p>contract register. Chief Officer is responsible for upkeep of all contracts on the contract register for their service area.</p> <p>Head of Procurement facilitates the contract register system</p>	<p>Chief Officer is responsible for upkeep of all contracts on the contract register for their service area.</p> <p>Head of Procurement facilitates the contract register system</p>	<p>council's central contract register. Chief Officer is responsible for upkeep of all contracts on the contract register for their service area.</p> <p>Head of Procurement facilitates the contract register system</p>	<p>council's central contract register. Chief Officer is responsible for upkeep of all contracts on the contract register for their service area.</p> <p>Head of Procurement facilitates the contract register system</p>	<p>council's central contract register. Chief Officer is responsible for upkeep of all contracts on the contract register for their service area.</p> <p>Head of Procurement facilitates the contract register system</p>
6. Framework Agreements or DPSs	Officer and Head of Procurement. Executive Process if Key Decision	Head of Procurement. Executive Process if Key Decision	Officer. Executive Process if Key Decision	Officer. Executive Process if Key Decision	Officer. Executive Process if Key Decision
7. Authority to Waive Contract Procedure Rules	<p>Chief Officer, Head of Procurement, s.151 Officer and Monitoring Officer must all approve the waiver.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer, Head of Procurement, s.151 Officer and Monitoring Officer must all approve the waiver.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer, Head of Procurement and s.151 Officer must all approve the waiver.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer.</p> <p>Executive Process if Key Decision</p>

<p>8. Authority to waive Contract Procedure Rules in relation to an IT Contract</p>	<p>Chief Officer, Head of Procurement, s.151 Officer, Monitoring Officer and IT Chief Information Officer must all approve the waiver.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer, Head of Procurement, s.151 Officer, Monitoring Officer and IT Chief Information Officer must all approve the waiver.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer, Head of Procurement, s.151 Officer and IT Chief Information Officer must all approve the waiver.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer and IT Chief Information Officer.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer and IT Chief Information Officer.</p> <p>Executive Process if Key Decision</p>
<p>9. Authority to waive Contract Procedure Rules in relation to an agency contract</p>	<p>Chief Officer, Head of Procurement, s.151 Officer, Monitoring Officer and Opus/HR Business Partner must all approve the waiver.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer, Head of Procurement, s.151 Officer, Monitoring Officer and Opus/HR Business Partner must all approve the waiver.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer, Head of Procurement, s.151 Officer and Opus/HR Business Partner must all approve the waiver.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer and Opus/HR Business Partner.</p> <p>Executive Process if Key Decision</p>	<p>Chief Officer and Opus/HR Business Partner.</p> <p>Executive Process if Key Decision</p>
<p>10. Emergencies</p>	<p>Chief Officer on advice of Head of Procurement, s.151 Officer and Monitoring Officer. If Key Decision</p>	<p>Chief Officer on advice of Head of Procurement, s.151 Officer and Monitoring Officer. If Key Decision Executive Process.</p>	<p>Chief Officer on advice of Head of Procurement, s.151 Officer and Monitoring Officer</p>	<p>Chief Officer on advice of Head of Procurement, s.151 Officer and Monitoring Officer</p>	<p>Officer</p>

	Executive Process.		If Key Decision Executive Process.	If Key Decision Executive Process.	
10. Apply an exemption – use of negotiated procedure	Officer on advice of Head of Procurement and if Key Decision Cabinet	Officer on advice of Head of Procurement and if Key Decision Cabinet	Officer on advice of Head of Procurement	Officer on advice of Head of Procurement	Officer on advice from Head of Procurement
11. Notification of Award	Officer on advice of Head of Procurement	Officer on advice of Head of Procurement	Officer	Officer	Officer
12. Contract Variations (material change)	Not permitted. A new Procurement is required.	Officer with the agreement of Director of Legal and Democratic	Officer with the agreement of Director of Legal and Democratic	Officer with the agreement of Director of Legal and Democratic	Officer with the agreement of Director of Legal and Democratic
13. Non recovery of liquidated damages/settlement of formal claims	Director of Legal and Democratic and with the approval of s.151 Officer.	Director of Legal and Democratic and with the approval of s.151 Officer.	Officer with the approval of s151 Officer and Monitoring Officer.	With the agreement of the Executive Director	With the agreement of the Executive Director
14. Extension of Fixed Term Contracts with option to extend	With the agreement of Head of Procurement and Director of Legal and Democratic. If over the Key Decision threshold, Cabinet approval may be required.	With the agreement of Head of Procurement and Director of Legal and Democratic.	With the agreement of Head of Procurement and Director of Legal and Democratic.	With the agreement of Head of Procurement and Director of Legal and Democratic.	With the agreement of Head of Procurement and Director of Legal and Democratic.
15. Termination of Contract	Termination prior to its expiry date without first obtaining	Authorised Officer in consultation with Director of	Authorised Officer in consultation with	Authorised Officer in consultation with	Authorised Officer in consultation with

	advice from Head of Procurement and Director of Legal and Democratic.	Legal and Democratic.	Director of Legal and Democratic.	Director of Legal and Democratic.	Director of Legal and Democratic.
16. Execution of Contracts	<p>Under £250,000 shall be in writing signed by the Chief Officer save where the Director of Legal and Democratic or their nominee has advised the contract must be sealed*.</p> <p>At £250,000 but less than £1,000,000 shall be in writing and signed by the appropriate Chief Officer and the s.151 Officer or their nominee save where the Director of Legal and Democratic or their nominee has advised the contract must be sealed*.</p> <p>At £1,000,000 or over shall be in writing and sealed*.</p>	<p>Under £250,000 shall be in writing signed by the Chief Officer save where the Director of Legal and Democratic or their nominee has advised the contract must be sealed*.</p> <p>At £250,000 but less than £1,000,000 shall be in writing and signed by the appropriate Chief Officer and the s.151 Officer or their nominee, save where the Director of Legal and Democratic or their nominee has advised the contract must be sealed*.</p> <p>At £1,000,000 or over shall be in writing and sealed*.</p>	Shall be in writing signed by the Chief Officer.	Shall be in writing signed by the Chief Officer.	Shall be in writing signed by the Chief Officer.

* To seal a contract means by the Common Seal of the Council is affixed to the contract and attested by the Director of Legal and Democratic or their nominee.

Function	Officer
Withdrawal of contract if after acceptance of its tender or quotation, a supplier fails within a reasonable period of time and without reasonable justification to sign or otherwise enter into a formal written contract.	Relevant Chief Officer in consultation with Legal Services.
Use of letters of intent in a procurement process	Relevant Chief Officer in consultation with Legal Services.
Approval of an exception where during a procurement process a Bidder appeals the Council's request for a performance bond or parent company guarantee.	Relevant Chief Officer in consultation with the Section 151 Officer and Legal Services.

B. EXCEPTIONS – INFORMATION TECHNOLOGY

(In exercising delegated powers, officers are reminded to take account of the overall limitations of the scheme, as detailed in the introduction to the scheme)

All contracts and procurement must be in accordance with the Contract Rules in Part 9.6

***Contract value is over the whole contract and any extension provision not the annual spend**

Process	At £100,000 and over	At £5,000 up to £100,000	Under £5,000
1. IT Hardware Any devices which store or process personal data and their associated peripherals. Including, but not limited to: printers, laptops, mobile phones, monitors, tablets, etc	Chief Information Officer and Head of Procurement	Chief Information Officer acting on the advice of the relevant officer from the service in question, and via the CIO's delegated team and ordering processes	Requests authorised by the Chief Information Officer and via the CIO's delegated team and ordering processes
2. Enterprise Application and Systems Any digital system, whether hosted internally or software-as-a-service (SaaS) that stores and uses council data; whether purchased directly as a system or outsourced to a third-party to run.			

C. EXCEPTIONS PROPERTY

(In exercising delegated powers, officers are reminded to take account of the overall limitations of the scheme, as detailed in the introduction to the scheme). NB The term Property/Land includes all interests in Land including (wayleaves, easements, buildings). Values relate to 'the interest disposed of value' not 'the unrestricted value' of the land).

Process	Officer Delegation	Cabinet Approval	Council Approval
Disposal and Acquisition of Land			
1. Asset Management Plan	No	Yes	No
2. Acquisition at or over £500,000	No	Yes	Where it exceeds the Capital or Revenue Budget
3. Acquisition under £500,000	Assistant Director Assets and Environment in consultation with the s151 Officer and Portfolio Holder if value over £100,000	No	No
4. Disposal (including allowing occupation or sharing the use of any land) in any of the following cases: a) Freehold or leasehold or rights over land where the value does not exceed £500,000 and the disposal is not at an undervalue (except where authorised by existing policy). b) Leasehold where the lease term does not exceed fifteen years of the Council has ability to break at intervals not exceeding fifteen years and the disposal is not at an undervalue (except where authorised by existing policy). c) Leases of up to 125 years at nil consideration, or otherwise at an undervalue,	Assistant Director Assets and Environment, in the case of items (a) if value is over £100,000 and (d) in consultation with Chief Finance Officer	No	No

<p>which are directly related to the conversion of a local authority maintained school to an academy, or where as a result of a Council decision (including provisions of a Section 106 agreement entered into by the Council or Section 106 unilateral undertaking benefiting the Council) a new school is to be created, and that school will be an academy.</p> <p>d) Licenses and leases of community centres and similar buildings at undervalues (including nil consideration) with parish councils, charities or VCS groups as defined in the Policy on the Use of Property by Voluntary, Community, Social Enterprise and Faith Groups</p> <p>e) Licenses and tenancies at will, including grants at undervalues (including nil consideration), where this supports the effective management of the Council's property or enables implementation of the Council's policies or statutory duties.</p>			
5. Disposal of land not covered by 4	No	Yes	No
6. Non-Land Based Asset Disposal	Yes in accordance with the Finance Procedure Rules	No	No

D. EXCEPTIONS FINANCE

(In exercising delegated powers, officers are reminded to take account of the overall limitations of the scheme, as detailed in the introduction to the scheme.)

Exception	At or Over £500k	At £100k up to £500k	At £25k up to £100k	At £2k up to £25k	Up to £1k
1. Capital Expenditure outside the Capital Programme	Council	Cabinet	CFO	Cabinet	Cabinet
2. Unbudgeted Revenue Expenditure	Council	Cabinet	CFO	Budget Manager	Budget Manager
3. Virements	Cabinet	CFO in consultation with Cabinet Portfolio	CFO	CFO	CFO
4. Ex gratia payments	N/A	N/A	N/A	N/A	CFO
5. Write off debts	Cabinet	Cabinet	Cabinet	CFO	CFO
6. Negotiate and Approve Borrowing Limits	Council	Cabinet	Cabinet	Cabinet	Cabinet
7. Submit bids for funding to the relevant body	Executive Director in consultation with CFO	Executive Director in Consultation with CFO	Executive Director in Consultation with CFO	Executive Director in Consultation with CFO	Executive Director in Consultation with CFO
8. To agree conditions and approve agreements in relation to grant funding to be received by the Council	CFO	CFO	CFO	CFO	CFO
9. Write off any surplus or deficiencies in respect of items of stock	Cabinet	CFO	CFO	CFO	Budget Manager
10. Negotiate leasing arrangements	Executive Director Place and Economy in Consultation with CFO	Executive Director Place and Economy in Consultation with CFO	Executive Director Place and Economy in Consultation with CFO	Executive Director Place and Economy	Executive Director Place and Economy
11. Invest any temporary surplus of monies until	CFO in accordance with Treasury	CFO in accordance with Treasury	CFO in accordance with Treasury	CFO in accordance with Treasury	CFO in accordance with Treasury

such monies are required	Management Statement	Management Statement	Management Statement	Management Statement	Management Statement
12. Effect necessary insurances	CFO	CFO	CFO	CFO	CFO
13. Settle insurance claims	CFO and MO	CFO and MO	CFO and MO	CFO and MO	CFO
14. To vary the scale of fees and charges within year to reflect market conditions or inflation	Budget Manager and CFO, unless otherwise a key decision	Budget Manager and CFO	Budget Manager and CFO	Budget Manager and CFO	Budget Manager
15. To set new fees and charges within year	Council (except where delegated)	Cabinet	Cabinet	CFO	CFO

E. EXCEPTIONS – STAFF AND EMPLOYMENT

NB This element of the scheme is dictated by 2 LGHA 1989 and the Standing Orders Regulations

	Officer Delegation	Statutory Cabinet Member Consultation	Member Decision	Council Decision
1. Appointment of Chief Executive	No (cannot be carried out by officers.	Yes, through the MO	Yes must be made by Full Council	On recommendation from Senior Appointments Committee
2. Appointment of Chief Officers (Executive Directors)	No (possible exception where there is change management and the appointment is internal)	Yes, through the MO	Senior Appointments Committee	Only if required by Council
3. Appointment of Deputy Chief Officers (Service Directors)	Yes	No	No	No
4. Appointment below	Yes	Members cannot be	Members cannot be	Members cannot be involved in

Deputy Chief Officer (DCO)		involved in the appointments below DCO	involved in the appointments below DCO	the appointments below DCO
5. Dismissal of Chief Executive (as Head of Paid Service)	Cannot be delegated to officers	Yes	An independent report must be prepared before a decision can be made	Special Meeting of Council must be convened
6. Dismissal of Statutory Chief Officers	Cannot be delegated solely to officers	No	In accordance with prescribed procedure	In accordance with prescribed procedure
7. Dismissal of non-Statutory Chief Officer	Not delegated solely to officers	No	In accordance with prescribed procedure	In accordance with prescribed procedure
8. Dismissal by way of redundancy or voluntary redundancy for Chief Officers	No	No	In accordance with prescribed procedure	In accordance with prescribed procedure
9. Dismissal of staff below Chief Officer	Chief Executive for DCOs, and Executive Directors below DCO	No	No	No
10. Determine Appeals against final written warnings below DCO	Relevant authorised managers.	No	No	No
11. Issue HR1 notices in respect of potential redundancies	Assistant Director HR	No	No	No
12. To carry out powers and duties under the Health and Safety at Work Act	Chief Executive	No	No	No
13. Issue 'certificates	Assistant Director HR	No	No	No

of opinion' as to whether or not the duties of a post fall within the criteria of political sensitivity				
14. Decision to award a Special Severance Payment as defined by guidance issued under s.26 of the LGA 1999	Up to £20k, decision by Director in consultation with the Assistant Director for HR	From £20k and above but below £100k, decision by the Chief Executive in consultation with the Chief Finance Officer and the Leader of the Council.	No	£100k or above

F. EXCEPTIONS - LEGAL

In exercising delegated powers, officers are reminded to take account of the overall limitations of the scheme, as detailed in the introduction to the scheme.

Function	Officer
1. Determine all applications made under powers and duties of the local planning authority and planning legislation in relation to applications and enforcement	Executive Director Place and Economy except where: <ul style="list-style-type: none"> a) The decision would lead to a significant departure from the local plan b) Where called in by at least 1 member c) Major applications to develop the Council's own land d) Applications by relevant officers employed by the Council Applications deemed by the Executive Director to require a member decision.
2. Make applications to the Court of Protection for Receivership Orders in relation to clients lacking mental capacity to carry out their financial affairs	Executive Director of People Services
3. Apply to become an appointee in relation to clients lacking capacity to carry out their financial affairs	Executive Director of People Services

4. Carry out the health functions delegated to the Authority by an NHS body under arrangements between NHS bodies and local authorities pursuant to section 31 Health Act 1999	Executive Director of People Services
5. Determine liability, demand payment, make arrangements for collection and take action for recovery of Council Tax and Non-Domestic Rates	Executive Director of Finance
6. Defend and/or settle all claims made against the Council up to £100,000	Director Legal and Democratic
7. Determine details required by conditions imposed on any permission.	Executive Director of Place and Economy
8. Determine minor amendments to approved plans where these do not materially alter the form of the approved development	Executive Director of Place and Economy
9. All powers and functions of the Authority in respect hackney carriage and private hire licensing matters	Executive Director of Place and Economy, except where an applicant has relevant convictions/cautions or a current licence holder is similarly convicted/cautioned and/or where an applicant for, or the current holder of a Hackney Carriage/Private Hire drivers licence has nine or more points on their DVLA driving licence
10. All powers and functions in respect of the Scrap Metal Dealers Act 2013.	Executive Director of Place and Economy
11. To approve Public Spaces Protection Orders (PSPOs), unless they are likely to be considered to be sensitive or significant.	Executive Director of Communities and Opportunities
12. To attest the seal of the Council (and to authorise any other Solicitor of the Council to attest the seal) and hold a book kept for the purpose that contains a consecutively numbered entry of every sealing initialled by the person who has attested the seal.	Director of Legal and Democratic
13. To sign any document on behalf of the Council for any purpose unless signing the document has otherwise been delegated to an Executive Director, the Chief Executive, the Assistant Chief Executive, Director or Proper Officer within this constitution or by law. Reference to signing documents includes by electronic signature of documents where this improves the	Director of Legal and Democratic

efficiency of the council and removes the requirement for hard copy printing.	
14. Under section 91 of the Local Government Act 1972 to appoint by order persons to fill vacancies in the office of parish [or community] councillor.	Director of Legal and Democratic
15. Issue proceedings, prosecute, defend, conduct, withdraw, settle or appeal any legal proceedings or process on behalf of the Council unless otherwise delegated.	Director Legal and Democratic
16. Institute criminal proceedings in respect of offences against any legislation (including byelaws) which the Council is allowed to enforce.	Director Legal and Democratic
17. Exercise the powers and functions of the local authority under the Proceeds of Crime Act 2002 or any variation or amendment thereof or regulations made thereunder.	Director of Legal and Democratic.
18. Authorise any officer of the Council to prosecute, or defend on its behalf, or to appear on its behalf in, proceedings before a Magistrates Court, in accordance with Section 223 of the Local Government Act 1972	Director Legal and Democratic
19. Make orders or take any other steps in relation to any legislation when instructed by the officer with the relevant area of responsibility	Director Legal and Democratic
20. Appoint Education Appeal Panel members, in accordance with the provisions of the Education (Admission Appeals Arrangements) (England) (Regulations 2002), as amended, such appointments to last for a period of three years then membership be re-assessed and re-appointments made as appropriate	Director Legal and Democratic
21. Determining applications affecting the registers of commons and village greens (under the Commons Act 2006 and any subsequent legislation).	Director of Legal and Democratic In the case of contested matters, or Matters which require oral representation or an inquiry, an Independent Inspector shall be appointed to determine the application.

22. To carry out powers in relation to assets of community value under Part 5 Chapter 3 of the Localism Act 2011.	<p>Powers to determine whether an asset should be placed on the list – Executive Director of Place and Economy</p> <p>Powers to determine reviews – Director of Legal and Democratic</p>
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G. EXCEPTIONS - PENSIONS

(In exercising delegated powers, officers are reminded to take account of the overall limitations of the scheme, as detailed in the introduction to the scheme)

Officer	Function
<p>Chief Finance Officer (Section 151 Officer) (Further delegations to Head of Pensions can be found in the administering authority’s discretions or within individual policy or strategy documents published on the Pension Fund’s website as approved by the Pension Committee).</p>	<p>Management and administration of the Local Government Pension Scheme Authority to maintain West Northamptonshire Council’s responsibility for the management and administration of the Local Government Pension Scheme Regulations with regard to overriding legislation and guidance including statutory guidance, including the exercise of the administering authority’s discretions.</p> <p>Membership of the ACCESS Asset Pool Section 151 Officers Group In relation to the Joint Committee (JC), a s102 committee of the Local Government Act 1972, of the ACCESS Asset Pool, the Section 151 Officer shall be bound by the terms of reference for the Section 151 Officer Group as detailed in the Inter-Authority Agreement:</p> <p>Part 1 – Governing Principles</p> <ul style="list-style-type: none"> The Section 151 Officers will co-operate to support the activities of the Pool in providing advice to or in consultation with the JC and they shall always act in line with the Governing Principle and Principles of Collaboration as set out in the Inter-Authority Agreement except to the extent that it is inconsistent with the discharge of their personal statutory duties. <p>Part 2 - Functions in relation to the Pool</p> <ul style="list-style-type: none"> In response to decisions made by the JC, the Section 151 Officers shall (in addition and without prejudice to their existing statutory responsibilities in relation to the proper administration of the financial affairs of their own Councils) ensure the appropriate resourcing, support, advice and facilitation to the JC including, without limitation, in the following ways:

	<p>Discharging Section 151 Officer Functions</p> <ul style="list-style-type: none"> ○ Staffing and Resourcing: in relation to the provision of staff and resources to assist the JC in the exercise of its functions under this Agreement. ○ Cost Sharing: in accordance with any local arrangements within their Councils, ensuring that their Councils' share of costs is provided to the relevant parties, whether under the business plan, budget or otherwise under Schedule 5 from time to time. ○ Pool Aligned Assets: providing the JC, the ASU (ACCESS Support Unit) and any other relevant staff resources with such support as is reasonably required to engage with Pool Aligned Assets Providers. <p>Advising the Joint Committee</p> <ul style="list-style-type: none"> ○ Budget and Business Planning: making recommendations to the JC on budget and business plan matters, following input from the ASU in accordance with Schedule 5 of the Inter-Authority Agreement (Cost Sharing). ○ Reviewing and advising on budget variations throughout each financial year. ○ Risk and Performance: advising the JC on the identification of, and mitigation of any risk to the operation or success of the Pool. ○ Host Authority and Procurement Lead Authority Roles: making recommendations to the JC regarding the Host Authority and Procurement Lead Authority roles from time to time as necessary. ○ Amendments to the Inter-Authority Agreement: reviewing, in consultation with their respective Councils' Monitoring Officers, any material changes to the Inter-Authority Agreement, in accordance with provisions of clause 11 of the Inter-Authority Agreement (Variation of Agreement).
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H. EXCEPTIONS – NORTHAMPTON PARTNERSHIP HOMES LTD

Function	Delegated to Northampton	Retained by the Council	Shared	Comments

	Partnership Homes Ltd			
1. Repairs and Maintenance	Y			Planned, cyclical and responsive.
2. Tenancy Management	Y			Housing management (including successions and exchanges), tenancy management, leaseholder management
3. Lettings			Y	Via choice-based lettings scheme in accordance with Council's lettings policy.
4. Supporting Tenants	Y			Sheltered accommodation, supported living and related advice.
5. Ecton Lane Travellers Site	Y			Details included within Schedule 1 of Service Specification
6. Consultation			Y	Council has statutory duties here and may wish to consult direct; generally expected that NPH would carry out consultations whether for itself or the Council.
7. Estate Management	Y			Details included within Schedule 1 of the service specification
8. Right to buys			Y	NPH to deal with applications, Council (via Pathfinder) to process legal work.
9. Management of non-housing assets on estates			Y	Council or deal with the commercial elements; shared where buildings contain both housing and commercial elements.
10. Housing advice and homelessness		Y		Council retains statutory functions – NPH to provide advice to tenants and

				homelessness prevention
11. Private sector initiatives		Y		Including private sector empty homes
12. Community initiatives			Y	Council to retain community safety and rough sleepers functions; parties to co-operate on community initiatives generally
13. Regeneration			Y	Parties to work together on regeneration plans to the housing estates
14. Policy development			Y	NPH will be required to comply with relevant new policies developed by the Council.
15. Stock surveys	Y			As per the Housing Asset Management Strategy
16. Aids and adaptations			Y	For all council homes – DFGs for private sector homes remains with Council
17. Insurance		Y		Subject to the provisions of clause 30 of the Agreement.
18. Management of HRA			Y	Council's statutory responsibility.
19. Empty Homes			Y	Details included within Schedule 1 service specification.
20. Housing litigation (conduct)		Y		Local Practice Direction dated 18 August 20201 from HHJ Hedley - Permitted rights of audience before District Judges and Deputy District Judges in the County Court at Northampton at rent possession claims and claims for the recovery rent, mesne profits, damages or any other
21. Housing litigation (representation)	Y			

				<p>sum claimed in respect of the occupation of a residential property belonging to and for claims brought by West Northamptonshire Council provided that they have written authorisation from West Northamptonshire Council to appear before the court.</p>
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I: Exceptions - Care Placements

Exceptions are granted for Adult Social Care and Childrens' Care Placements when underpinned by the following tiered placing of contractual arrangements. This must be approved by the Chief Officer of the relevant Directorate:

Tier	Exceptions
1	Placements from Block Contracts – when a supplier is procured with guaranteed service levels and pre-agreed prices
2	Placements made from a DPS or Framework Agreement – must contain fixed or average rates. Tier 2 is utilised only when Tier 1 is unable to meet the required needs
3	<p>Spot Placements – may be awarded when the required needs cannot be met by Tier 1 or Tier 2 and if the placement is urgent, complex and unique to the receiver of the care. Tier 3 Placements must be reviewed by the Chief Officer and will form part of a quarterly report to the relevant Member detailing the following:</p> <ul style="list-style-type: none"> (i) The nature, extent and value of spot contracts entered into in the previous quarter; (ii) The specific rationale for the use of tier 3 element of this exception; and (iii) Append a summary of the previous instances where the tier 3 element of this exception has been used in the current financial year.

9.3 List of Proper Officers

SCHEDULE OF APPOINTMENTS

PURPOSE OF APPOINTMENT	PROPER OFFICER
Any reference to the Clerk of a council which, by virtue of the Local Government Act 1972, is to be construed as a reference to the Proper Officer of the Council	Director of Legal and Democratic
Any reference to the Treasurer of a council which, by virtue of the Local Government Act 1972, is to be construed as reference to the Proper Officer of the Council	Director of Finance

PUBLIC HEALTH ACT 1936

Section	Brief Details of Responsibility	Proper Officer
85(2)	Serving a notice requiring action to deal with verminous people and things	Director of Public Health

REGISTRATION SERVICE ACT 1953

Section	Brief Details of Responsibility	Proper Officer
9(1) and (2)	Appointment of interim superintendent registrars and registrars	Director of Legal and Democratic
13(2)(h) and 3(b)	Powers under the local scheme of organisation	Director of Legal and Democratic
20	Proper officer to be subject to regulations made by the Registrar General	Director of Legal and Democratic

AGRICULTURE ACT 1970

Section	Brief Details of Responsibility	Proper Officer
67(3)	Appointment as Agricultural Analyst	Assistant Director: Regulatory Services

LOCAL AUTHORITY SOCIAL SERVICES ACT 1970

Section	Brief Details of Responsibility	Proper Officer
6(A1)	Director of Adult Social Services	Executive Director of People Services

TOWN AND COUNTRY PLANNING ACT 1971

Section	Brief Details of Responsibility	Proper Officer
54(4)	Appointment as clerk of the local planning authority	Director of Legal and Democratic

LOCAL GOVERNMENT ACT 1972

Section	Brief Details of Responsibility	Proper Officer
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13 (3)	Parish Trustee where no Parish Council	Director of Legal and Democratic
All appointments under sections 83, 84, 86, 88(2), 89(1)(b), 99 and Sch.12, 100A to F	To witness and receive declarations of acceptance of office of Chair, Vice Chair or councillor, resignations of councillors, vacancy in office, convening meetings to declare a vacancy, receipt of notice from electors regarding a vacancy, to issue a summons for a council meeting, all matters concerning agenda, papers and reports and minutes of meetings	Director of Legal and Democratic
115 (2)	Person to whom all officers shall pay monies received by them and due to Council	Executive Director of Finance
137(a)	Gives the Proper Officer power to require a voluntary organisation or similar body to supply information to them, where a local authority uses its powers under Section 137 to give financial assistance to that voluntary organisation or similar body above a relevant minimum	Executive Director of Finance
146(1)(a)	Statutory declarations and issue any certificate in relation to securities on change of name of authority or change of area	Executive Director of Finance
151	To be responsible for the administration of the financial affairs of the Council	Executive Director of Finance
All appointments 191, 204(3), 210(6) and (7), 223, 225(1), 228(3), 229(5), 233, 234, 236(9)-(10), 238, 248(2), Sch.12 para 4(2)(b) and 4(3) and Sch.14 para 25(7)	Receipt of notices from Ordnance Survey in relation to boundaries, powers in respect of charities, authorising officers to attend court, receipt of documents to be deposited, certification of photographic copies, receipt of service, signing of notice order or other document required by law, certifying copies of byelaws and keeping the roll of freemen. Provisions in relation to summons for meetings and copy resolutions	Director of Legal and Democratic
Sch.29, Para 4	Undertake duties at council elections which, under the Representation of the People Acts, are required to be undertaken not by the Returning Officer but by the Proper Officer	Director of Legal and Democratic
Sch.29 Pt.I Para.4(1)(b)	Adaptation, modification and amendment of enactments	Director of Legal and Democratic
Sch.29 Para 41	Proper Officer for Births, Marriages and Deaths	Director of Legal and Democratic

LOCAL GOVERNMENT ACT 1974

Section	Brief Details of Responsibility	Proper Officer
30(5)	Provides that the Proper Officer must give public notice of the ombudsman's reports	Director of Legal and Democratic

LOCAL ELECTIONS (PRINCIPAL AREA) RULES

Section	Brief Details of Responsibility	Proper Officer
	Retention and public inspection of documents after an election	Returning Officer (Chief Executive)

LOCAL LAND CHARGES ACT 1975

Section	Brief Details of Responsibility	Proper Officer
3	Requires each registering authority to maintain a local land charges register. This duty falls on the local authority itself and not on the "Proper Officer"	Executive Director of Place and Economy
19	The officer to act as Local Registrar as defined in Section 3	Executive Director of Place and Economy

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

Section	Brief Details of Responsibility	Proper Officer
16	Notices requiring details of interest in land	Any Chief Officer of the Council
41(1)	The officer to certify copies of any resolution, order, report or minutes of proceedings of the Authority as evidence in any legal proceedings	Director of Legal and Democratic

LOCAL AUTHORITIES CEMETERIES ORDER 1977

Section	Brief Details of Responsibility	Proper Officer
10	To sign exclusive rights of burial	Executive Director of Place and Economy

RENT ACT 1977

Section	Brief Details of Responsibility	Officer
63	Appointment of rent officers under a scheme	Assistant Director Housing and Communities
Schedule 15, Part IV, para 7	Certification of provision of suitable alternative accommodation	Assistant Director Housing and Communities

HIGHWAYS ACT 1980

Section	Brief Details of Responsibility	Proper Officer
59(1)	Certify that extraordinary expenses have been incurred in maintaining the highway by reason of damage caused by excessive weight	Assistant Director: Highways and Transport
193 (1)	Certify that additional expenses have been incurred in the execution of wider than normal street works	Assistant Director: Highways and Transport
205 (3)-(5)	Undertake duties as specified in the schedules in relation to private street works	Assistant Director: Highways and Transport
210(2)	Certify amendments to estimated costs and provisional apportionment of costs under the private street works code	Assistant Director: Highways and Transport
211(1), 212(4), 216(2)-(3)	Make final apportionment of costs as detailed in the schedules under the private street works code	Assistant Director: Highways and Transport
295(1)	Issue notice requiring removal of materials from non - maintainable streets in which works are due to take place	Assistant Director: Highways and Transport
321	Authenticate notices and other documents	Assistant Director: Highways and Transport
Sch.9 para 4	Sign plans showing proposed prescribed improvement or building lines	Assistant Director: Highways and Transport

REPRESENTATION OF THE PEOPLE ACT 1983

Section	Brief Details of Responsibility	Proper Officer
8(1) and (2)(a)	Appointment as Electoral Registration Officer	Chief Executive
35(1)	Appointment as Returning Officer	Chief Executive
67(7)(b)	Receipt of notice of an election agent for local elections	Returning Officer
82 and 89	Receipt of election expense declarations and returns and the holding of those documents for public inspection	Returning Officer
128	Provides that a copy of any petition questioning a local government election shall be sent to proper officer who shall publish it in the local authority area	Returning Officer

131	Providing accommodation for holding election count	Chief Executive
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BUILDING ACT 1984

Section	Brief Details of Responsibility	Proper Officer
61	Provides that the proper officer or any other authorised officer to be given free access to works or repairs to an underground drain	Executive Director of Place and Economy
78	To take action in relation to dangerous buildings and structures	Executive Director of Place and Economy
93	Provides that notices and other documents under this Act may be signed by the Proper Officer or by an officer authorised by them in writing	Executive Director of Place and Economy

PUBLIC HEALTH (CONTROL OF DISEASES) ACT 1984 AS AMENDED BY THE HEALTH AND SOCIAL CARE ACT 2008 AND THE MILK AND DAIRIES (GENERAL) REGULATIONS 1959

Section	Brief Details of Responsibility	Proper Officer
48	Preparation of certificate to Justice of Peace for removal of body to mortuary and for burial within a prescribed time or immediately	Director of Public Health
59	Authentication of documents	Director of Public Health
61-62	Right to enter premises to ascertain whether there has been a contravention of a provision of the 1984 Act or a Part 2A order made pursuant to the 1984 Act	Director of Public Health
	Requirement to appoint a suitably qualified person as the Council's Medical Advisor on Environmental Health and Proper Officer for notifiable diseases	Director of Public Health
74	To act for such of the functions relating to notification, investigations, prevention and control of notifiable diseases and food poisoning.	Director of Public Health

WEIGHTS AND MEASURES ACT 1985

Section	Brief Details of Responsibility	Proper Officer
72(1)(a)	Chief Inspector of Weights and Measures	Head of Trading Standards

LOCAL GOVERNMENT FINANCE ACT 1988

Section	Brief Details of Responsibility	Proper Officer
114, 115, 115A and 115B	Responsibility for Chief Financial Officer Reports	Executive Director of Finance
116	Notification to auditor of date, time and place of meeting to consider Section 114 report and of decision of such meeting	Executive Director of Finance

139A	Provision of information to the Secretary of State in relation to the exercise of their powers under this Act as and when required	Executive Director of Finance
Sch.4 (10)(1) Paragraphs 6 – 8 (10)(1) Paragraph 9	Where notice has to be served on the Council concerning: <ul style="list-style-type: none"> The acquisition of way leaves over Council-owned land The felling and lopping of trees, etc 	Executive Director of Place and Economy
Sch. 8, 36(8) Para 1, 36(8) Para 2	Where applications have to be made for consent to construct generating stations on Council-owned land Where applications for consent have to be served on the local planning authority	Executive Director of Place and Economy

PUBLIC HEALTH (INFECTIOUS DISEASES) REGULATIONS 1988

Section	Brief Details of Responsibility	Proper Officer
6	Reporting of infectious diseases to the Chief Medical Officer	Director of Public Health
8	Submission of weekly or quarterly returns to the Registrar General	Director of Public Health
10	Arrangements for immunisation and vaccination	Director of Public Health
Sch.3 and 4	Reporting and issuing notices to prevent the spread of infection	Director of Public Health

LOCAL GOVERNMENT AND HOUSING ACT 1989

Section	Brief Details of Responsibility	Proper Officer
2(4), 3A, 15 - 17	Officer with whom the list of politically restricted posts shall be deposited; to grant exemptions from political restriction and matters relating to the establishment of political groups. Any responsibilities under the Local Government (committees and Political Groups) Regulations 1990	Director of Legal and Democratic
4	Designation as Head of Paid Service	Chief Executive
5(1)	Designation as Monitoring Officer	Director of Legal and Democratic
18	Receipt of notice in writing that a councillor wishes to forego any part of entitlement to an allowance	Director of Legal and Democratic
19(1) and (4)	Receipt of notice of direct and indirect pecuniary interests	Director of Legal and Democratic

ENVIRONMENTAL PROTECTION ACT 1990

Section	Brief Details of Responsibility	Proper Officer
149	Discharging the functions in this section for	Assistant

	dealing with stray dogs	Director Regulatory Services
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FOOD SAFETY ACT 1990

Section	Brief Details of Responsibility	Proper Officer
5	Authorised officer to act in matters arising under the Act	Assistant Director Regulatory Services
27(1)	Appointment of Public Analyst	Assistant Director Regulatory Services
49(3)	Any document which a food authority are authorised or required by or under this Act to give, make or issue may be signed on behalf of the authority (a) by the proper officer of the authority as respects documents relating to matters within their province; or (b) by any officer of the authority authorised by them in writing to sign documents of the particular kind, or, as the case may be, the particular document	Assistant Director Regulatory Services

THE LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990

Section	Brief Details of Responsibility	Proper Officer
8(1), 8(5), 9(b), 10, 13(1), 14, 15 and 17	Notifications to and by the Proper Officer Give effect to the wishes of political groups in making appointments of members to committees	Director of Legal and Democratic

CIVIL EVIDENCE ACT 1995

Section	Brief Details of Responsibility	Proper Officer
9	To certify Council records for the purposes of admitting the document in evidence in civil proceedings	Director of Legal and Democratic

PARTY WALL ETC. ACT 1996

Section	Brief Details of Responsibility	Proper Officer
	To select a third surveyor, if required, during a neighbour dispute about building projects	Executive Director of Place and Economy

LOCAL GOVERNMENT (CONTRACTS) ACT 1997

Section	Brief Details of Responsibility	Proper Officer
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**CRIME AND DISORDER ACT 1998 SECTION 115
LOCAL GOVERNMENT ACT 2000 SECTIONS 9G, 9GA AND 22**

	Certification of relevant powers to enter into contracts	Executive Director of Finance
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CRIME AND DISORDER ACT 1998

Section	Brief Details of Responsibility	Proper Officer
12	To apply for the discharge or variation of a Child Safety Order	Director of Children's Services
17 and 37	To have regard to effect of the exercise of any function on the need to prevent crime and disorder and offending by children and young persons	Director of Children's Services

CRIME AND DISORDER (FORMULATION AND IMPLEMENTATION OF STRATEGY) REGULATIONS 2007/1830

Section	Brief Details of Responsibility	Proper Officer
4(3)	Primary Designated Officer for information sharing	Director of Legal and Democratic

LOCAL GOVERNMENT ACT 2000

Section	Brief Details of Responsibility	Proper Officer
3	Producing a written statement of Executive decisions made at meetings	Director of Legal and Democratic
5	Making a copy of written statements of Executive decisions and associated reports available for inspection by the public	Director of Legal and Democratic
6	Making available for inspection a list of background papers	Director of Legal and Democratic
9FB	Designation as Scrutiny Officer	Executive Director Corporate Services
11(2)	Exclusion of whole or part of any report to the Cabinet where meeting is likely not to be open to the public	Director of Legal and Democratic
11(7)(c)	Provision to the press of other documents supplied to members of the Cabinet in connection with the item discussed	Director of Legal and Democratic
81	Establish and maintain a Register of Interests	Director of Legal and Democratic

LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Section	Brief Details of Responsibility	Proper Officer
7	Exclusion of whole or part of any reports to the Cabinet or Cabinet Member where they relate only to items during which the meeting is likely not to be open to the public	Director of Legal and Democratic
9FB	Designation as Scrutiny Officer	Executive Director Corporate Services
10	Inform the relevant Select Committee Chair or the committee members by notice in writing of decisions to be made, where it has been not possible to comply with the publicity requirements (in the “Key Decisions Plan”) and make available for public inspection notices relating to this	Director of Legal and Democratic
12	Produce a written statement of Cabinet decisions made at meetings	Director of Legal and Democratic
13	Produce a written statement of decisions made by individual Cabinet Members	Director of Legal and Democratic
14	Make a copy of written statements of Cabinet and Cabinet Member and officer executive decisions and associated reports available for inspection by the public	Director of Legal and Democratic
15 and 2	Make available for inspection a list of background papers	Director of Legal and Democratic
16(5)	Determine whether certain documents contain exempt information	Director of Legal and Democratic
16(7)	Determine whether certain documents contain advice provided by a political adviser or assistant	Director of Legal and Democratic
20	Determine whether documents contain confidential information, exempt information or the advice of a political adviser or assistant	Director of Legal and Democratic

LOCAL AUTHORITIES (REFERENDUMS) (PETITIONS AND DIRECTIONS) REGULATIONS 2000

Section	Brief Details of Responsibility	Proper Officer
34	Publishing the verification number of local government electors for the purpose of petitions under the Local Government Act 2000	Director of Legal and Democratic

REGULATION OF INVESTIGATORY POWERS ACT 2000 as amended

Section	Brief Details of Responsibility	Proper Officer
32A	Grant authorisation of directed surveillance and covert human intelligence sources: criminal conduct and safeguards for juveniles and vulnerable adults. To make an application to a Justice of the Peace, for an order approving the grant or renewal of an authorisation for use of	Director of Legal and Democratic

	directed surveillance or use of covert human intelligence source in accordance with the Protection of Freedoms Act 2012, seeking an order approving the grant or renewal of a RIPA authorisation or notice and to represent the Council in making such an application.	
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INVESTIGATORY POWERS ACT 2016

THE REGULATION OF INVESTIGATORY POWERS (COVERT SURVEILLANCE AND PROPERTY INTERFERENCE: CODE OF PRACTICE) ORDER 2010

THE REGULATION OF INVESTIGATORY POWERS (COVERT HUMAN INTELLIGENCE SOURCES: CODE OF PRACTICE) ORDER 2010

Section	Brief Details of Responsibility	Proper Officer
60A, 73m	Designated Senior Responsible Officer for the use of surveillance and the acquisition and disclosure of communications data	Director of Legal and Democratic
60A, 73	Grant authorization and to give notice to the Office for Communications Data Authorisation in consultation with the National Anti-Fraud Network to obtain or disclose communications data for the purpose of preventing or detecting crime or of preventing disorder.	Director of Legal and Democratic

FREEDOM OF INFORMATION ACT 2000

Section	Brief Details of Responsibility	Proper Officer
36	Person to confirm or deny whether the disclosure of information is likely to prejudice the effective conduct of public affairs	Director of Legal and Democratic

ACCESS TO THE COUNTRYSIDE (MAPS IN DRAFT FORM) (ENGLAND) REGULATIONS 2001

Section	Brief Details of Responsibility	Proper Officer
9-11	Authorised officer to receive deposit of reduced scale maps	Executive Director Place and Economy

LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND) REGULATIONS 2001

Section	Brief Details of Responsibility	Proper Officer
Sch.1 Part II paras 5 and 6	Functions in relation to notifying Executive appointments, dismissals etc .	Director of Legal and Democratic

MONEY LAUNDERING REGULATIONS 2003

Regulation	Brief Details of Responsibility	Proper Officer
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7(1)(a)	Nominated officer to receive disclosures of suspected money laundering	Executive Director of Finance
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LOCAL GOVERNMENT ACT 2003

Section	Brief Details of Responsibility	Proper Officer
25	When the annual budget report is considered by Cabinet or by the County Council, the Chief Financial Officer must make a report on the robustness of the estimates made in determining the budget requirement and on the adequacy of the proposed level of financial reserves	Executive Director of Finance

CHILDREN ACT 2004

Section	Brief Details of Responsibility	Proper Officer
18	To carry out the role of the proper officer function of Director of Children's Services	Director of Children's Services

THE HOUSING ACT 2004

Section	Brief Details of Responsibility	Proper Officer
4(2) and 249	In relation to the inspection of premises and endorsing of a certificate of evidence.	Assistant Director of Housing & Communities

TRAFFIC MANAGEMENT ACT 2004

Section	Brief Details of Responsibility	Proper Officer
17	Appointment as Traffic Manager to perform such tasks as the authority considers will assist it to perform its network management duty	Executive Director Place and Economy

MARRIAGES AND CIVIL PARTNERSHIPS (APPROVED PREMISES) REGULATIONS 2005 (AS AMENDED)

Section	Brief Details of Responsibility	Proper Officer
	Proper Officer for the purposes of the Registration Act 1953, the Marriage Act 1949 (as amended by the Marriage Act 1994), the Civil Partnership Act 2004, the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 as amended and	Director Legal and Democratic

	receive applications, set fees and offer discounts, where applicable	
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NATIONAL HEALTH SERVICE ACT 2006

Section	Brief Details of Responsibility	Proper Officer
73A	Appointment as Director of Public Health	Director of Public Health

HEALTH ACT 2006

Section	Brief Details of Responsibility	Proper Officer
10(3)	Duty of an enforcement authority to enforce, as respects the premises, places and vehicles in relation to which it has enforcement functions, the provisions of this Chapter (smoke free premises) and regulations made under it	Assistant Director: Regulatory Services
10(5)	In this Chapter, "authorised officer", in relation to an enforcement authority, means any person (whether or not an officer of the authority) who is authorised by it in writing, either generally or specially, to act in matters arising under this Chapter	Authorised Officers
10(7)	Refers to Schedule 2 which lists the powers of entry, etc.	Assistant Director: Regulatory Services
10(9)(1)	An authorised officer of an enforcement authority (see section 10) who has reason to believe that a person has committed an offence under section 6(5) or 7(2) on premises, or in a place or vehicle, in relation to which the authorised officer has functions may give them a penalty notice in respect of the offence	Authorised Officer

SMOKE-FREE (PREMISES AND ENFORCEMENT) REGULATIONS 2006

Section	Brief Details of Responsibility	Proper Officer
3	To carry out the functions of an enforcement authority under Regulation 3	Assistant Director: Regulatory Services

LOCAL ELECTIONS (PARISHES AND COMMUNITIES) RULES 2006

Section	Brief Details of Responsibility	Proper Officer
	Retention and public inspection of documents after an election	Returning Officer

THE LOCAL ELECTIONS (PRINCIPAL AREAS) (ENGLAND AND WALES) RULES 2006

Section	Brief Details of Responsibility	Proper Officer
Rule 50 and Sch.2	Receipt from Returning Officer of the names and persons elected to the Council	Director of Legal and Democratic
54	Registration officer for the retention and destruction of documents following an election	Director of Legal and Democratic

CRIME AND DISORDER (FORMULATION AND IMPLEMENTATION OF STRATEGY) REGULATIONS 2007/1830

Section	Brief Details of Responsibility	Proper Officer
4(3)	Nominated officer to facilitate the sharing of information under an information sharing protocol	Assistant Director Housing and Communities

WORKING TOGETHER TO SAFEGUARD CHILDREN: A GUIDE TO INTER-AGENCY WORKING TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN (DFE GUIDANCE, MARCH 2010)

Section	Brief Details of Responsibility	Proper Officer
-	Local Authority Designated Officer (LADO)	Executive Director of People Services
-	Caldicott Guardian	Executive Director of People Services

THE HEALTH PROTECTION (NOTIFICATION) REGULATIONS 2010

Regulation	Brief Details of Responsibility	Proper Officer
2, 3 and 6	Receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients and dead persons	Director of Public Health

LOCALISM ACT 2011

Section	Brief Details of Responsibility	Proper Officer
29	Establish, maintain and publish a Register of Interests	Director Legal and Democratic
31	Receipt of notice of members' disclosable pecuniary interests and entering such interests in the authority's register	Director Legal and Democratic
32	Consideration of whether a member's interest is a sensitive interest	Director Legal and Democratic

33(1)	Receiving applications for dispensations	Director Legal and Democratic
33(2)	Grant dispensations to members to speak only or to speak and vote on matters where they have a Disclosable Pecuniary Interest	Director Legal and Democratic
Sch.2, Pt1, Para.9FB	Designation as Scrutiny Officer	Executive Director Corporate Services

THE LOCAL AUTHORITIES (REFERENDUMS) (PETITIONS) REGULATIONS 2011

Regulation	Brief Details of Responsibility	Proper Officer
7, 8, 11 and 13	Various steps relating to petitions	Director Legal and Democratic

THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Regulation	Brief Details of Responsibility	Proper Officer
2, 7, 10, 12, 13-16, 20	Functions relating to the recording and publication of information relating to Executive decisions, including exclusion of information from agenda and reports relating to private meeting matters	Director Legal and Democratic
12-13	Grant dispensations in respect of conflicts of interest declared by an Executive member making a decision, or declared by an Executive member consulted by a member or officer taking such a decision	Director Legal and Democratic
12-14	Recording of executive decisions and by individual members and making documents available for inspection by members of the public	Director Legal and Democratic

NHS BODIES AND LOCAL AUTHORITIES (PARTNERSHIP ARRANGEMENTS, CARE TRUSTS, PUBLIC HEALTH AND LOCAL HEALTHWATCH) REGULATIONS 2012

Regulation	Brief Details of Responsibility	Proper Officer
22(4)	Designated as Responsible Person for ensuring compliance with the regulations	Executive Director of People Services
22(5)	Designated as Complaints Manager for managing the procedures for handling complaints	Executive Director of People Services

HEALTH AND SOCIAL CARE ACT 2012

Regulation	Brief Details of Responsibility	Proper Officer
	Responsible person for ensuring that the Council complies with statutory requirements relating to complaints made to the Council about its public health functions and, where necessary, action is taken in light of the outcome of such complaints	Director of Legal and Democratic
73A(1)(a)	The exercise by the authority of its functions under section 2B, 111 or 249 or Schedule 1 – health improvement duties to take steps to improve the health of the people in the area	Director of Public Health
73A(1)(b)	The exercise by the authority of its functions by virtue of section 6C(1) or (3) – The exercise of the Secretary of State’s public health protection or health improvement functions that they delegate to local authorities, either by arrangement or under regulations – these include services mandated by regulations	Director of Public Health
73A(1)(c)	Anything done by the authority in pursuance or arrangements under section 7A – Any public health activity undertaken by the local authority under arrangements with the Secretary of State	Director of Public Health
73A(1)(d)	The exercise by the authority of any of its functions that relate to planning for, or responding to, emergencies involving a risk to public health	Director of Public Health
73A(1)(e)	The functions of the authority under section 325 of the Criminal Justice Act 2003 - the local authority’s role in co-ordinating with the police, the probation service and the prison service to assess the risks posed by violent and sex offenders	Director of Public Health
73A(1)(f)	Other public health functions that the Secretary of State may specify in regulations	Director of Public Health

COUNTER-TERRORISM AND SECURITY ACT 2015

Regulation	Brief Details of Responsibility	Proper Officer
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	The officer responsible for ensuring that the Council, in the exercise of its functions, have due regard to the need to prevent people vulnerable from being drawn into terrorism	Executive Director of People Services
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DATA PROTECTION ACT 2018

Section	Brief Details of Responsibility	Proper Officer
69, 70 and 71	The designated Data Protection Officer to discharge functions associated with the Data Protection Act 2018	Data Protection Officer and Information Manager

BUILDING SAFETY ACT 2022

Section	Brief Details of Responsibility	Proper Officer
Part 4	Accountable Person for Building Safety and designated Officer for the Housing Consumer Standards and Health and Safety Lead.	Director of Communities and Opportunities

FIRE SAFETY ACT 2021

Section	Brief Details of Responsibility	Proper Officer
Sections 1 and 3	Responsible Person for Fire Safety in relation to residential buildings.	Director of Communities and Opportunities

SOCIAL HOUSING REGULATION ACT 2022

Section	Brief Details of Responsibility	Proper Officer
Section 10	Health and Safety Lead and Lead Officer for compliance with the Housing Consumer Standards	Director of Communities and Opportunities

LANDLORD AND TENANTS ACTS

Section	Brief Details of Responsibility	Proper Officer
	To be the Proper Officer to serve and receive notices on behalf of the Council for the purposes of s.23 of the Landlord and Tenant Act 1927 and s.66 of the	Executive Director of Place and Economy

	Landlord and Tenant Act 1954	
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OTHER MISCELLANEOUS PROPER OFFICER FUNCTIONS

Section	Brief Details of Responsibility	Proper Officer
	Any other miscellaneous proper or statutory officer functions not otherwise delegated by the Authority	Chief Executive or their nominee

IN THE ABSENCE OF THE DESIGNATED PROPER OFFICER:

- In the event of the Head of the Paid Service not being available to deal with matters for which they have been designated the proper officer, an Executive Director may be authorised by them to act as proper officer in their absence.
- In the event of any other designated officer being unable to fulfil their duties as proper officer, their deputy may be authorised to undertake such duties.
- Notwithstanding the above, a proper officer may at any time delegate or authorise other officers to perform the designated duties on their behalf.



WEST NORTHAMPTONSHIRE COUNCIL

DEMOCRACY AND STANDARDS COMMITTEE

11 MARCH 2024

Report Title	Updates to the Constitution
Report Author	Catherine Whitehead catherine.whitehead@westnorthants.gov.uk

Contributors/Checkers/Approvers

Monitoring Officer	Catherine Whitehead	
Chief Finance Officer (S.151)	Martin Henry	
Communications	Becky Hutson	

List of Appendices

Appendix A – Draft revised Constitution (available on request from democraticservices@westnorthants.gov.uk)

1. Purpose of Report

- 1.1 The purpose of this report is to enable the committee to consider proposed recommendations in relation to updates to the Constitution.

2. Executive Summary

- 2.1 The Council's Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose. The Council must operate in accordance with its Constitution and the rules set out in it. The Constitution is divided into different parts which set out the basic rules governing the Council's business as well as some of the detailed rules.

- 2.2 A combination of changes to the law and changes to operational practice have resulted in a requirement to make changes to the Terms of Reference of the Health and Wellbeing Board, as set out in the Council's Constitution. The proposed changes are set out in Section 5 below.

3. Recommendations

- 3.1 It is recommended that the Committee notes and approves the recommendations to Council relating to updates to the Constitution as set out in Section 5.

4. Reason for Recommendations

Keeping the Constitution under regular review will help ensure that it is legally compliant, complete, reflects the character and culture of the authority and supports effective and efficient decision making.

5. Report Background

- 1.1 The proposed changes to the Terms of Reference to the Health and Wellbeing Board are as follows:

- 1.2 Change Paragraph 4.9.2.2 c)

From: Holding the Integrated Care System to account through monitoring and assurance.

To: By reviewing its terms of reference every six months to ensure appropriate and timely alignment and/or integration with the emergent governance structure of the Integrated Care System (ICS) for Northamptonshire. Reviews will consider the national direction of travel for ICS legislation, as outlined in Integration and Innovation: working together to improve health and social care for all (DHSC, February 2021), and any subsequent relevant publications and/or legislative change.

- 1.3 The reason for this change is due to the frequently changing landscape within Integrated Care Systems, to ensure the Board can adapt to any legislative changes and is equipped encourage integrated delivery of health, social care and other services relating to wellbeing.

- 1.4 Change Paragraph 4.9.3.1 b)

From: The preparation of the Health and Wellbeing Strategy (HWS).

To: The preparation of the Health and Wellbeing Strategy (HWS). The preparation of a Joint Health and Wellbeing Strategy (JHWS), ensuring its outcomes are contained within the Integrated Care Strategy

- 1.5 Reason for this change is that the Health Care Act 2022 (116ZA) requires Integrated Care Boards and Local Authorities form an Integrated Care Partnership, this partnership must develop an Integrated Care Strategy (116ZB) The Joint Health and Wellbeing Strategy (JHWBS) needs to

take into account the outcomes contained with the Integrated Care Strategy, with the JHWBS being the delivery mechanism for these outcomes at a PLACE level.

1.6 Change Paragraph 4.9.3.1 f)

From: Endorse and oversee the successful implementation of local arrangements for the Better Care Fund (BCF), Improved Better Care Fund (IBCF) and Disabled Facilities Grant (DFG).

To: Endorse and oversee the successful implementation of Better Care Fund (BCF), Improved Better Care Fund (IBCF) and Disabled Facilities Grant (DFG) arrangements locally.

The following to be added under paragraph 4.9.3.1

- (k) To provide the Integrated Care Partnership (ICP) with oversight of the development of the place-based partnerships.
- (l) To oversee the development and implementation of West Northamptonshire Place to support the delivery of the Joint Health and Wellbeing Strategy.

1.7 Reason for change: to reference agreed governance routes for the how the Integrated Care Partnership will overview of how West Northants PLACE Operating model (Health and Wellbeing Forums & Local Area Partnerships) will aid delivery against outcomes contained with the Integrated Care Strategy, which feeds into the Joint Health and Wellbeing Strategy.

(m) To review NHS Northamptonshire Integrated Care Board (ICB) 5 Year Plan to ensure it takes proper account of the Joint Health and Wellbeing Strategy.

(n) To review the ICB Joint Capital Resource Plan

(o) To consult with the ICB for the ICB Annual Report on performance of any steps taken by the ICB to implement the Joint Health and Wellbeing Strategy.

1.8 Reason for change: The Health Care Act 2022 required Health and Wellbeing Boards to have the additional duties listed above (14Z50) (14Z53) (14Z54) (14Z55) (14Z56).

1.9 Change Paragraph. 4.9.6.1 f)

From: A representative of each relevant clinical commissioning group (a person may, with the agreement of the Health and Wellbeing Board, represent more than one clinical commissioning group on the Board).

To: A representative from NHS Northamptonshire Integrated Care Board.

and

1.10 Change Paragraph 4.9.8.1 to Clinical Commissioning Group to NHS Northamptonshire Integrated Care Board

1.11 Reason for change: Health Care Act 2022 changed Clinical Commissioning Groups to Integrated Care Boards

1.12 Remove Paragraph 4.9.9.1 'or join virtually so that the right to vote is obvious'.

Change to: **If a Board member joins the meeting virtually, they will not be counted as being in attendance or be permitted to vote.**

1.13 Reason for change: is to clarify voting rules if a Board member wishes to join virtually in line with other WNC statutory committees.

1.14 Change Paragraph 4.9.10.1 from: The Board shall meet on a quarterly basis.

To: The Board shall meet on a bi-monthly basis, but this may change if there is a change in the frequency of work the Board needs to address.

1.15 Reason for change: is due to the amount of business the Board needs to conduct, the Board agreed to meet bi-monthly, with the added caveat that frequency could change if work increases or decreases.

1.16 Change the following numbers in Paragraph 4.9.12.5 to read the Local Area Partnerships name.

N1 – Northampton East
N2 - Northampton South
N3 – Northampton West
N4 - Northampton Central
N5 – Northampton North
DSN1 – Rural North
DSN2 – Rural West
DSN3 – Rural South
DSN4 – Rural East

1.17 Reasons for change: The names of the LAPs changed from numbers to names to be more identifiable to local communities.

6. Issues and Choices

6.1 The issues and choices insofar as they relate to the operation of the Constitution are set out in section 5 above.

7. Implications (including financial implications)

7.1 Resources and Financial

7.1.1 There are no financial implications arising directly because of the Constitution review process

7.2 Legal

7.2.1 Every local authority is under a legal duty to prepare and keep up to date its Constitution (see Appendix B). In particular, section 9P of the Local Government Act 2000 requires the Constitution to contain:

- a) a copy of the authority's standing orders;
- b) a copy of the authority's code of conduct;
- c) such information as the Secretary of State may direct; and
- d) such other information (if any) as the authority considers appropriate.

7.2.2 Regular review of the Constitution helps to ensure these legal requirements are met. The amendment set out above will assist in ensuring the Council is able to operate in a lawful manner.

7.3 Risk

7.3.1 There are no significant risks arising from this report. Reviewing the Constitution helps to reduce any risks that could arise as a result of the Constitution not properly supporting decision making and delivery of Council services.

7.4 Consultation

7.4.1 Consultation has been undertaken with the Democracy and Standards Committee and officers in relevant services prior to recommendations being submitted to Council.

7.5 Consideration by Overview and Scrutiny

7.5.1 Not applicable to this report.

7.6 Climate Impact

7.6.1 There is no climate impact to consider in relation to the recommendation.

7.7 Community Impact

7.7.1 None specific.

8. Background Papers

8.1 None

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WEST NORTHAMPTONSHIRE COUNCIL

Democracy and Standards Committee

11 March 2024

Report Title	Review of arrangements for Planning Committee
Report Author	James Rodger, Assistant Director of Planning, James.rodger@Westnorthants.Gov.Uk

Contributors/Checkers/Approvers

Legal Officer	Katherine Hall	<u>Report reviewed 01 03 2024</u> <u>Email retained</u>
Chief Finance Officer (S.151)	Martin Henry	<u>Report reviewed 28 02 2024</u> <u>Email retained</u>
Communications	Bethany Longhurst	<u>Report reviewed 28 02 2024</u> <u>Email retained</u>
Monitoring Officer	Sarah Hall	<u>Report reviewed 01 03 2024</u> <u>Email retained</u>

List of Appendices

None

1. Purpose of Report

1.1 At its meeting on 18 May 2023, the Democracy and Standards Committee (“the Committee”) considered the report of the Planning Advisory Service and made recommendations to full Council in relation to the structure and operation of the Council’s planning committees. The Committee undertook to review the revised arrangements after a period of six months. At its meeting on the 15 November, the Committee considered how to undertake the review. A review has now been undertaken by the Assistant Director of Planning in conjunction with the Monitoring Officer, Legal and Democratic Services Officers and Chairs and Vice Chairs of the planning committees. This report explains the finding of the review and contains recommendations, which if agreed, would be referred to the next Council meeting.

2. Executive Summary

2.1 At its meeting of the 15 November, the Committee;

a) Considered the changes adopted by the Council and determined that a review should be undertaken and reported to Council on 21st March 2024.

b) Considered that further evidence and information was required in order to conduct a review, including statistical data regarding application numbers and the number of speakers. The role of Planning Policy Committee should also be considered during the review.

2.2 At the 15 November meeting there was also feedback from the Chairmen/Vice Chairmen of the planning committees. The minutes from the 15 November meeting, further state that:

- It is currently too premature to take a decision. Further data is required and Call-ins should be reviewed.
- How many meetings have been cancelled and why? Is it due to delegated powers?
- There were no concerns about the number of committees. Two appeared to be sufficient.
- Start times of committees had been discussed at length at Council and it was advisable not to revisit the matter.
- There were some problems with the technology during earlier meetings, but the issues had now been resolved.
- The role of the Planning Policy Committee should be considered as part of the review.
- The Chairs of the planning committees and the planning members should be canvassed during the review.
- The March meeting of the Democracy and Standards Committee should be brought forward to enable the review to be reported to Council on 21st March.

2.3 In order to prepare this report meetings occurred with the Planning Chairmen and Vice Chairs and their feedback has been taken into account in preparing the recommendations in this report.

2.4 The review has involved analysing the volumes of applications referred to the planning committees (set out in tables in this report), identifying through discussion with senior Officers and Councillors involved in the running of the planning committees what issues have arisen which need addressing, and proposing solutions to such issues to the Committee.

3.0 Recommendations

3.1 It is recommended that the Committee agree the proposed changes outlined below and:

a) Recommend to Council to retain the North, South, Strategic Planning Committee and the Planning Policy Committee as currently structured.

b) Note the success of the planning policy workshop meetings undertaken in January & February 2024 and held ancillary to the Planning Policy Committee; and endorse such an approach in the future where it is appropriate to do so.

c) Recommend to Council that changes be made to the Council's constitution to ensure consistency of decision making by the planning committees. This should involve clarifying that where an outline/hybrid outline application has been determined by a particular planning committee that subsequent reserved matters or full applications (where they are required to be referred to planning committee) for the same site should be determined by the same planning committee.

d) Recommend to Council that the constitution be clarified with respect to large scale renewable energy projects, such that all 'major' category renewable energy projects are referred to the Strategic Planning Committee.

e) Recommend to Council that changes be made to the planning protocol regarding the speaking rights of Parish Council representatives, such that on major development proposals a representative from an adjoining Parish be able to speak. That the final wording should state speaking rights be given to:

(i) A representative of a Parish Council in whose Parish the application relates.

(ii) On 'major' category applications a representative of an adjoining Parish Council where the Parish Council has commented on the proposal.

f) Recommend to Council that changes be made to the constitution with respect to the member call-in policy:

(i) To allow 24 calendar days (rather than 21 days) for calls-ins to occur following consultation commencing on planning applications.

(ii) That call-ins must always involve a planning reason, stated in writing by the Ward Councillor.

(iii) That it be stated in the updated call-in policy that all call-in's will be published on the public facing planning website.

(iv) That Councillors be asked to clarify whether they still wish the planning application to come to planning committee once the officer recommendation is known.

g) Requests that the Assistant Director of Planning review how the call-in policy is administered, to ensure prompt acknowledgment of call-ins and clear clarification be given as to whether a valid call-in has occurred. That this be followed up with training for Councillors.

h) Recommend to Council that the planning protocol be updated to clarify that when a Councillor has called in a planning application they must withdraw from sitting on the planning committee for the specific item they have called in. They can then speak on the item, but not as member of the planning committee.

4. Reasons for Recommendations

a) To advise and update Council on the outcome of the review and the changes proposed to the Planning Committee Structures to ensure compliance with legislation, that best practice is reflected and to add clarity and certainty to those involved in the decision making process.

- b) To ensure consistent and lawful decision making.
- c) To improve and clarify speaking rights for Parishes, thereby facilitating greater engagement with Parish Councils in the planning process.
- d) To improve and add clarity to the operation of the call-in policy.
- e) To ensure that the planning protocol clearly sets out expectations of Councillors who sit on a Planning Committee and have called in an application for consideration by the same planning committee.

5. Report background

5.1 At the 15 November meeting it was suggested that the current number of Committees be retained, but it was also requested that data be provided as part of the review requested at the May Annual General Meeting analysing the planning committee workloads.

It should be noted that during the three summer months following the creation of the North/South Area Planning Committee’s in May 2023 there was only one North Planning Committee. In the same period no South Planning Committee meetings were cancelled, but the August South Planning Committee meeting had an exceptionally high number of reports (the meeting was of a length that it was uncomfortable for officers/members). This was due in part to a spike in the number of applications in one Ward being referred to planning committee, but this proved to be a one-off situation. The introduction of new Planning software for North area planning officers at this time did in effect delay some reports, and this ultimately caused North Planning Committee meetings to be cancelled. It is considered in hindsight that the first three months did not paint a picture reflective of the application volumes that would ordinarily be referred to the two new Area Committees over a sustained period of time.

5.2 The tables below show application volumes at each of the monthly meetings for the past 6 months (2nd column, left to right) only to the South, North and Strategic Planning Committee (Sept 2023 to Feb 2024). This timescale is considered to be more representative of application volumes likely for the next 6/12 months. The third column shows the number of these applications referred due to them being classed as ‘Major’ category applications or other categories (such as application submitted by a Councillor or member of Planning staff) of application automatically referred to planning committee. The fourth column shows the number referred at each meeting by a Ward Councillor, and which ward.

North Planning Committee Month	Total Report No.	Referred to Committee as not delegated (e.g. major Application)	Referred to Committee by a Ward Cllr (For Ward – see key below table)
September 2023	Cancelled	N/A	N/A
October 2023	6	2	4 (a, c, d, d)
November 2023	4 (1 withdrawn off agenda)	3	1 (b)
December 2023	2	2	0
January 2024	4 (1 withdrawn off agenda)	2	2 (e, f)

February 2024	4	2	2 (f, f)
Totals	20	11	9

Key: Wards Subject to planning committee report referrals and total number:

- (a) Abington & Phippsville Ward - 1
- (b) Braunston & Crick – 1
- (c) Duston - 1
- (d) Long Buckby - 2
- (e) Moulton – 1
- (f) Woodforde & Weedon - 3

South Planning Committee Month	Total Report No.	Referred to Committee as not delegated (e.g. Major Application)	Referred to Committee by a Ward Cllr (plus Ward)
September 2023	1	0	1 (a)
October 2023	6 (1 withdrawn from the agenda)	4	2 (b, b)
November 2023	2 (1 withdrawn from the agenda)	2	0
December 2023	5 (1 withdrawn from the agenda)	4	1 (c)
January 2024	3	2	1 (d)
February 2024	3	3	0
Totals	20	15	5

Key: Wards Subject to planning committee report referrals and total number:

- (a) Towcester & Roade - 1
- (b) Castle - 2
- (c) Brackley - 1
- (d) Delapre & Rushmere - 1

Strategic Planning Committee Month	Total Report No.	Referred to Committee as not delegated (e.g. Major Application)	Referred to Committee by a Ward Cllr (plus Ward)
September 2023	1	1	0
October 2023	1	1	0
November 2023	2	2	0
December 2023	2		0

January 2024 (Special additional meeting)	1	1	0
January 2024	2	2	
February 2024	1	1	0
Totals	10	10	0

5.3 The data shows over the past 6 months that officers referred exactly the same number of reports (20) to both the North and South Planning Committees. Half this number (10) went to the Strategic Planning Committee. It also shows that slightly more applications were referred to North Planning Committee by Ward Councillors, but there were slightly more major category applications going to South Planning Committee, which can be explained by the fact that most of the central area of Northampton is within the South Area.

5.4 It is considered that the data demonstrates that the volume of applications going to each Area Committee is very similar. Furthermore the Strategic Planning Committee, despite smaller application volumes has not had any meetings cancelled, the 1-2 applications per meeting often take a whole afternoon to consider. As such the above data supports a recommendation that there is no need to alter the current Committee Structure (as regards Strategic/North/South split).

5.5 With respect to the Planning Policy Committee reference has been given to reviewing the role of this planning committee. The Planning Policy Committee is an Executive Committee where only the Executive members vote. The purpose of the committee is to try to establish broad consensus about the development of planning policy. Officers were aware that one reason a review might have been requested was about how a broad consensus is achieved in developing planning policy. In January and February of this year the Local Plan team undertook workshop meetings on the Local Plan with all Councillors. These have been very successful and well attended. It is therefore not considered there is a need to make fundamental changes to the committee. Rather it is considered it should be acknowledged how successful the workshops have been and that such an approach should be endorsed by the committee as being of great benefit in ensuring a broad consensus of support from all Councillors to the development of planning policies.

Ensuring Consistent Decision making

5.6 One aspect that is consistently raised as very important by Parishes, applicants and objectors to planning applications is consistent decision making. In discussions with the Planning Chair's and Vice Chairs they would expect that once an application site is referred to a particular planning committee (which would then hear representations of third parties, possibly visit the site as well as making a decision) that subsequent connected applications get referred to the same planning committee. This is particularly important with outline (or hybrid outline) planning consents, where the principal of development is decided, but issues raised at outline stage may be relevant to the consideration of subsequent reserved matters applications. At present this matter is not addressed in the constitution and a strict interpretation of planning committee referral criteria could result in

inconsistent decision making. It is considered that the constitution should be amended to ensure consistent decision making.

5.7 The constitution currently requires large scale housing and commercial development to be referred to the Strategic Planning Committee. Commercial development is defined as over 10,000 sq. metres. It then states that the Strategic Planning Committee also deals with 'strategically important developments' which in practice fall on the Assistant Director of Planning to identify. In practice the majority of applications the Strategic Planning Committee determines are housing, commercial or renewable energy related. The Strategic Planning Committee since its inception has dealt with a number of 'major' category planning applications for large scale solar farms and anaerobic digestion plants (which by their nature have strategic impacts, often they have large scale landscape impact, but also considerable positive benefit as regards addressing climate change impacts/meeting energy demand). There is considered, in part for consistency purposes, a need to clarify that the remit of the Strategic Planning Committee should include all 'major' category renewable energy projects.

Speaking at Committee Meetings

5.8 It has not been highlighted by those involved with Committees any concern regarding current speaking rights being either too permissive or too strict. It can therefore be considered that in a broad sense the planning committee speaking rights under the planning protocol have largely worked successfully. The planning protocol does allow some discretion to the Planning Chairmen, it states 'Additional speakers may be allowed at the discretion of the Chair of the Committee.' Understandably, given how contentious some planning Committee items are, and for consistency purposes, the Planning Chairmen prefer to rely on the defined speaking rights, it also makes meetings far easier to clerk and manage.

5.9 Nonetheless one area where the Planning Chairs have been requested to apply their discretion is with regard to Parish Council speaking rights. The relevant speaking criteria is:

(e) A representative of a parish council in whose area the application relates.

The criteria is not precisely worded (does 'area' mean Parish?) and does not take into account the fact that there has been strong feedback from the Parishes themselves that they consider that many 'Major' scale applications can have substantial impacts on neighbouring Parishes. It should also be noted that Parishes tend to have much smaller geographical areas than Ward Councillor boundaries (which typically cover more than one Parish). It is therefore considered that the speaking rights should be altered to enable on 'Major' scale developments Parish representatives from neighbouring Parishes to speak and to alter 'area' to 'Parish'.

Councillor Call in protocol

5.10 This was raised as a review matter at the November meeting. The protocol has previously been reviewed by the Committee. The current call-in protocol requires that *'Call-in requests must be submitted in writing via planning@westnorthants.gov.uk within 21 calendar days from the beginning of the consultation period, or within 7 calendar days from the beginning of any subsequent re-consultation period.*

A number of call-in requests have been declined in the past 12 months as out of time (outside of 21 days), this has been done in a consistent manner. Such declined call-ins tend to be either significantly out of time or marginally out of time (and when marginally out of time call-ins are declined). This has resulted in complaints being received criticising the Councils Planning Service. The vast majority of call-ins are made at the beginning of the consultation period. If planning applications are not dealt with in a timely manner non determination appeals or other adverse consequences can arise (including penalties the Secretary of State can impose on poor performing authorities). As such officers have always wished to apply a reasonable timeframe for call-ins to enable a practicable call-in policy to operate. Nonetheless in many cases Councillors wish to know whether an application is attracting significant objection or support, or the view of Town or Parish Councils. Where such views only become apparent at the very end of the 21 days consultation period practical logistical difficulties can arise for Ward Councillors to then call in an item on time. It is considered and proposed that allowing 24 days for a call-in will assist to address this.

5.11 It has also been noted that some Councillors forward emails they have received requesting an Application be called into planning committee. The problem this creates is that call-ins should appear to be made by the Councillor; even if they are in fact a reflection of Parish or constituent views. Furthermore a Councillor call-in should be a public matter (as with all representations made on a planning application), it is after all going to be referred to directly in a subsequent planning committee report. The call-in process could be clarified to ensure that these matters are addressed. In particular to make Councillors aware that their call-in requests will be placed on the public register and therefore are visible to applicants and agents.

5.12 A further issue (a concern acknowledged by the report author) is that some Councillors have complained that there has been delay in their call-ins being acknowledged or clarification being given that they are being treated as valid call-in. It is considered that the acknowledgement process undertaken by the Councils Planning Service should in itself be reviewed (by the Assistant Director of Planning), to ensure prompt acknowledgment of call-ins and that clear clarification is given as to whether a valid call-in has occurred. It is also proposed that there should also be Councillor training (All Councillors) on the call-in policy once the recommendations in this report are implemented.

Members Speaking at Committee

5.13 The Planning protocol states that '*Members of the Planning Committees need to take account of the general public's expectation that a planning application will be processed and determined in a transparently open and fair manner, in which members taking the decision will take account of all the evidence presented before arriving at a decision, not take into account irrelevant evidence or representations and that to commit themselves one way or the other before hearing all the arguments and evidence makes them vulnerable to an accusation of partiality.*'

In practice it is very difficult for a Councillor who has called in an application to a planning committee to remain sitting on that same planning committee and appear completely in-partial. It is for this reason that many Councils require Councillors who sit on a Planning Committee, and who have called in an application to that planning committee, to then remove themselves entirely from the planning committee when such an item is heard. They may speak in their capacity as a Ward Councillor; but do so sit in the public gallery until called forward to speak.

It is therefore recommended to Council that the planning protocol be updated to clarify that when a Councillor has called in a planning application they must withdraw from sitting on the planning committee for the specific item they have called in (the Councillor would then sit in the public gallery). They can then speak on the committee item, but not as member of the planning committee.

6 Issues and Choices

6.1 Committee can choose not to accept any or all of the recommendations of the review, however these reflect best practice and are aimed at improving and providing further clarity around the decision making process.

7 Implications (including financial implications)

7.1 Resources and Financial

7.1.1 There are no financial implications arising directly from the recommendations set out above.

7.2 Legal

7.2.1 The Council is the Local Planning Authority for West Northamptonshire and has a quasi-judicial statutory responsibility to determine planning applications. This is carried out through a combination of delegations to officers and decisions by Planning Committees. These committees have to carry out this responsibility with regard to the Council's wider duties under the Human Rights Act 1998 in relation to a fair hearing and more widely in relation to the Council's public law decision making responsibilities. The proposals enable the Council to meet its statutory responsibilities as a local planning authority.

7.3 Risk

7.3.1 There are no significant risks arising from this report. Reviewing the governance arrangements helps to reduce any risks that could arise as a result of the arrangements not supporting lawful decision making and the delivery of Council services.

7.4 Consultation and communication

7.4.1 Officers involved in the planning decision making process and Chairs and Vice Chairs of the planning committees have been consulted as to the proposals contained within this report.. There has been no wider public consultation in relation to this report.

7.4.2 The outcome of this report will be communicated to the public and key stakeholders via the Council's corporate communication channels.

7.5 Consideration by Overview and Scrutiny

7.5.1 Not applicable to this report.

7.6 Climate Impact

7.6.1 There is no significant climate impact to consider in relation to the recommendation.

7.7 Community Impact

7.7.1 The requirement for Planning Committees to take place further away from the area of residents has been managed by the webcasting of meetings to enable more residents to attend remotely. The report has recommendation which seeks to provide clarity/improve the speaking rights of Parishes.

8 Background Papers

None



WEST NORTHAMPTONSHIRE COUNCIL DEMOCRACY & STANDARDS COMMITTEE

11 March 2024

Report by the Democracy and Standards Committee

Report Title	West Northamptonshire Community Governance Review: Update
Report Author	Paul Hanson, Head of Democratic and Elections paul.hanson@westnorthants.gov.uk

List of Approvers

Monitoring Officer	Sarah Hall	27/02/2024
Chief Finance Officer (S.151)	Martin Henry	29/02/2024
Communications Lead/Head of Communications	Becky Hutson	29/02/2024

List of Appendices

Appendix 1: Summary of Consultation Responses

1. Purpose of Report

- 1.1. This report updates the Committee on progress with the Community Governance Review (CGR) of parish arrangements within West Northamptonshire and invites the Committee to consider the outcome of the first stage consultation.

2. Recommendations

- 2.1 It is recommended that the Committee:

- a) Notes the update on the Community Governance Review of parishes in West Northamptonshire and the outcome of the first stage of formal consultation.

- b) Reviews the summary of consultation responses set out at Section 5 and determines which proposals to recommend to Council for adoption as the basis for the second stage of formal consultation, taking account of the statutory requirements applicable to CGRs.
- c) Recommends to Council that Ravensthorpe and Brington parishes be included within amended Terms of Reference as set out in section 5.5.
- d) Notes that a number of proposals require the consent of the Local Government Boundary Commission for England as they relate to 'protected' arrangements as defined by s.86 of the Local Government and Public Involvement in Health Act 2007 (the 2007 Act) and that this consent has been sought prior to the second stage of consultation commencing.
- e) Notes that a number of proposals will require further work and information to be gathered prior to the second stage consultation and therefore delegates authority to the Monitoring Officer, in consultation with the Chair of the Democracy and Standards Committee, to finalise the proposals and/or the wording used for the second stage consultation to ensure participants receive sufficient information to enable them to respond.

3. Reason for Recommendations

- 3.1 The CGR is undertaken within a statutory framework. The Council is required to consult and must take decisions at the conclusion of each phase of the consultation as to how to proceed.
- 3.2 The first stage of the formal consultation has now concluded and the Council must determine which proposals received during the consultation are viable and should be worked up into detailed proposals to proceed to the second stage of the consultation. The second stage may, depending on the nature of the proposals, involve consultation with individual households. Care must be taken to ensure proposals consulted on during that stage are viable and are compliant with the statutory requirements applicable to CGRs.
- 3.3 Consulting on proposals that were not supported through the consultation or were not underpinned by any qualitative evidence is not likely to represent an effective use of the Council's resources. Likewise, consulting further on proposals that are impossible to deliver as part of a CGR (such as changes to the Council's external boundaries) is not recommended for similar reasons. Any such proposals have been highlighted in Section 5 below.
- 3.4 The intended outcome of the review is to ensure that community governance arrangements within West Northamptonshire are reflective of the identities and interests of communities and support efficient electoral processes. Specifically, Section 93 of the 2007 Act requires principal councils to ensure that CGRs will be:
 - reflective of the identities and interests of the community in that area; and
 - effective and convenient.

When considering the criteria identified in the 2007 Act, principal councils should take into account a number of influential factors including:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

4. Report Background

- 4.1 The 2007 Act 2007 devolved powers to local authorities to review parish arrangements within their respective areas and agree changes. The Act created the title of Community Governance Reviews to cover such activity.
- 4.2 A CGR provides an opportunity for authorities to put in place strong, clearly defined boundaries and to remove any anomalous parish boundaries that exist. This can be the case where a boundary review has recently been undertaken, as is the case in West Northamptonshire, resulting in anomalies between council ward and parish boundaries. Statutory guidance issued by the Government emphasises the importance of undertaking reviews to address boundary anomalies when they arise.
- 4.3 When conducting the review, the Council must act in accordance with the requirements of the Act, the associated regulations and statutory guidance. The Council must consult and take account of any representations received in connection with the review. When undertaking the review, the Council must also have regard to the need to secure community governance arrangements that are effective and convenient and which reflect the identities and interests of the community in the area under review as set out at paragraph 3.4 above.
- 4.4 The review is being conducted in accordance with the [Terms of Reference](#) as agreed by full Council at its meeting on 28 September 2023.
- 4.5 Ahead of commencing this review, all Parish and Town Councils were invited to suggest to the Council whether their parish areas should be included within the review. Along with the outcome of the recent Local Government Boundary Review in West Northamptonshire, this pre-review consultation has helped to determine the parish areas identified for inclusion.
- 4.6 At the last meeting of this committee, an update was provided on the first stage of public consultation which was then ongoing. Some of the activities undertaken during this stage of the CGR included:
- 4.6.1 Attendance at the Larger Parishes Forum meeting in September to discuss plans for the consultation and listed to the views of parishes.
 - 4.6.2 Working with the Northamptonshire County Association of Local Councils (NCALC), delivering a briefing and question and answer session for parishes was delivered on 14 December. The session was well-attended, with over sixty delegates signing up.
 - 4.6.3 A similar briefing session for members of this Council was held on 20 December, attended by over twenty members.
 - 4.6.4 A dedicated webpage, with a Frequently Asked Questions section, has been created to support the consultation.
 - 4.6.5 Working with colleagues in the Communications Team, a dedicated consultation portal has been established to facilitate public engagement with the consultation. This has been promoted through the Council's usual communications channels.
 - 4.6.6 A dedicated email address to deal with CGR queries has been set up and is **Page 93** overseen by officers working on the review.

- 4.7 At the close of the first stage of consultation on 31st January, the Council had received 172 fully completed responses and 237 incomplete responses. Incomplete means the respondent had worked through some of the survey but had not reached the final point where the response was submitted. In the vast majority of cases the incomplete responses contained little qualitative data, but where views were expressed these were considered and are summarised below. Additionally, the Council received a number of emails via the dedicated cgrconsultation@westnorthants.gov.uk email address and these have also been considered in drawing up recommendations for the second stage consultation.
- 4.8 It is important the Committee recognise the significance of the decision making required at this stage of the review. The second stage consultation that will follow is not concerned with simply putting suggestions received during the first stage out to consultation for a view; the Council is required to carefully consider the outcome of the consultation, take account of the statutory requirements applicable to reviews and the accompanying guidance before publishing clear and compliant proposals for change. The Council cannot propose a change that does not meet these criteria is does fall under the purview of a CGR.
- 4.9 The Committee should ensure that any proposals for changes to parish arrangements that it wishes to recommend to Council should be supported by evidence. This will include evidence of compliance with the statutory requirements and an indication that there is sufficient support or interest in the proposal to merit inclusion within the second stage of consultation. The Committee may also wish to consider the Community Governance Reviews conducted by the Council’s predecessor authorities in recent years.
- 4.10 The attention of the committee is drawn to ‘protected’ arrangements as defined by Section 86 of the 2007 Act. This means parish electoral arrangements, such as parish warding arrangements, made by the Local Government Boundary Commission for England within the past five years may not be changed without the consent of the Commission. The specific parish arrangements put in place by the Commission as part of the recently completed electoral review for West Northamptonshire Council are set out in the Commission’s final report, but include revised parish electoral arrangements for Boughton, Daventry, Hackleton, Kingsthorpe and Northampton, including parish warding arrangements and the number of parish councillors assigned to each ward/parish:

Boughton Parish

Parish ward	Number of parish councillors
Boughton Village & Buckton Fields	10
Dixon Road	11

Daventry Parish

Parish ward	Number of parish councillors
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Daventry North East	3
Daventry North West	3
Daventry South	10

Hackleton Parish

Parish ward	Number of parish councillors
Hackleton & Piddington	6
Hackleton Urban	5

Kingsthorpe Parish

Parish ward	Number of parish councillors
Kingsthorpe	3
Obelisk East	1
Spring Park	3
St David's	4
Sunnyside & Obelisk West	4

Northampton Parish

Parish ward	Number of parish councillors
Abington & Phippsville	2
Billing Aquadrome	1
Blackthorn & Rectory Farm	2
Briar Hill	1
Castle	3
Dallington Spencer	3
Headlands	4
Kingsley & Semilong	2
Moulton Leys	1
Parklands	1
Queens Park	1
Talavera	2
Weston Favell & Abington Vale	2

4.11 Having reviewed the proposals submitted as part of the initial consultation, it would appear that five of those proposals would, if adopted, constitute a change to parish arrangements put in place by the Local Government Boundary Commission. Officers have written to the Commission to highlight the proposals in question and to invite the Commission to grant permission. At the time of writing the outcome is not known, but officers will advise the Committee as soon as a response is received.

4.12 In order to facilitate the committee's deliberations, officers have reviewed each proposal and have made recommendations as set out in Section 5 below. Proposals that are within the scope of the review and are supported by evidence that aligns with

the statutory guidance (see 3.4) will be recommended for inclusion.

4.13 Proposals that are within scope but which either lack strong evidence, where the evidence is conflicting or where there are competing proposals are set out separately for the committee to consider on their merits. Officers will endeavour to provide background information on the likely viability of such proposals, such as whether they cut across arrangements put in place by the most recently completed CGRs in West Northamptonshire.

4.14 Proposals that are not considered to be viable, either because they cannot lawfully form part of a CGR, are not practicable to implement, attracted no support as evidenced by the consultation or would conflict with protected arrangements and are not likely to be accepted by the Local Government Boundary Commission for England, have also been highlighted. It is recommended that these proposals be ruled out of further consultation.

4.9 As a reminder, the timetable for the review is as follows:

Activity	Start date	End date
Pre-consultation with parish councils	July 2023	18 August 2023
Publication of Terms of Reference	29 September 2023	-
Research and information gathering, arranging local meetings if required	29 September 2023	28 November 2023
Initial consultation	28 November 2023	31 January 2024
Consideration of draft submissions received and preparation of draft recommendations	27 January 2024	26 April 2024
Draft recommendations published and consulted on	26 April 2024	25 July 2024
Consideration of consultation outcome	25 July 2024	24 Sept 2024
Council decision and publication of proposals	26 September 2024	-
Review of polling districts and places	30 September 2024	30 November 2024
Election with new arrangements in place	1 May 2025	-

5 Issues and Choices

5.1 Officers undertook initial consultation with parishes prior to the publication of the terms of reference for the review. This consultation, alongside the outcome of the recent boundary review, informed the terms of reference of the review. It should be noted that two parishes contacted the Council during the consultation to request proposals be considered. These parishes were not part of the original terms of reference and so the Committee is asked to consider whether to recommend the Terms of Reference be amended accordingly.

5.2 Community Governance Reviews must be completed within 12 months, and the Council's proposed timeline follows this model. Due to the potential number of parish areas under review, it was suggested that the Council make the most of the 12-month allowance in order to conduct consultation and draw up recommendations.

5.3 As explained in Section 4, officers have reviewed the consultation feedback and are now able to make recommendations to the Committee about which proposals should form part of the second stage of the consultation. The Committee should consider each proposal carefully as consulting on some proposals may result in the Council writing to several thousand households and this will have an impact on the Council's resources.

5.4 Proposals Recommended for Inclusion in the Stage 2 Consultation

5.4.1 In respect of the following proposals, it is recommended that the Council adopt these as proposals for Stage 2 of the consultation. This is because the proposals are consistent with the purpose of the Community Governance Review, are compatible with the statutory requirements and the outcome of the Stage 1 consultation suggests there is merit in consulting affected stakeholders further.

5.4.2 Where the proposals affect a specified number of properties, this will allow the Council to consult with the occupiers of those properties directly. Where the proposals are more straightforward in nature (e.g. to alter the number of members on a parish council) the Council will run an open consultation but will not write to all of the households within that parish.

5.4.3 Adstone

5.4.4 The pre-review consultation generated a suggestion that Adstone Parish Meeting be included in the review in order that a consultation on its potential dissolution could take place. If the Parish Meeting were to be dissolved, the area would be incorporated into a suitable neighbouring parish. Suitable parishes could be Canons Ashby and Maidford, which are both part of Rural South Northamptonshire ward and are reachable from Adstone by road.

5.4.5 The Stage 1 consultation generated no further responses about this suggestion. An email was sent directly to the listed Chairman of the Parish Meeting but no response was received.

Recommendation: that the proposal to dissolve Adstone Parish Meeting and absorb the area into a neighbouring parish be included within the Stage 2 consultation

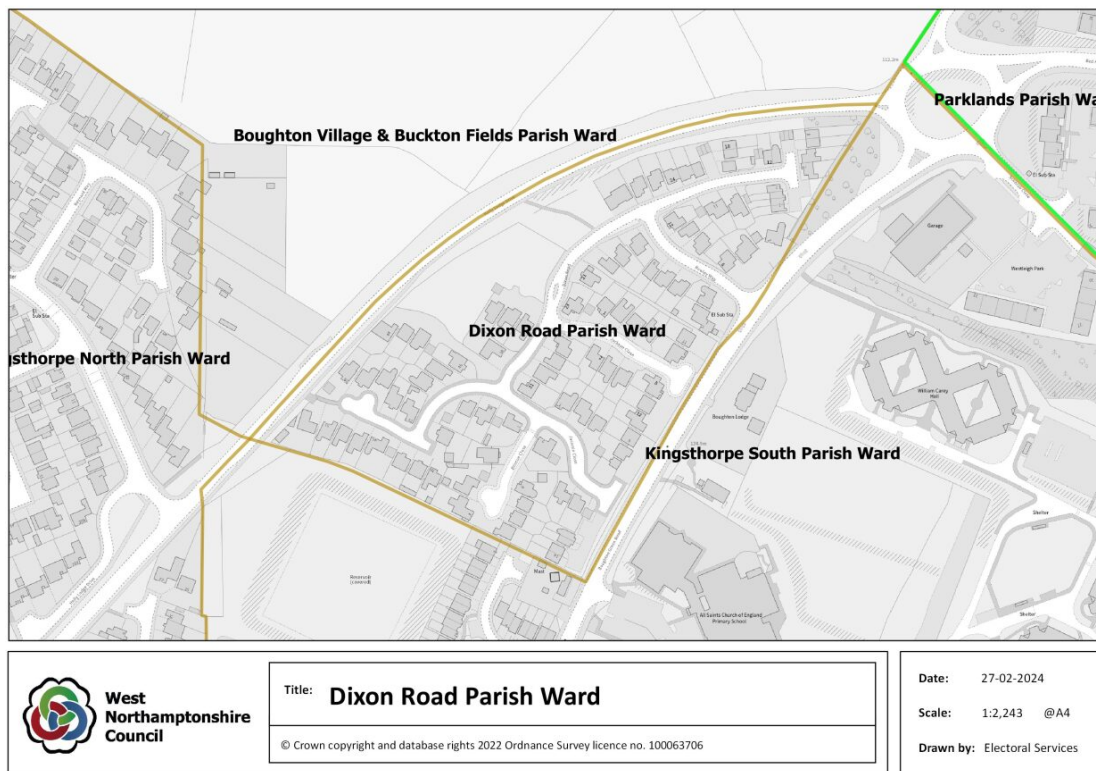
5.4.6 Boughton and Kingsthorpe

5.4.7 The Council included within the Stage 1 Consultation information relating to the small parish ward (Dixon Road) that was created by the Local Government Boundary Commission as a result of the alignment of the new Council ward boundary between Kingsthorpe South Ward and Moulton Ward. The ward is composed of 207 electors. It was suggested this ward move from Boughton Parish to Kingsthorpe Parish to re-align the parish and ward boundaries (map shown below). The response from Boughton Parish Council endorsed this proposal.

5.4.8 Two responses referred to the size of Kingsthorpe Parish Council, suggesting it was already large. However, these may have been based on a misunderstanding as the maps for Kingsthorpe and Boughton were presented adjacent to one another, which may have caused confusion in terms of whether it was proposed to merge Kingsthorpe and Boughton. To clarify, no such proposal has ever been made.

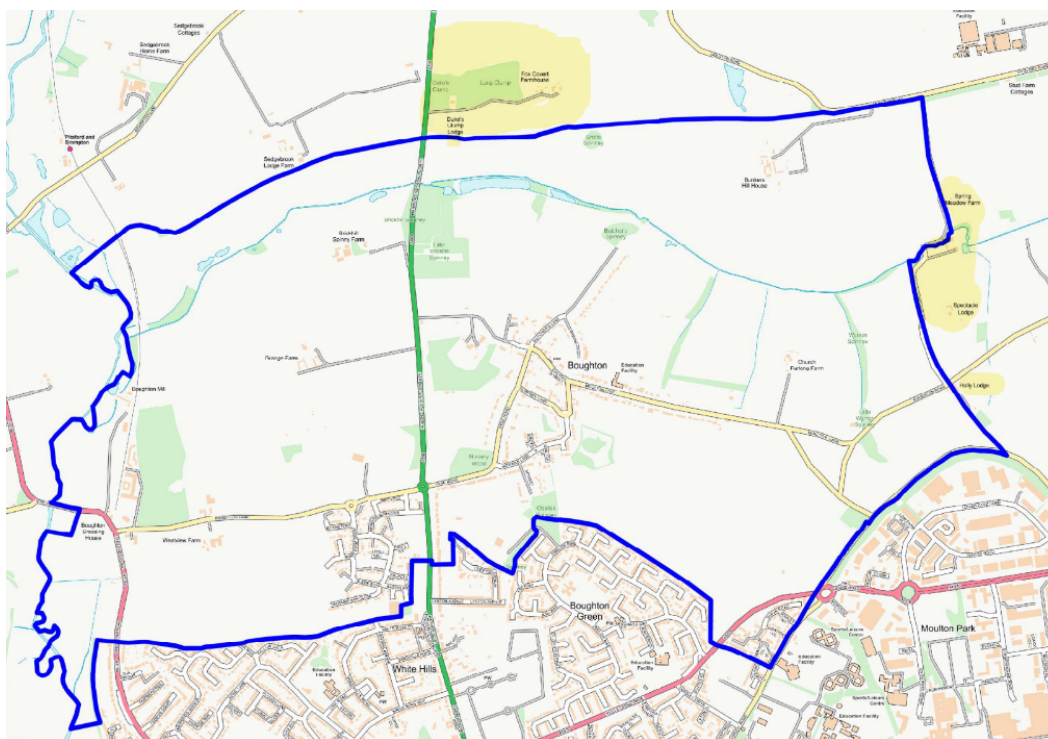
5.4.9 Five responses were received under the heading of Kingsthorpe Parish, the majority of which related to the proposal to move the Dixon Road parish ward from Boughton to Kingsthorpe, which was not opposed. One respondent identifying themselves as a local ward member suggested exploring moving the Buckton Fields estate from Boughton Parish to Kingsthorpe Parish. This suggestion was examined carefully as part of the boundary review of the Council's own warding arrangements and was discounted based on consultation feedback and input from local ward members. Eight incomplete responses were submitted, none of which yielded any data.

5.4.10 It should be noted that this proposal would constitute a change to 'protected' arrangements as defined by s.86 of the Act and permission from the Boundary Commission has therefore been sought.



Map 1: Dixon Road Ward

5.4.11 Boughton Parish Council also suggested moving individual dwellings adjacent to Boughton Parish into the Parish. The dwellings in question are Fox Covert Farmhouse, Fox Covert Hall, Duke's Clump Lodge, Spring Meadow Farm, Spectacle Lodge and Holly Lodge. The parish council suggest that this would bring the whole of Spectacle Lane together with properties served by it into the parish. (areas highlighted yellow on the map below.)



Map 2: Boughton Parish

Recommendation:

- a) That the proposal to transfer dwellings at Dixon Road from Boughton Parish to Kingsthorpe Parish be included within the Stage 2 consultation, subject to approval being obtained from the Local Government Boundary Commission for England.
- b) That members consider whether the transfer of other dwellings adjacent to Boughton Parish be included within the Stage 2 consultation.

5.4.12 Brockhall

5.4.13 The pre-review consultation generated a suggestion that Brockhall Parish Meeting be included in the review in order that a consultation on its potential dissolution could take place. If the Parish Meeting were to be dissolved, the area would be incorporated into a suitable neighbouring parish. The only suitable parish that could incorporate Brockhall would be Norton, as the other surrounding parishes are in neighbouring council wards.

5.4.14 The Stage 1 consultation generated no further responses about this suggestion.

Recommendation: Recommendation: that the proposal to dissolve Brockhall Parish Meeting and absorb the area into a neighbouring parish be included within the Stage 2 consultation.

5.4.15 Clay Coton

5.4.16 The pre-review consultation generated a suggestion that Clay Coton Parish Meeting be included in the review in order that a consultation on its potential dissolution could take place. If the Parish Meeting were to be dissolved, the area would be incorporated into a suitable

neighbouring parish. Suitable parishes could be Elkington, Lilbourne, Stanford and Elkington. Lilbourne and Yelvertoft are connected to Clay Coton by road.

5.4.17 The Stage 1 consultation generated no further responses about this suggestion.

Recommendation: Recommendation: that the proposal to dissolve Clay Coton Parish Meeting and absorb the area into a neighbouring parish be included within the Stage 2 consultation.

5.4.18 **Cottesbrooke**

5.4.19 The pre-review consultation generated a suggestion that Cottesbrooke Parish Meeting be included in the review in order that a consultation on its potential dissolution could take place. If the Parish Meeting were to be dissolved, the area would be incorporated into a suitable neighbouring parish. Suitable parishes could be Creaton, Guilsborough or Naseby, all of which are connected to Clay Coton by road.

5.4.20 The Stage 1 consultation generated no further responses about this suggestion.

Recommendation: Recommendation: that the proposal to dissolve Cottesbrooke Parish Meeting and absorb the area into a neighbouring parish be included within the Stage 2 consultation.

5.4.21 **Kings Sutton, Farthinghoe and Middleton Cheney**

5.4.22 During the pre-review consultation with parishes, Kings Sutton Parish Council suggested the Council may wish to consider whether Purston, which is not connected to Kings Sutton by road, could be moved to an alternative parish. Neighbouring parishes include Middleton Cheney, Farthinghoe and Newbottle. Middleton Cheney appears to be the most logical solution as Purston is only accessible by road from that parish.

5.4.23 A response was received from a member of West Northamptonshire Council endorsing the proposal and also suggesting Overthorpe could be included within Middleton Cheney. A further 'no comment' response was received. A number of incomplete responses were received, one of which stated "remain with Kings Sutton".

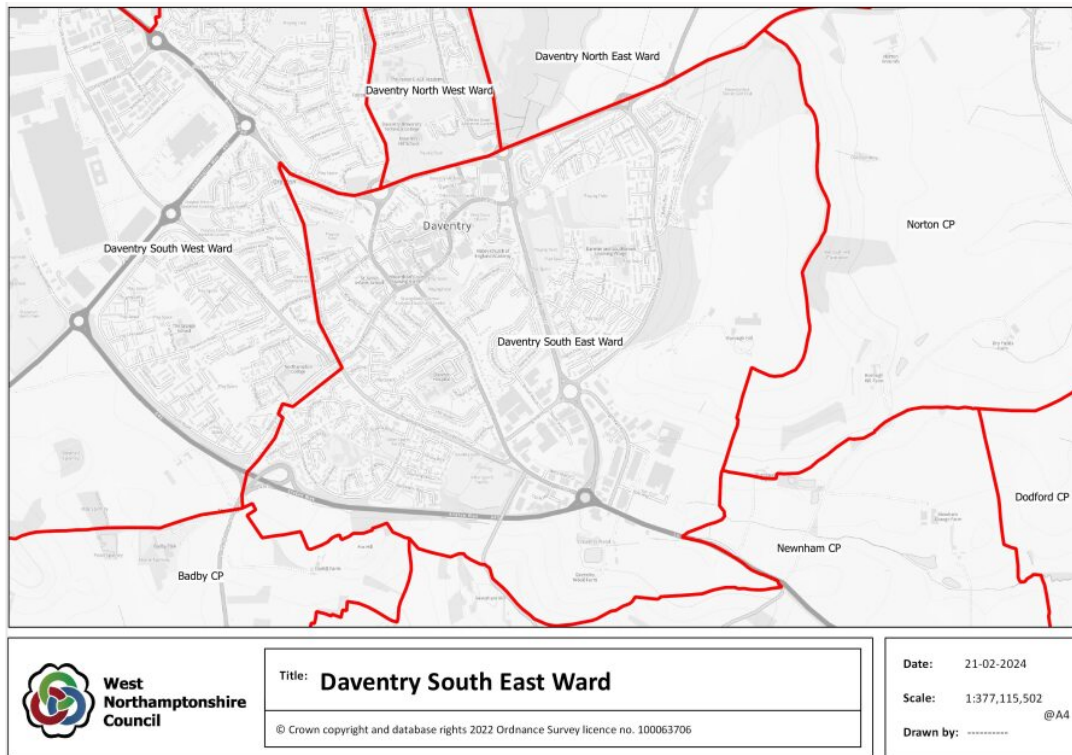
Recommendation: that the proposal to alter the boundary between these parishes to potentially include Purston within Middleton Cheney parish be included within the Stage 2 consultation.

5.4.24 **Daventry**

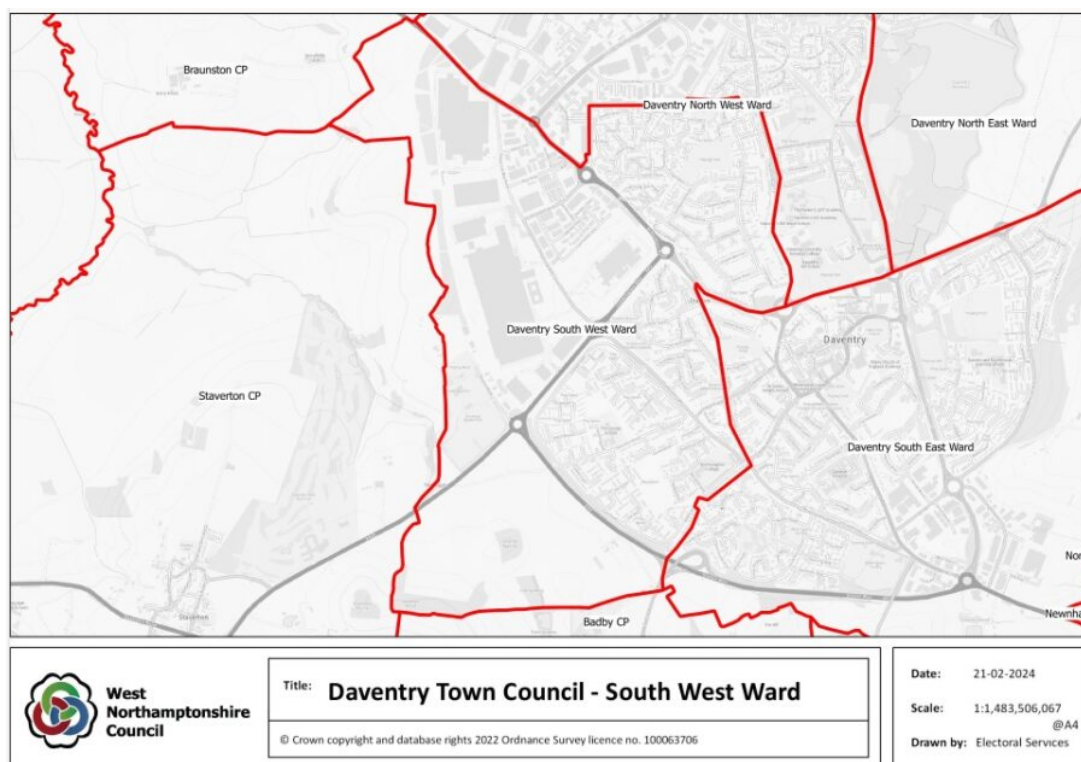
5.4.25 Daventry Town Council suggested they might wish to change the number of parish councillors to an odd number. Eight responses were received in relation to this proposal, with the majority supporting a change to the number of councillors. Some suggested a reduction, while others suggested an increase. Four incomplete responses were also received, one of which was in favour of an increase (the other three expressed no view).

5.4.26 Daventry Town Council have voiced a concern that the newly-created Daventry South Town Council ward is very large (in parish terms) and better representation could be achieved were the ward to be divided into two approximately equal halves. The Town Council has also suggested that changing the number of councillors at the same time would be difficult to achieve as an approximately equal split would be far more difficult to achieve using existing polling district boundaries.

5.4.27 A map of the proposed split of Daventry South town council ward is set out below, along with electorate numbers and proposed numbers of town councillors in accordance with the Town Council's suggestion.



Map 3 Daventry South East Ward



Map 4: Daventry Town South West ward

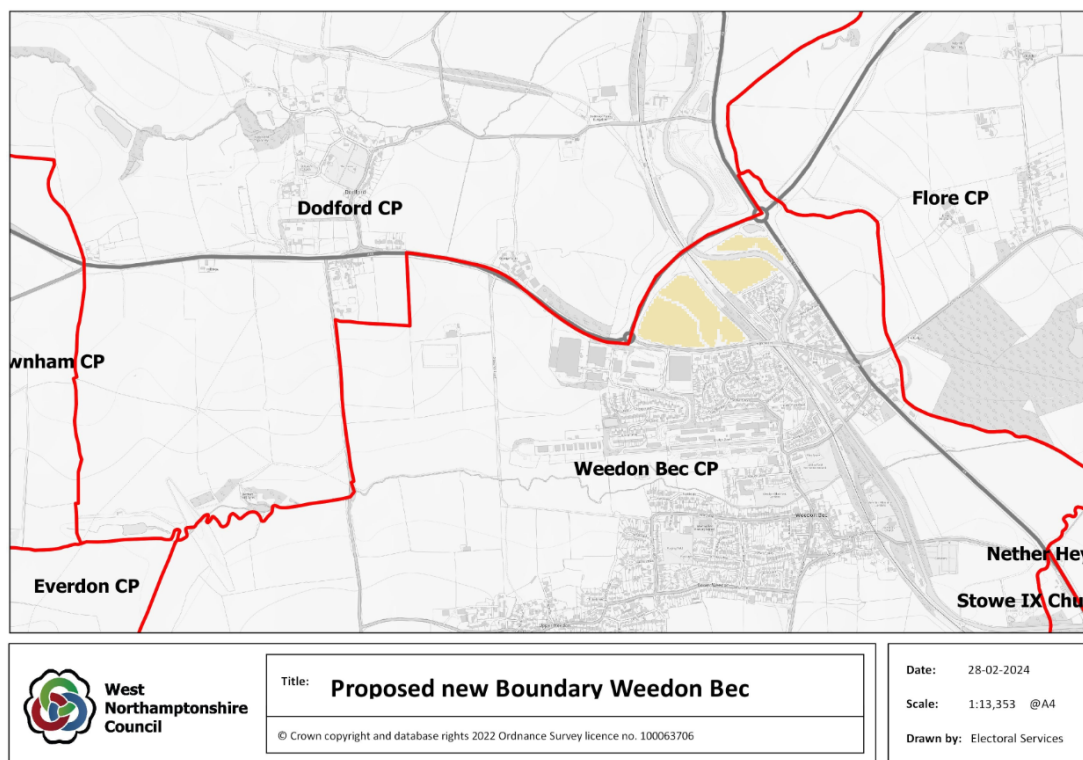
5.4.28 The Council considers that this suggestion is logical, although it would represent a change to the parish electoral arrangements put in place by the Local Government Boundary Commission for England. Permission has therefore been sought from the Commission to take this proposal forward.

5.4.29 For clarity, the proposal is that Daventry South Parish Ward be divided into two parish wards as shown above and named Daventry Southeast and Daventry Southwest. The ward to the southeast will be composed of polling districts ADW7, ADE2 and ADE3. The electorate is 6554 and is forecast to rise to 6752 by 2028. The ward to the southwest will be composed of polling districts ADW1, ADW3 and ADW6. It will have an electorate of 6361, forecast to rise to 7012 by 2028. It is proposed that each ward will be represented by five councillors, representing no overall increase.

Recommendation: that the proposal to divide Daventry South Ward into two town council wards included within the Stage 2 consultation, subject to consent being sought and obtained from the Local Government Boundary Commission for England.

5.4.30 **Dodford and Weedon Bec**

5.4.31 It was suggested to the Council that the boundary between Dodford Parish and Weedon Bec parish be moved to align with the new section of the A45 constructed in 2017, from the roundabout on the A5 north of Weedon Bec to the roundabout with Weedon Bec High Street.



5.4.32 One response was received from a resident in support of the recommendation. The change does not conflict with any of the new council wards and there are no dwellings in the area in question.

Recommendation: that the proposal to alter the boundary between Dodford and Weedon Bec be included within the Stage 2 consultation.

5.4.33 Hackleton and Wootton

5.4.34 The Local Government Boundary Commission created a ‘Hackleton Urban’ parish ward to the northwest of Hackleton Parish. This was undertaken to ensure the area in question, where development had taken place on the border between the former Northampton and South Northamptonshire districts, could be incorporated within the new WNC Nene Valley ward. The area in question is currently home to 763 electors.

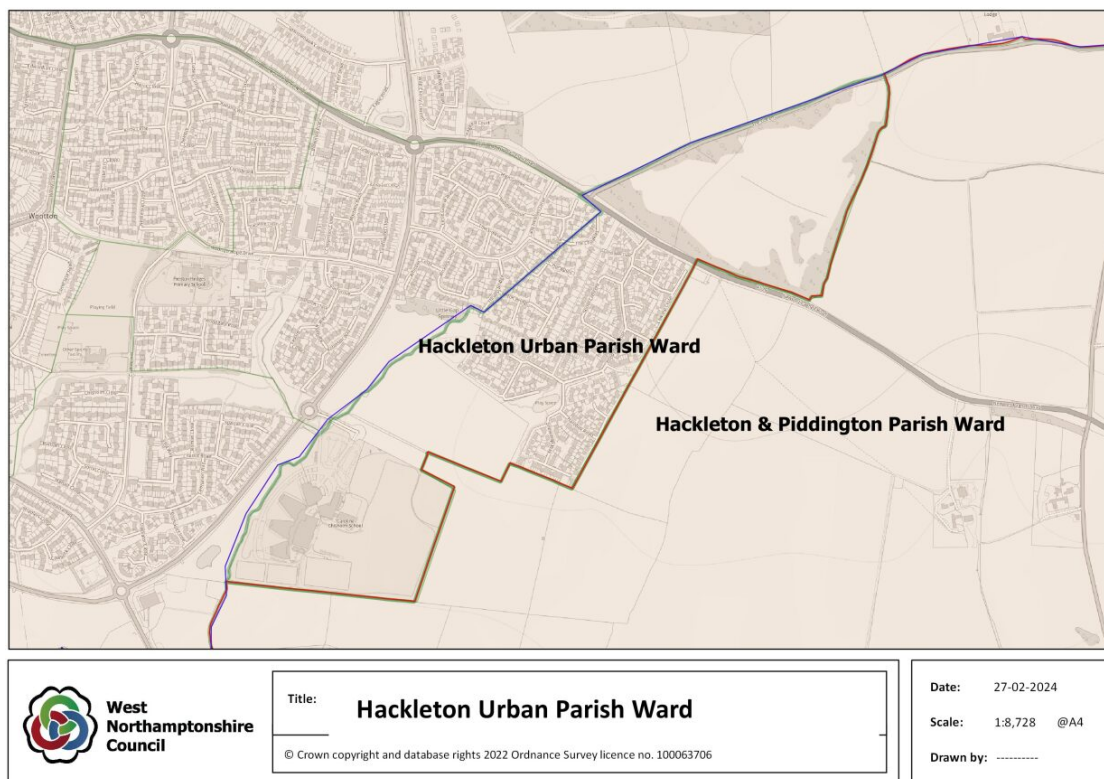
5.4.35 The Council received a proposal to move the area covered by this parish ward from Hackleton Parish into Wootton Parish. During the Stage 1 consultation the Council received a response from Hackleton Parish Council supporting the proposal. Wootton Parish Council have also responded to indicate they support the proposal. As the Hackleton Urban Parish Ward contains 5 parish councillors, Hackleton Parish Council also proposed to increase the number of parish councillors in the remaining part of Hackleton Parish to 11 in order to maintain their current number.

5.4.36 It was suggested that an expanded area of land be transferred from Hackleton to Wootton in order to ‘future-proof’ the parish arrangements in case of further development. While this proposal is logical, because the new WNC ward boundary runs along the eastern side of the newly-created Hackleton Urban Parish Ward this could only be achieved by creating a parish

ward. A parish ward in this location would not be viable at present, so it is not recommended that this part of the proposal forms part of the second stage of consultation. Ideally this proposal would need to be taken forward by the Local Government Boundary Commission the next time a review of the Council's wards is undertaken.

5.4.37

During the pre-review consultation, the Council received a proposal to move the area covered by this ward from Hackleton Parish into Wootton Parish. During the Stage 1 consultation the Council received a response from Hackleton Parish Council supporting the proposal. Another response suggested the parish ward should be left in Hackleton but the response did not cite community reasons, instead highlighting their perception of the efficacy of each parish. Four incomplete responses were received. One suggested the parish boundaries should be left unchanged while the other three expressed no view.



Proposal: that Hackleton Urban Parish Ward be moved into Wootton Parish and Hackleton Parish retain 11 parish councillors.

5.4.38 **Hardingstone, Great Houghton and Little Houghton**

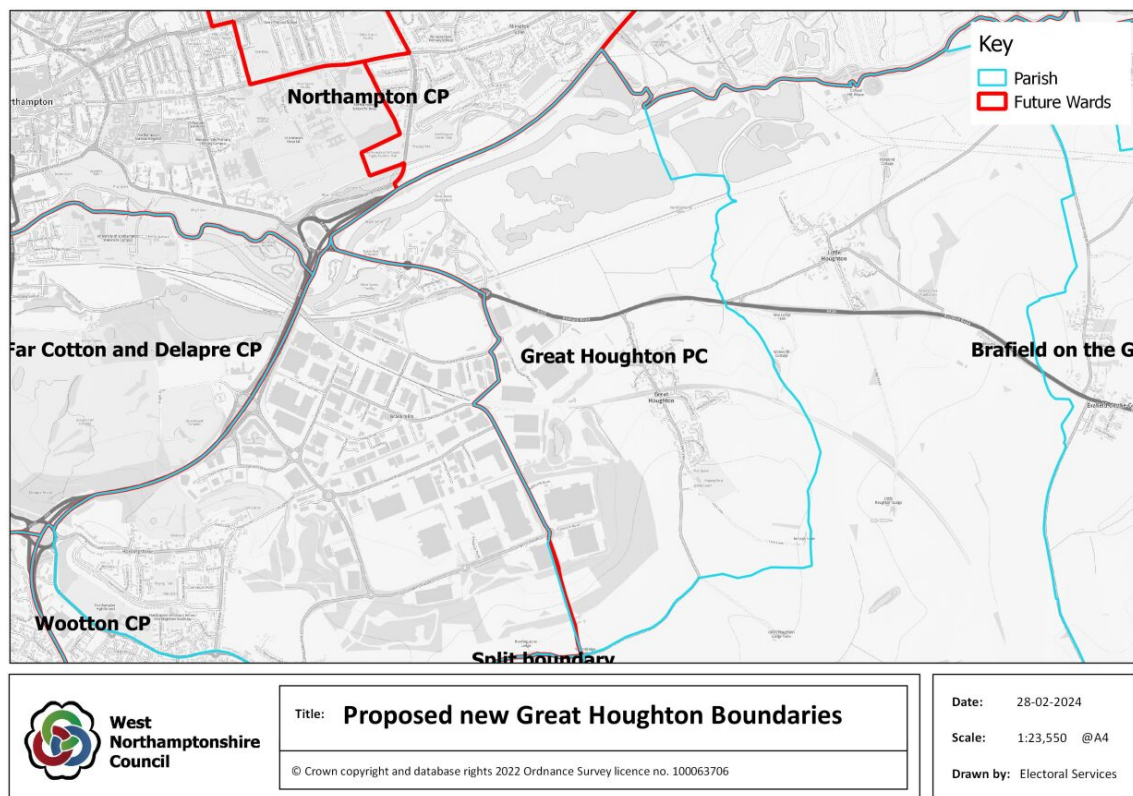
5.4.39 During the pre-review consultation it was suggested to the Council that the boundaries of Great Houghton Parish Council be altered to incorporate part of Hardingstone Parish to the west and part of Little Houghton Parish to the northeast.

5.4.40 The proposed change to the northeast would incorporate land containing the parish playing field, which was purchased in 1972 but is located in the neighbouring parish of Little Houghton.

5.4.41 Great Houghton Parish Council also suggested extending its parish boundary to the west in order to incorporate the total area of the proposed development of The Green, which will

incorporate a significant number of new homes. Officers have checked this part of the proposal and can confirm it conflicts with the new pattern of wards put in place by the Boundary Commission as the current boundary also forms the boundary between the new Nene Valley and Cogenhoe and the Houghtons wards. The only way to resolve this would be to create a parish ward. Unfortunately this is not viable at this point in time but could be revisited, ideally by the Boundary Commission, at a future review.

5.4.42 Three complete responses were received. One focussed on the area of land to the west of Great Houghton, which is not recommended for inclusion within the second stage of the consultation as set out above. Another response largely focussed on the amount and nature of new development in the area. A third was supportive of the proposal to move land from Little Houghton to Great Houghton.



Recommendation: that the proposal to move land from Little Houghton to Great Houghton, as shown of the map above, be included in the second stage consultation.

5.4.43 Helmdon

5.4.44 In the pre-review consultation, Helmdon Parish Council suggested they might wish to reduce the number of councillors (currently nine) by one.

5.4.45 Helmdon Parish Council subsequently responded to the Stage 1 consultation to advise they did not wish to make a change. However, two residents responded to suggest a reduction should be considered and a further incomplete response suggested seven parish councillors. Helmdon has 696 electors, which is below the NALC recommended threshold for nine councillors (currently 2000 electors).

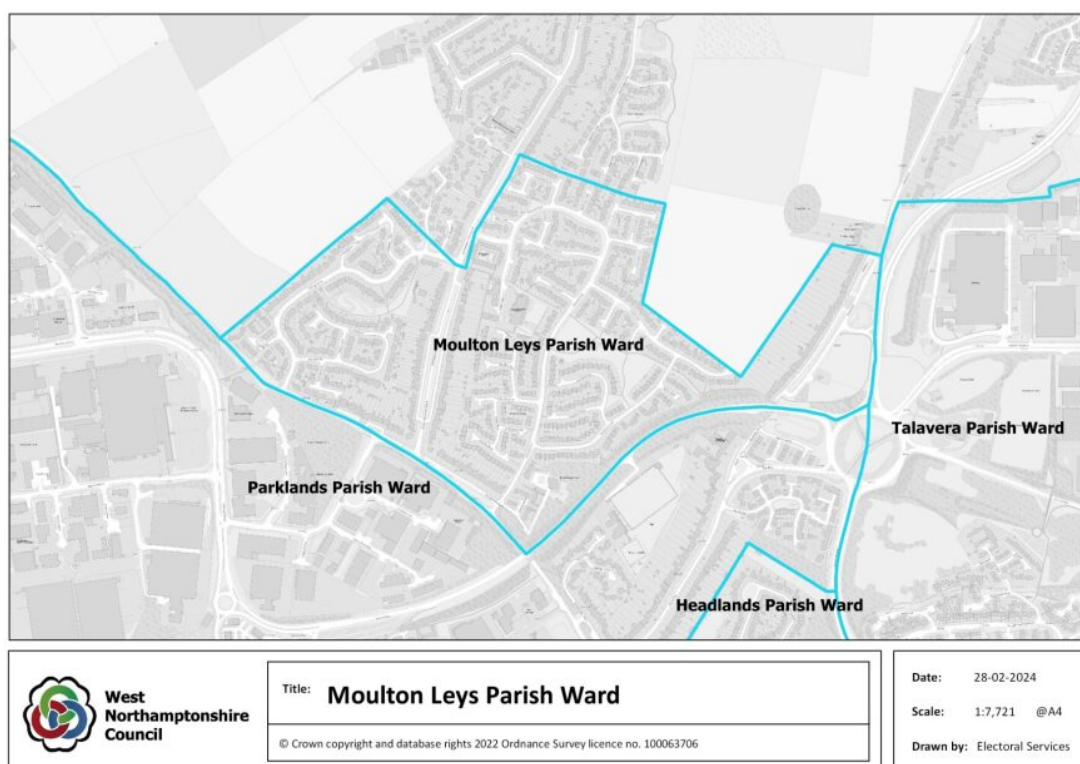
Recommendation: that the proposal to consider changing the number of parish councillors for Helmdon Parish Council be included in the Stage 2 consultation.

5.4.46 Moulton/Overstone

5.4.47 The review of the Council’s electoral wards conducted by the Local Government Boundary Commission for England found support for the including the area known as Moulton Leys within a revised Moulton ward along with the parishes of Moulton, Overstone, Boughton and Pitsford. In order to achieve this, the Commission created a Moulton Leys parish ward within Northampton Town Council, represented by a single town councillor.

5.4.48 Within their report, the Boundary Commission stated “regarding Moulton Leys, we note that during the warding pattern consultation, the Council and some others expressed the view that this area and the community here looked more to Moulton to the north, than Northampton Town to the south. We also note that Boughton Lane and Moulton Lane form strong identifiable boundaries with Moulton Park industrial estate creating a demarcation between Moulton Leys and the rest of Northampton Town. Therefore, we are content that including Moulton Leys in Moulton reflects community interests and represents the best balance of our statutory criteria.

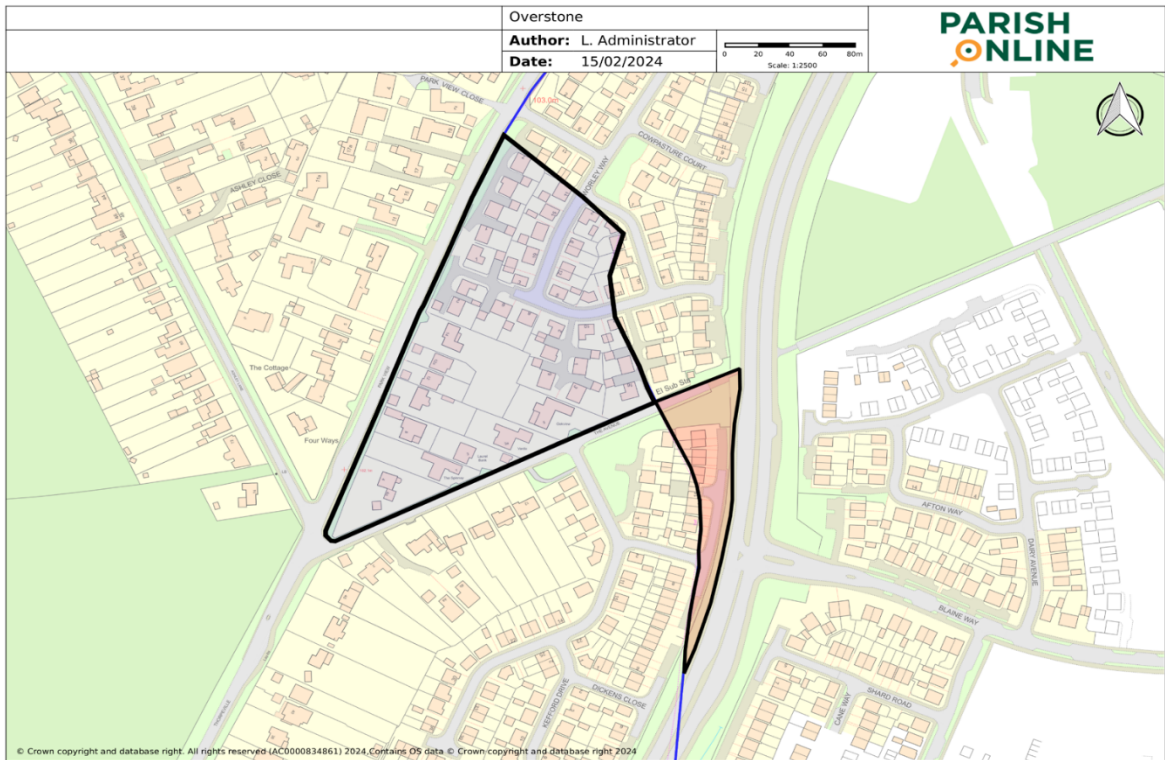
5.4.49 In light of the changes implemented by the Boundary Commission and taking account of the reasons underpinning the change, the Council included Moulton and Moulton Leys within the terms of reference for the review. During the Stage 1 consultation the Council sought to gather views about whether Moulton Leys should remain within the Parish of Northampton as a parish ward or become part of Moulton Parish.



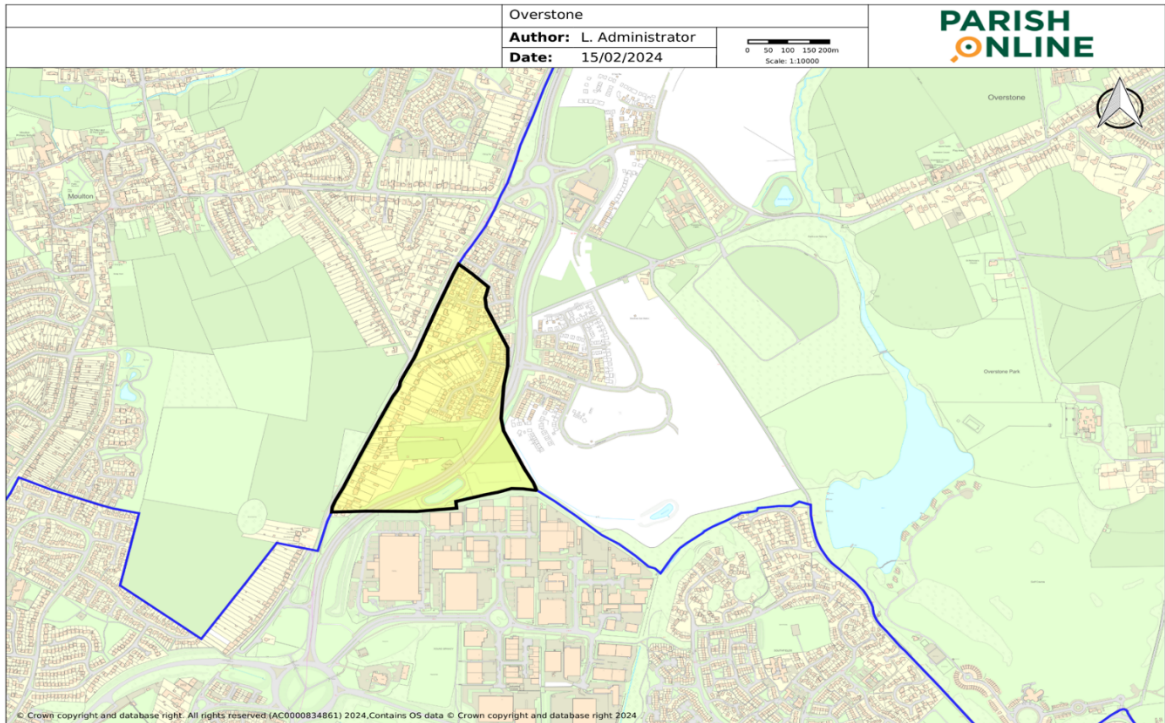
- 5.4.50 This proposal generated a significant number of responses (around 69 complete responses and 28 incomplete responses). The responses were mixed. Of those expressing a clear view, a majority indicated they did not support the suggestion while a minority were in favour. Others suggested more information would be required before they could form a view and requested a thorough consultation.
- 5.4.51 Survey conducted by Northampton Town Council
- 5.4.52 Northampton Town Council promoted a survey of residents via their website from 11th January to 25th January. The Town Council, in their submission to the Council's consultation, stated that the survey was shared widely on social media, including local Facebook groups but was ultimately open to any person to respond to. In the introduction to the survey, the Town Council stated "Northampton Town Council would like to retain Moulton Leys which historically formed part of Northampton Borough". The Town Council drew attention to the difference between the precept levied by the Town Council and Moulton Parish Council but did not attempt to present any other qualitative or quantitative data about the advantages or disadvantages of the proposal to potential respondents.
- 5.4.53 The survey found that 31% of respondents identified with Moulton, while 64% identified with Northampton. A further question found that 29% of respondents primarily accessed services in Moulton, while 62% primarily accessed services in Northampton. This is, perhaps, unsurprising given the scale and range of services located in Northampton when compared to Moulton.
- 5.4.54 Further questions sought to assess support for the proposal and found a significant majority of respondents did not support the proposal. The survey generated 137 responses in total. A petition was also submitted via Northampton Town Council.
- 5.4.55 The responses received indicate a range of views exist in the community. Although Northampton Town Council have been successful in demonstrating some opposition to the proposal exists in the area in question, the Council is mindful of the fact that 1830 electors reside in the area in question, with this number forecast to rise to 1959 after 5 years. The Council is therefore persuaded of the merits of undertaking a further consultation as part of the formal second stage of the Community Governance Review, with a view to providing factual information about the likely implications for residents.
- 5.4.56 The Council considers that this suggestion is logical and although it would represent a change to the parish electoral arrangements put in place by the Local Government Boundary Commission for England, this would be consistent with the Council wards put in place by the Commission.
- 5.4.57 A further suggestion from Moulton Parish Council involved the Northampton North Sustainable Urban Extension (NNSUE). It was pointed out that the boundary between Moulton and Overstone parishes passes through some of the newly constructed properties. Moulton Parish Council suggestion that new A43 bypass would provide a definitive boundary between the two parishes and further suggested that residents of this area use community facilities in Moulton. However, Overstone Parish Council commented that the majority of the NNSUE lies within Overstone parish and advised that some of the residents in the area outlined above had

expressed a desire to remain in Overstone parish rather than moving to Moulton parish. Overstone Parish Council therefore suggested a number of options.

5.4.58 Option one proposed by Overstone Parish Council was to move the boundary to The Avenue (road) as shown below moving Moulton residents into Overstone and Overstone residents into Moulton. This would create a straight boundary, clearly defined boundary between the 2 parishes.



5.4.59 Option two proposed by Overstone Parish Council would continue the boundary along the Old A43, so that the area shaded in yellow would move into Overstone. This would result in a straight boundary that would be easily understood by residents, while the whole of the SUE would be in Overstone.



5.4.60 It was also suggested that the number of councillors in Overstone Parish could be increased to reflect the scale of development. This is a logical suggestion which could be included in the second stage consultation.

Recommendation: that the proposals outline above be included in the Stage 2 consultation.

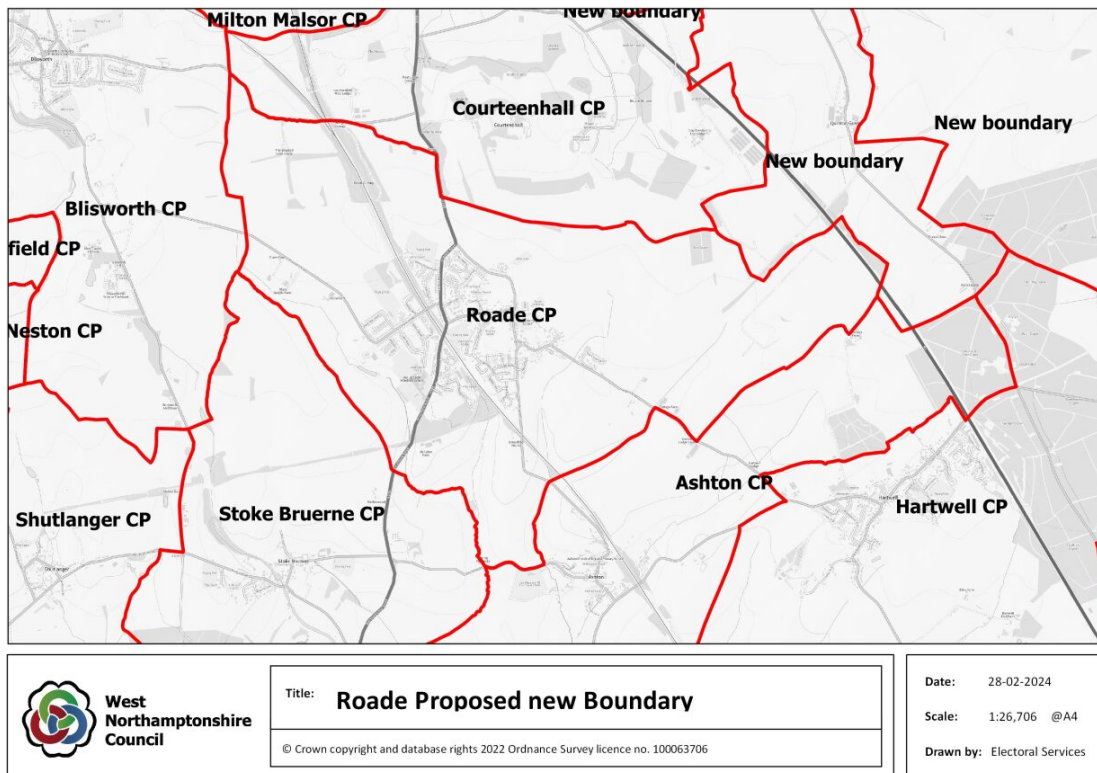
5.4.61 Pitsford

5.4.62 During the consultation, one suggestion was received to move Moulton Grange from Moulton to Pitsford. This proposal appears logical as the development is accessed from Pitsford.

Recommendation: that the proposal be included in the second stage consultation.

5.4.63 Roade and Stoke Bruerne

5.4.64 As part of the pre-review consultation, the suggestion was made that the boundary between Roade and Stoke Bruerne parishes be moved to align with the new Roade bypass. Four responses were received. Two were in favour of the proposal, one did not answer the question and one questioned why the change should be made. The proposal is logical and would not impact directly on residents.



Recommendation: that the proposal be included within the second stage consultation.

5.4.65 Silverstone

5.4.66 Twelve responses to the consultation were received, all of which were submitted under Silverstone. Nine of those responses suggested changes should be made and of those nine, five responses suggested merging the parishes of Silverstone and Whittlebury together. This proposal appeared to be on the basis that both parishes share similar challenges and opportunities linked to the motor racing circuit.

Recommendation: that the proposal be included within the second stage consultation.

5.4.67 Thorpe Mandeville

5.4.68 No specific proposals were made prior to the formal consultation. There was no response to the consultation survey, but the Chairman of the Parish Council wrote to the Council to advise that although Thorpe Mandeville is amongst the smallest Parish Councils in West Northamptonshire, the current maximum representation of five councillors creates a difficulty maintaining a quorum due to the minimum stipulated attendance of three councillors. The Council also believes an increase in the number of councillors would enable the parish to attract more candidates or working age.

5.4.69 The recommendation of NALC is for parishes to start with a minimum of 7 members.

Recommendation: that the proposal be included within the second stage consultation.

5.4.70 Tiffield and Towcester

5.4.71 Prior to the commencement of the formal consultation the Council received a suggestion that the village of Caldecote be moved from Towcester parish to Tiffield Parish. In total, thirteen complete responses were received in relation to this suggestion. Three responses in favour were submitted under the heading of Tiffield, while seven responses in favour were submitted under the heading of Towcester. Two responses were opposed to the proposal while the remaining response expressed no view. Of the twelve incomplete responses received, five were in favour and the rest expressed no view.

One comment suggested *“the boundary between Towcester and Tiffield Parish should run along the northern edge of South Northants Local Plan v2 employment allocations AL1 and AL3, so the employment allocations would continue to be within Towcester parish and the land to the North including the village of Caldecote and the surrounding farmland would become part of Tiffield Parish.*

5.4.72 The map below shows that area referred to above. It is suggested that this would be a logical boundary to use in order to separate the areas.



Recommendation: That the proposal to incorporate Caldecotte within the parish of Tiffield be include in second stage consultation, with the boundary marked as per the map above.

5.4.73 **Upton**

5.4.74 One proposal was received, suggesting the parish name should be changed to St Crispin and Upton.

Recommendation: that the proposal be included within the second stage consultation.

5.4.75 **West Hunsbury**

5.4.76 Two responses were received to the consultation, both of which suggested increasing the number of councillors from 8 to 9 to reflect population growth. There are 3388 electors in West Hunsbury Parish, which supports an increase in the number of councillors according to the NALC suggested numbers.

Recommendation: that the proposal be included within the second stage consultation.

5.5 Proposals Recommended for Further Consideration

5.5.1 The following proposals were not highlighted during the pre-review consultation with parishes but were submitted as proposals via the first formal stage of consultation. As such they will be largely new to members and have been separated from the other proposals accordingly. Officers have reviewed each proposal to assess technical compliance with the statutory provisions and an explanation is set out below.

5.5.2 Brington

5.5.3 Brington was not included within the original term of reference for the review. However, the Council was contacted by the Clerk to the parish council during the first stage consultation to advise that the Council considered whether any changes might be required when it met in January 2024. The Council voted to propose that the parish meeting of Althorp be included within the Brington Parish Boundary.

5.5.4 As the Council is being asked to adopt recommendations for the second stage consultation, there is a window of opportunity to amend the terms of reference for the review to include Brington Parish.

Recommendation: that the terms of reference are amended to include Brington parish and the proposal to incorporate Althorpe Parish Meeting as set out above is included in the second stage of the consultation.

5.5.5 Northampton

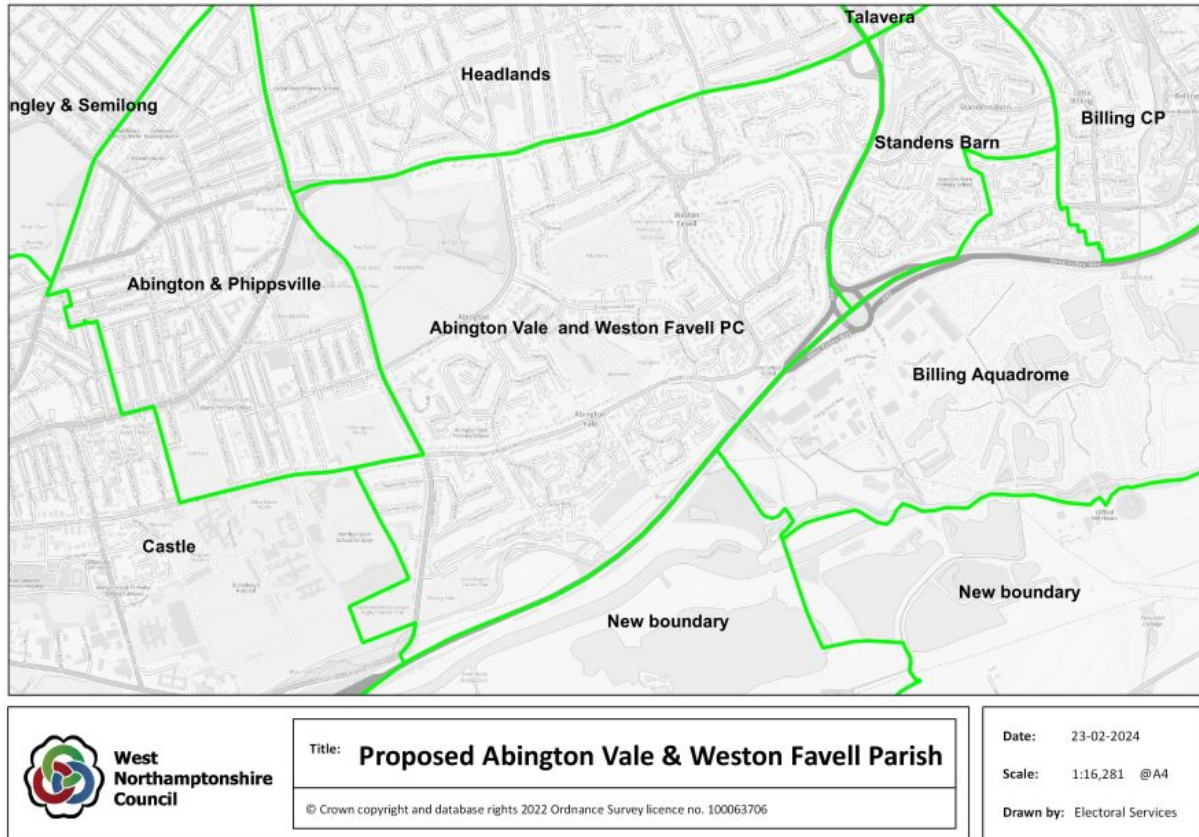
5.5.6 A significant majority of responses relating to the parish of Northampton were concerned with the proposal for Moulton Leys. However, other responses were received and the following proposals are highlighted for members to consider.

5.5.7 Northampton Town Council submitted a request that the number of councillors on Northampton Town Council (currently 25) be increased to reflect the size of the parish. It should be noted that 25 is the maximum number of members recommended by NALC for a parish or town council. This change would require consent of the Boundary Commission as they have set numbers for town councillors as part of their review. It is suggested the committee may wish to review this proposal once the second stage consultation is complete as there are a number of proposals that impact on the Town Council that may need to be taken into consideration should they be included within the final order.

5.5.8 Abington Vale and Weston Favell

5.5.9 As part of the Stage 1 consultation, a proposal was submitted suggesting a new parish council be created in the Abington Vale and Weston Favell areas of Northampton. This area was unparished prior to 2021, at which time the Community Governance arrangements implemented by Northampton Borough Council (passed by resolution in 2020) incorporated the area within the newly-formed Northampton Town Council, along with other unparished areas of the town.

5.5.10 The proposal submitted to the Council would establish a parish that covers much of the Abington Vale and Weston Favell Town Council ward with the exception of the Standens Barn area, which would remain part of Northampton Town Council and link Billing Aquadrome Ward to the rest of the Town Council. An outline of the area covered by this proposal is set out below.



5.5.11 The Abington Vale and Weston Favell Town Council ward has been put in place by the Local Government Boundary Commission as a consequence of the review of West Northamptonshire Council’s electoral arrangements carried out in 2022-3. As this proposal would constitute a change to protected electoral arrangements (under Section 86 of the 2007 Act), the Council is required to seek and obtain permission from the Local Government Boundary Commission before any change can be made.

5.5.12 Councillor Andrew Kilbride submitted a letter to the Council during the Stage 1 consultation setting out detailed reasons to support the creation of a new parish in this area and asking that the proposal be tested via the Stage 2 consultation. These can be summarised as follows:

- The area covered by the proposal has naturally formed communities within the identified boundary with the exception of the Standens Barn area, which is divided from the rest of the area by a dual carriage way and which has no natural community links with the rest of the area. It was suggested this area would benefit from remaining part of the Town Council and it large enough for form a viable ward of the Town Council.
- The area in question has two very active residents’ associations; Bridgewater Residents Association & Weston Favell Residents Association. Both communities host regular events such as the Queen’s Jubilee, summer fetes, days out, coffee mornings etc

- The Weston Favell Scouts & Brownies organisations are located within this area, which serves local children very well, together with open spaces including the playground areas in Bridgewater Drive and award-winning Abington Park.
- The area is served by St Peters church in Weston Favell Village, which has a strong membership of church attendees and has church rooms nearby where many community events take place.
- Both communities use the Weston Favell allotments in Graspin Lane which are very well utilised and a source pride for locals and creates community wellbeing.
- The area is served by Bridgewater Primary School, Abington Vale School, and Northampton Schools for Boys.
- There are many other community facilities, including three public houses, Northampton County Lawn Tennis Club, a supermarket, hairdressers and local shops.

5.5.13 Councillor Kilbride stated his belief that the area identified is a close and self-sufficient community that would make an ideal Parish given the opportunity. It was suggested that a parish council in this area could raise its own precept and ensure it is spent meeting the needs of residents in this area by purchasing more playground equipment, youth projects, allotments and maintenance. He suggested the area had benefitted little from being incorporated as part of the Town Council.

5.5.14 Letters have been received from Andrew Lewer MP (Northampton South) expressing support for the exploration of this proposal. Further letters of support were received from the Chair of Bridgewater Residents' Association, Stephen Legg, expressing support for the proposal and The Chair of Weston Favell Village Residents' Association suggesting more information should be made available in order that a balanced view can be taken on the suitability of such a measure.

5.5.15 Northampton Town Council indicated that it would like to retain this area within the Town Council.

Recommendation: that the committee determine whether to include the proposal within the second stage consultation.

5.5.16 **Tollgate Close**

5.5.17 Northampton Town Council invited the Council to consider moving the boundary of Semilong Parish Ward to incorporate the road known as Tollgate Close which currently sits within the Kingsthorpe Parish area. The Town Council believes this would ensure a cleaner boundary that incorporated the area up to Mill Lane.

5.5.18 It should be noted that the Town Council did not put forward evidence as to how this proposal would meet the key legal tests applicable to a CGR, i.e. that the identities and interests of the community in the area are reflected in the proposal or that the change would provide effective and convenient local government.

Recommendation: that the committee determine whether to include the proposal within the second stage consultation.

5.5.19 **Ravensthorpe**

- 5.5.20 Ravensthorpe was not included within the original term of reference for the review. However, the Council was contacted by the Clerk to the parish council during the first stage consultation to advise that the Council considered whether any changes might be required when it met in November 2023. The Council voted unanimously to reduce the number of Parish Councillors from the current 9 (7 for Ravensthorpe ward and 2 for Coton ward) to 8 (7 for Ravensthorpe ward and 1 for Coton ward).
- 5.5.21 The Parish explained that the basis for the reduction is that the number of electors is just 55 for Coton and 496 for Ravensthorpe, totalling 551 electors. The Council understands that 8 Councillors in total is still higher than the recommended number of 7 based on elector numbers but is satisfied that 8 would be a reasonable number for the two wards.
- 5.5.22 As the Council is being asked to adopt recommendations for the second stage consultation, there is a window of opportunity to amend the terms of reference for the review to include Ravensthorpe Parish.

Recommendation: that the terms of reference are amended to include Ravensthorpe parish and the proposal to reduce the number of councillors as set out above is included in the second stage of the consultation.

5.6 Proposals not Recommend for Inclusion in the Stage 2 Consultation

5.7.1 In respect of the following proposals, it is recommended that these are not adopted by the Council for inclusion in the Stage 2 consultation. This may be because the proposals are not compatible with the statutory requirements of a Community Governance Review or because the proposals found no support during the Stage 1 consultation. Alternatively, these may concern parishes that expressed an interest in being part of the review but in respect of which no suggestions or proposals were made, meaning there is nothing to consult on during Stage 2.

5.7.2 Billing

5.7.3 No specific proposal was made and there was no response to the consultation.

Recommendation: no change.

5.7.4 Blisworth

5.7.5 No specific proposal was made. One comment was submitted to the consultation reinforcing a desire to maintain the independence of the parish.

Recommendation: no change.

5.7.6 Brackley

5.7.7 No specific proposal for change was made. One comment was submitted to the consultation about funding services but there were no proposals to change parish arrangements.

Recommendation: no change.

5.7.8 Braunston

5.7.9 Braunston Parish Council suggested the only change they might wish to make would be to the number of parish councillors. However, they did not indicate whether the number should increase or decrease.

5.7.10 Both of the responses received by the Council suggested the current number is correct. No responses supported a change.

Recommendation: that the proposal to consider changing the number of parish councillors for Braunston Parish Council is not included in the Stage 2 consultation.

5.7.11 Byfield

5.7.12 Byfield Parish Council suggested they would wish to increase the number of parish councillors from 9 to 10.

5.7.13 No responses were received in relation to this proposal. The electorate for Byfield is not forecast to reach the NALC recommended threshold for increasing the number of councillors.

Recommendation: that the proposal to consider changing the number of parish councillors for Braunston Parish Council is not included in the Stage 2 consultation.

5.7.14 **Church with Chapel Brampton**

5.7.15 It was suggested to the Council that part of Pitsford Parish be incorporated into Church with Chapel Brampton so the parish boundary aligns with the former Northampton to Market Harborough railway line either side of Brampton Lane. However, this change would not align with the new Council ward boundaries between Moulton and Long Buckby and the area is not large enough to create a viable parish ward.

5.7.16 Notwithstanding this, no responses were received in support of this proposal.

Recommendation: that the proposal is not included in the Stage 2 consultation.

5.7.17 **Cogenhoe and Whiston**

5.7.18 Cogenhoe and Whiston Parish Council suggested the boundary between Cogenhoe and Whiston Parish and Ecton Parish be re-aligned with the River Nene so that Cogenhoe Mill Caravan is included in Cogenhoe and Whiston Parish rather than being split between the two parishes. One incomplete response was received but did not indicate in favour or against the proposal.

5.7.19 While the proposal is logical, it must be noted that the proposed change does not align with the boundary between North Northamptonshire and West Northamptonshire and is not therefore resolvable via a Community Governance Review.

Recommendation: that the proposal is not included in the Stage 2 consultation.

5.7.20 **Cold Ashby**

5.7.21 No specific proposal for change was received. There were no complete responses to the consultation and one incomplete response which suggested no change should be made.

Recommendation: no change.

5.7.22 **Cold Higham**

5.7.23 No specific proposal for change was received. There was one response to the consultation from the Chair of the parish council, who indicated no changes are required.

Recommendation: no change.

5.7.24 **Croughton**

5.7.25 No specific proposals were made prior to the formal consultation and there was no response to the consultation.

Recommendation: no change.

5.7.26 **Culworth**

5.7.27 No specific proposal was made. There was one response to the consultation suggesting the number of councillors should be changed and the parish should be divided into wards, but there was no explanation or rationale provided. In the absence of any qualitative evidence to support this proposal, no change is recommended.

Recommendation: no change.

5.7.28 **Duston**

5.7.29 No specific proposal was made prior to the Stage 1 consultation. Five responses were received during the Stage 1 consultation. A response submitted on behalf of Duston Parish Council indicated no change was desired.

5.7.30 One respondent suggested moving the development of St Crispin from Upton Parish to Duston Parish. This change would not align with the newly-created wards of Duston and Upton. This would require a parish ward to be created as it would not be coterminous with the new ward pattern. Other responses did not make specific proposals for change but commented on parish arrangements in general or the decision to form North Northamptonshire Council and West Northamptonshire Council. Seven incomplete responses were received, none of which proposed a change.

Recommendation: no change.

5.7.31 **East Hunsbury**

5.7.32 No specific proposals were made prior to the formal consultation. Two responses received during the consultation, one of which was on behalf of the parish council. The parish council proposed no change. One resident suggested all aspects of parish governance (i.e. number or councillors, warding arrangements) should be changed but did not indicate what changes should be made or why. In the absence of any qualitative evidence, no change can be recommended.

Recommendation: no change.

5.7.33 **Easton Neston**

5.7.34 No specific proposals were made prior to the formal consultation. There was one complete response and one incomplete response to the consultation suggesting no change is required.

Recommendation: no change.

5.7.35 Everdon

5.7.36 No specific proposals were made prior to the formal consultation. One partial response to consultation was received but no change was suggested.

Recommendation: no change.

5.7.37 Eydon

5.7.38 No specific proposals were made prior to the formal consultation. There were no responses to consultation and no changes were suggested.

Recommendation: no change.

5.7.39 Far Cotton & Delapre

5.7.40 No specific proposals were made prior to the formal consultation. Four complete responses were received and one incomplete response. Two respondents suggested no changes were necessary. One response recommended abolishing the parish on grounds of cost but did not present any information relevant to the key legal tests, such as reflecting the identities and interests of the community in the area. Another submitted a comment questioning the effectiveness of the parish.

Recommendation: no change.

5.7.41 Flore

5.7.42 No specific proposals were made prior to the formal consultation. There was one response to the consultation which suggested no change is necessary.

Recommendation: no change.

5.7.43 Grange Park

5.7.44 No specific proposals were made prior to the formal consultation. There were no complete response to consultation and two incomplete responses suggesting a change should be made, but not specifying what that change should be.

Recommendation: no change.

5.7.45 Greatworth and Halse

5.7.46 No specific proposals were made prior to the formal consultation and there was no response to the consultation.

Recommendation: no change.

5.7.47 **Guilsborough**

5.7.48 No specific proposal was made and there were no complete responses to the consultation. There was one incomplete response received suggesting a change should be made, but the response did not identify what that change should be.

Recommendation: no change.

5.7.49 **Hannington**

5.7.50 No specific proposals were made prior to the formal consultation and there was no response to the consultation.

Recommendation: no change.

5.7.51 **Holcot**

5.7.52 During the pre-review consultation with parishes it was suggested to the Council that the parish boundary with Sywell be re-aligned with the route of the A43. However, it was noted this proposal would not align with the boundary between North Northamptonshire and West Northamptonshire and is not therefore resolvable via a Community Governance Review.

5.7.53 Three responses were received, two in favour of the proposed change. Holcot Parish Council submitted an incomplete response restating their previous position. One respondent indicated that they would expect the boundary between West Northamptonshire and North Northamptonshire to be altered accordingly. As noted above, this is not legally resolvable via a Community Governance Review. One respondent commented on the effectiveness of the parish council.

Recommendation: that the proposal to consider changing the boundary between Holcot and Sywell is not included in the Stage 2 consultation.

5.7.54 **Lampport and Hanging Houghton**

5.7.55 No specific proposals were made prior to the formal consultation. There were no complete responses to consultation and one incomplete response with no view expressed.

Recommendation: no change.

5.7.56 **Naseby**

5.7.57 No specific proposals were made prior to the formal consultation. There was one response received from the Chair of the parish council proposing the movement of a small area of land from Clipston Parish into Naseby Parish. The land in question is otherwise separated from Clipston Parish by the A14. While there is a strong logic in pursuing such a proposal, the boundary between Clipston Parish and Naseby Parish has been used by the Local Government Boundary Commission as the boundary between the new Naseby WNC ward and the new Rural

North-East WNC ward. As such, this change cannot be made without creating a parish ward. As the area in question is unpopulated, such a move would be unviable at this time.

Recommendation: no change.

5.7.58 **Preston Capes**

5.7.59 No specific proposals were made prior to the formal consultation. One comment was received about effectiveness of the parish council. There were no specific proposals for change.

Recommendation: no change.

5.7.60 **Stowe Nine Churches**

5.7.61 No specific proposals were made prior to the formal consultation and there was no response to the consultation.

Recommendation: no change.

5.7.62 **Shutlanger**

5.7.63 No specific proposals were made prior to the formal consultation and there was no response to the consultation.

Recommendation: no change

5.7.64 **Warkworth**

5.7.65 No specific proposals were made prior to the formal consultation and there was no response to the consultation.

Recommendation: no change

5.7.66 **West Haddon**

5.7.67 No specific proposal was made, other than a suggestion the Parish Council would be willing to expand by taking on neighbouring areas. During the formal consultation no responses were received.

Recommendation: no change.

6 Implications (including financial implications)

6.7 Resources and Financial

6.7.1 Costs associated with undertaking consultation will be met from existing budgets. However, in cases where the Council is required to write to a large number of households, the cost may exceed the available budget.

6.8 Legal

6.8.1 The powers and duties of the Council to conduct a community governance review flow from the Local Government and Public Involvement and Health Act 2007 and associated secondary legislation and statutory guidance. At the conclusion of the review, the Council will be required to publicise the outcome in accordance with this legislation.

6.9 Risk

6.9.1 There are no significant risks arising from the proposed recommendations in this report.

6.10 Consultation and Communications

6.10.1 The Council has made provision for periods of consultation within the review timetable. Consultation is undertaken in line with the applicable statutory guidance. The Council has widely promoted the CGR process and consultation opportunities through its communications channels, which has included social media, news releases and parish newsletter updates.

6.10.2 Early consultation took place with parish and town councils within West Northamptonshire. This period of consultation, which ended on 18 August, was designed to inform the draft terms of reference and aid the Council with its preparations for the review.

6.10.3 The first formal stage of consultation took place between the end of November 2023 and the end of January 2024. The results of the consultation have been analysed prior to recommendations being made to the Committee. A summary of consultation responses is set out at Appendix 1.

6.10.4 All complete responses were reviewed and comments and answers reflected in the descriptions above. The incomplete data set was also reviewed in order to identify any incomplete responses that contained identifiable views. The vast majority of this data contained no qualitative information in the sense that the respondents did not answer any of the questions, or indicated they thought a change was required but left no further response to indicate what that change might be or why.

6.11 Consideration by Overview and Scrutiny

6.11.1 None. A community governance review is a matter for the Council and, through delegation, the Democracy and Standards Committee.

6.12 Climate Impact

6.12.1 None specific. Climate implications do not form part of the statutory framework of CGRs, but any recommendations arising are unlikely to have significant climate impacts.

6.13 Community Impact

6.13.1 The outcome of the review will have an impact on communities in West Northamptonshire to the extent it will determine changes to parish boundaries or even the establishment of new parishes. The Council will undertake consultation on this impact prior to making final recommendations.

7 Background Papers

[Guidance on community governance reviews \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Report and minutes - Democracy and Standards Committee - 12 September 2023

Report and minutes – Full Council – 28 September 2023

COMMUNITY GOVERNANCE REVIEW STAGE 1 CONSULTATION OUTCOME

March 2023

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Introduction

A Community Governance Review (CGR) provides an opportunity to put in place strong, clearly defined boundaries which reflect local identities and facilitate effective and convenient local government. It can take place for the whole or individual parts of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes
- The naming of parishes and the style of new parishes/town councils
- Electoral arrangements for parishes/town councils including:
 - the ordinary year of election
 - the number of councillors to be elected; and
 - the warding (if any) of the parish/town councils.
- Grouping parishes under a common parish council or de-grouping parishes.

The Council is required to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and
- Effective and convenient

In doing so, the CGR is required to take account of:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish council

Terms of Reference

The Council has considered the requirements listed above when drawing up the objectives and questions that proposals for changes will be assessed against.

The Council also had regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Levelling Up, Housing and Communities and the Local Government Boundary Commission for England.

Methodology

Comments were invited from interested parish and town councils in July and August 2023.

West Northants Council then undertook a consultation between 28 November 2023 and 31 January 2024.

The survey was carried out online and alternative formats available on request. The survey was open to the Parish and Town Councils that had expressed an interest in the pre consultation process. Community Groups and residents were also invited to comment.

The consultation sought views and/or proposals about existing parish boundaries, numbers of Councillors and whether any new parishes should be created or existing parishes abolished or merged and where these should be.

Data was provided as part of the consultation on the existing sizes and populations of parishes as well as links to maps of the parished areas. The [terms of reference](#) for the review was also included as background information.

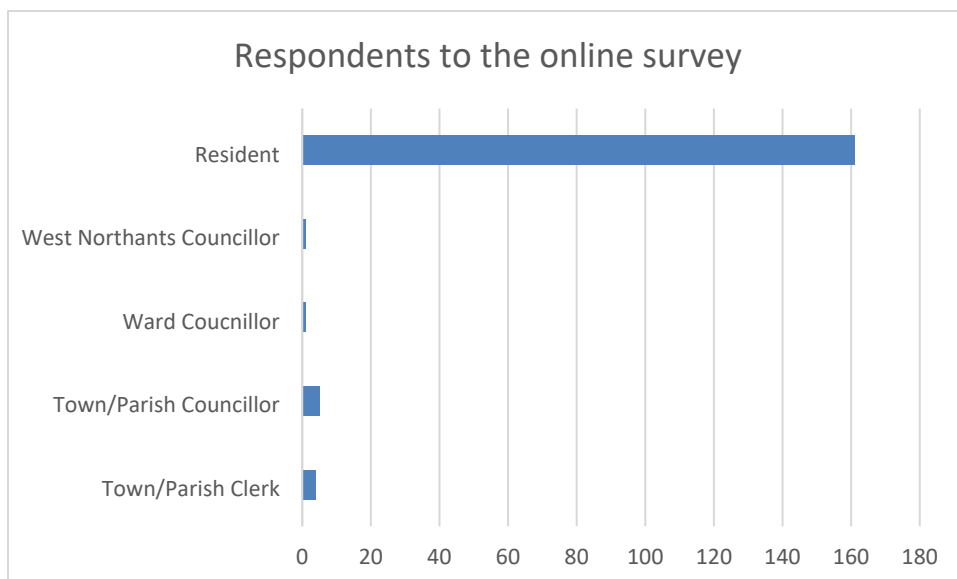
The survey included an opportunity for respondents to provide additional comments as well as submit evidence to support their comments/proposals.

Comments were received from Parish Councils as well as more general comments from residents. This distinction has been made for clarity and ease of read in the comment sections of the report.

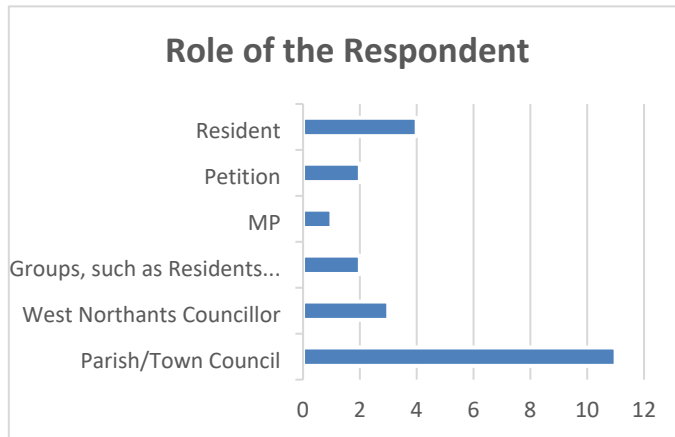
A number of respondents who provided comments also including additional, supporting evidence. This additional evidence is referenced, as applicable, as lettered appendices throughout the report. All appendices are included at the end of the report.

Respondents

There was a total of 172 responses to the survey, although not all questions were responded to. The chart below shows the responses by respondent type:



There were 23 direct email responses with comments. 2 of these were petitions. The chart below shows the responses by email by respondent type.



Comments received are included in full in Appendices A to K.

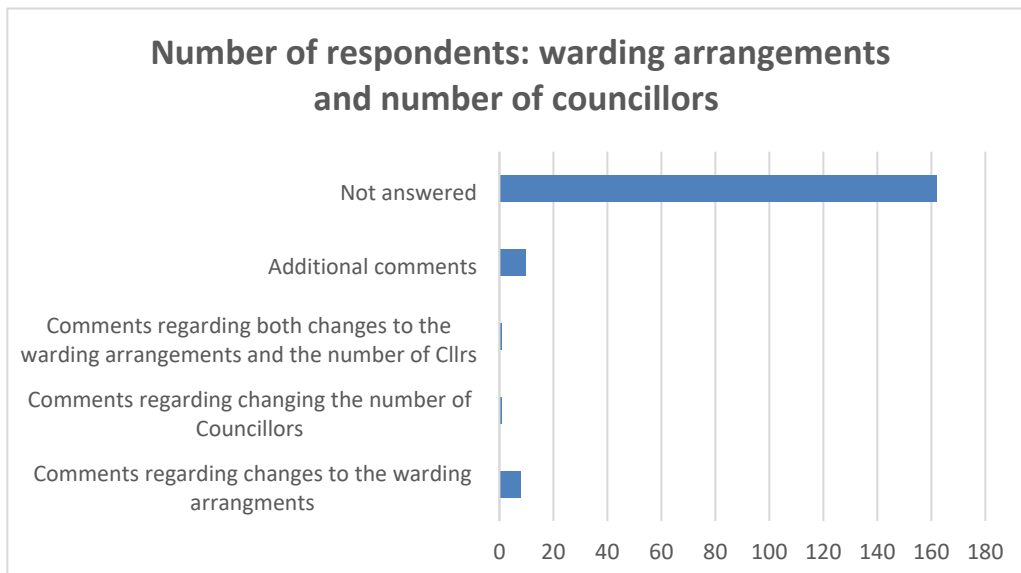
The Appendices do not include the two petitions, but copies are held by Electoral Services.

The consultation asked respondents to detail which Parish or Town Council they were commenting on from the list provided in the survey and to answer questions in relation to this Parish or Town Council.

Consultation results

Do you have any comments about the warding arrangements and number of councillors

There were 20 responses to this question.



Comments made are detailed in **Table A** below.

Table A

Comments from respondents to this question from the online survey	
Duston Parish Council:	<p>The warding arrangements and number of councillors should stay the same. Not sure councillors do anything presently. I wanted to comment on Duston, not Northampton.</p>
East Hunsbury:	<p>East Hunsbury's not even on the map!</p>
Far Cotton and Delapre:	<p>Abolish it. It is not necessary and a waste of money. The ward should not be moved. It is an integral part of Northampton. It's unclear what the community council is there to do. Having a second local layer only seems to add confusion as to whether it's WNC or the community council who are responsible for an issue. We have 12 councillors, none of whom can be contacted directly – everything is done via the clerk, so there is no clue as to what they provide for us.</p>
Northampton Town Council	<p>I'm of the view that the town council should be extended to take in other parishes in the old borough. All these small parish councils have scant money and impact and seem to be a bit of a waste of public money. No idea as map doesn't show number of councillors. Also, can't even read Road names. Is Abington and Phippsville really one ward? It's huge. Get rid of Northampton Council. it's purely ceremonial and a cash cow for the associated councillors who are mostly "double hatters". It serves no purpose and is a waste of taxpayer money. I have lived in Moulton Leys for 45 years and would not be happy joining Moulton. When we first moved here it was made very clear from Moulton Parish Council that we were not welcome into the village, and they would not be accepted and our children into the schools in the village. With this attitude why would we want to be joined to them and what has changed that they now want us? Also, the tax to the Parish Council is far higher than that to the Town Council and feel that there would be no benefit to the area for paying the extra money. Also, the tax to the Parish Council is far higher than that to the Town Council and feel that there would be no benefit to the area for paying the extra money.</p>

Moulton Leys should move into Moulton Parish Council area, also Northampton Town Council is too big and does nothing for people outside the town centre.

I am unhappy about the proposal to move Moulton Leys into the parish of Moulton, there appears to be no benefit in this move just a cost to all the residents.

I understand that Headlands Parish Ward will have three councillors. It is a large ward and could be better served by being divided into three wards each with one councillor.

The outer boundary would be the same to coincide with the WNC Headlands Ward.

Each councillor would be responsible for one area which, hopefully, they would get to know well. To avoid confusion, 'Headlands' would not be used for a Parish Ward but would be replaced with three other names. Familiar names such as Westone, Boothville, Lakeview and Eastfield could be used but also 'new' names such as Manfield, Broadmead and Bush Hill.

The Town Council does not support the proposal to move Moulton Leys to Moulton Parish Council area. The Town Council has conducted its own consultation of residents of Moulton Leys, greater detail of which has been emailed to the consultation email address.

In summary the survey found that the vast majority of respondents from Moulton Leys did not want the boundary to change, identified themselves as Northampton residents and accessed Northampton services. This response should be read in conjunction with the detailed response we have submitted separately via email.

Moulton Leys should remain in Northampton.

I disagree with the suggestion that Moulton Leys be joined with Moulton Parish Council. I have been the ward councillor for Moulton Leys for over 10 years and never in this time has anyone suggested moving the ward from the Northampton council area to Moulton Parish. First of all the ancient and historic boundary of Northampton isn't Boughton/ Moulton Lane it's set back and from the Lane and divides Northampton North parliamentary constituency with Daventry parliamentary constituency. If these changes are made Moulton Parish will cover two parliamentary constituencies in high to me doesn't make sense. Secondly and more concerning is that Moulton Parish council tax is much higher than Moulton Leys (Northampton) and residents will be at a financial loss if these changes happen. As the ward councillor for both West Northamptonshire Council and Northampton Town Council I must object to this. The facilities used by the residents of Moulton Leys are in Northampton not Moulton Village - Doctors Dentists Supermarkets etc. I have spoken to a number of people over the past couple of months and received numerous emails about this change and none supporting it. Northampton Town Council has carried out its own survey as well as a petition by the Moulton Leys Residents Association asking for the boundary to remain the same. If the boundary commission feel that they must alter the boundary then a referendum MUST be held so everyone in Moulton Leys can decide their future.

The proposal to move Moulton Leys to be under Moulton Parish Council is being proposed without any proper consultation with the affected residents. Not everyone is on 'social media'. We should have been notified by letter. Have no details of the costs involved and I understand that we will pay a greater Council tax as Moulton Parish tax is higher than Northampton town tax. Not having been given this info in a proper consultation I do not know if this is correct. I have happily lived in Moulton Leys for 40+ years and object most strongly to this.

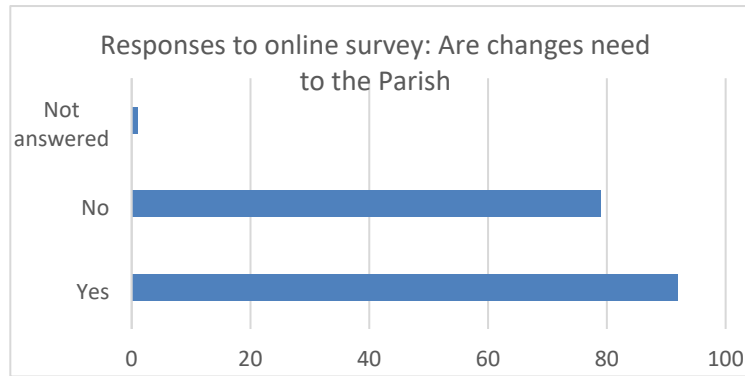
change without proper consultation. Is it a way of Moulton Parish Council getting more money at our expense? Please keep the status quo.

West Hunsbury PC

The Council met in December to discuss the consultation, as a group we are happy with the current boundaries, however as the number of residents on the register is now over 2,000, we would like to increase the number of councillors from 8 to 9.

Do you think changes are needed to the arrangements for this parish? - Are changes needed to this parish?

There were 171 responses to this question who answered yes or no. 92 (54%) respondents answered yes with 79 (46%) stating no.



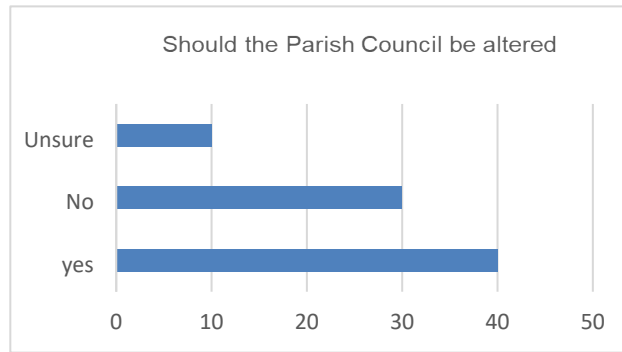
Comments made by the respondents are detailed in **Table B** below.

Table B

Comments
Parish Councils
Yes
Blisworth, Brackley (2) Culworth, Daventry (3), Dodford Duston (2), East Hunsbury, Far Cotton and Delapre (2) Hackleton, Helmdon, Holcot, Kingsthorpe (3) Little Houghton, Moulton (33), Naseby, Northampton (11) Pitsford (2), Preston Capes, Silverstone (9), Tiffield (3), Towcester (7) Upton, West Hunsbury, Wootton (3)
No
Brackley, Braunston (3), Cold Higham, Daventry (5), Duston (3) East Hunsbury, Far Cotton and Delapre (2), Farthinghoe, Flore, Hardingstone (2) Holcot (2), Kingsthorpe(2) Middleton Cheney, Moulton (35), Northampton (7), Overstone, Roade (3) Silverstone (3) Stoke Bruene, Towcester (3) West Hunsbury

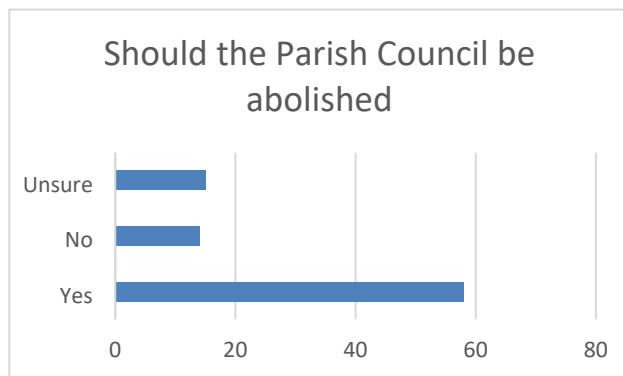
Do you feel that any existing parish area should be altered?

There were 80 responses to this question from the online consultation survey. Overall, 40 respondents (50%) of respondents said they felt that any existing parish areas should be altered. 30 (37.5%) respondents felt they should not be.



Do you feel that any existing parish area should be abolished?

There were 87 responses to this question from the online consultation survey. Overall, 58 respondents (66.66%) of respondents said they felt that any existing parish areas should not be abolished.



Comments

Respondents that said they felt there should be changes to existing parished areas or felt that they should be abolished were asked to provide further details. Not all respondents answered this question. Comments are detailed in **Table C**.

Table C

Comments
<p>Blisworth -Maintain the independence of Blisworth as a village and prevent any expansion commercial or housing which might cause it to merge or join with surrounding settlements and minimise traffic problems.</p> <p>Daventry - The Towns growth has led to there being no space left within the parish to extend or make a new cemetery; the existing one being nearly full. More home = more people= more deaths.</p> <p>Daventry Town Council responded to the previous boundary review for Daventry District and by working with the former Daventry District Council submitted a request for the parish boundary to be extended to include new and proposed development. These changes were approved, and Daventry Town Council is happy with the current parish boundary.</p> <p>Duston -I think that the St Crispins development should be included in the Duston parish and not the Upton parish, to me this makes far more sense as it IS part of Duston, not Upton, it is separated from Upton by the A45.</p> <p>Follow traditional boundaries. Parishes & Town Councils should not be Warded. This would take party politics out of the way that they are run, thus enabling Councillors and Staff alike to focus on the needs of the community that they serve.</p> <p>Far Cotton and Delapre - The council is not necessary and costly.</p> <p>We don't need a second tier of local authority. The whole point of unitary authorities is that there is a single body responsible for all local issues. Having a second tier just adds confusion and delay.</p> <p>Hackleton Parish Council - Hackleton Parish Council supports the recommendation to move Hackleton Urban Ward into Wootton Parish. It would also like to future-proof these changes by including the development land as shown outlined red https://www.hackletonparishcouncil.gov.uk/uploads/wootton-location-plan-487806-01-red-line.pdf?v=1702569678 in the boundary change. This will mean that residents in new properties on the development land do not end up in the same situation as residents on St George's Fields and our part of Wootton where they are within Hackleton Parish but identify with and use all amenities at Wootton which they can reach on foot. There is no easy access from these developments to Hackleton or the other villages that we serve.</p> <p>We support this boundary move on the understanding that the remaining Hackleton Ward (Hackleton Parish) be increased to eleven councillors (we currently have three councillors living in Hackleton, three in Horton and five in Piddington) so to ensure that the views of all residents in all areas of the rural parish are represented and to allow us to continue to reflect local identities and facilitate effective and convenient local government. This will protect our ability to support our residents, enable continuation and further expansion of services and take on any potential additional services that are devolved to the parishes in the future from West Northants Council.</p>

Boughton - Boughton sees itself as a rural community as opposed to Kingsthorpe which is urban, forcing the two together. I believe that this would cause fundamental conflict on a council including the two areas.

I believe it should be explored as to whether the Buckton Fields estate should move from the Boughton Parish to Kingsthorpe Parish. As this estate is directly connected to Whitehills and Spring Park, the community connections are very strong, and use of services are in Kingsthorpe.

It is likely that residents could be better served by being part of the Kingsthorpe Parish, as their interests are much more likely to be aligned with that of the Kingsthorpe area, rather than Boughton.

Extending the boundaries will reflect the views of local people which are usually and mostly ignored.

Moulton Leys For practical purposes, Moulton Leys 'belongs' to Moulton, and it would seem to make sense to regularise that position.

Move the Northampton boundary back to where it was prior to the Moulton Leys and Cottingham Drive developments and place these residential areas back within the Moulton parish / Daventry area. Although most residents do not have employment within Moulton a considerable number do appear to use the facilities within the village, especially those of a more mature age. Also, a good percentage of the younger members of the community do attend the village schools. The Moulton Parish Council are far more familiar with the area and as individuals are probably better known to most residents.

The existing arrangements are fine. Why change it?

Why are the boundaries being changed there is no benefit to the people affected only additional cost?

The new boundary should include the estates north of Moulton Way and also the Thorpeville 'odds' by Round Spinney as well as the new developments west of the Moulton A43 bypass (currently in Overstone parish). This would resolve anomalies that have developed as Moulton has expanded and bring together the village under a single identity that reflects the reality of residents' lives that are centred on village amenities and culture.

Moulton Leys should form part of the existing Moulton Parish. They currently benefit and use all of our existing facilities therefore should be a more inclusive and create a one team approach to this great village. This would enable more investment and openings for an even better invested village.

Adding significantly more residents to the Moulton Parish will overload an already oversubscribed doctors surgery while at the same time costing the residents of Moulton Leys considerably more in council tax.

Only a part of moulton community when it suits them.

It is discriminatory having parish and with extra cost to the villagers. Overstone should pick up all houses that side and sywell.

Moulton and leys could be one village but not at expense of the leys being charged vastly increases council tax.

Moving the boundary does not benefit Moulton Leys at all, we are not and never been classed as the village. The money the parish take does not benefit any of the people in the area, they just expect people to be able to afford to pay expensive parish council fees without any noticeable benefit.

Moulton Leys should remain as Northampton, and not form part of Moulton Parish. This proposed change of boundary has no benefit for the residents of Moulton Leys. This will have a negative impact on the Moulton Leys residents, the local area and the local economy. There will be a reduction in services and an increase in Council Tax, this is just another way of taking money without consent. With the current cost of living crisis, it is disgraceful to take more money away from people without providing any benefit whatsoever.

Moulton Leys has never been regarded as part of Moulton so the only reason they want is now to make more money for no return A small triangular area of Clipston Parish lies on the south side of the A14, cut off from the rest of the parish. It would make sense for this area to be transferred to Naseby Parish. In recent years this small area received permission for a barn for horticultural use and vegetable /fruit growing (DA/2018/113) but a moto cross site was constructed. A retrospective moto cross application was refused (DA/2019/1042). The moto cross site was removed, and the site reinstated, and the completed barn is now in use

Northampton Town Council - Waste of taxpayer money. Ceremonial mayors are outdated. The whole organisation is a waste of taxpayer money.

Waste of taxpayer money. Ceremonial mayor's are out dated. The whole organisation is a waste of taxpayer money.

The geography and identity of NTC is a nonsense given that areas like Duston, Kingsthorpe etc are Northampton. More parishes should be created in Northampton, NTC abolished, and a recognisable Northampton area formally acknowledged by WNC. Also, NTC does nothing for residents.

Northampton should still include Moulton leys.

Moulton Moulton Grange is geographically closer to Pitsford Village and the council believe that residents would be better represented and served by Pitsford Parish Council. We also consider that the number of councillors, 9 at present, is too high. The village would be as well served by just 7 councillors, and it would be more achievable to fill all the council vacancies.

The Parish Council is an expensive waste of time and money.

Silverstone - I would propose that the parishes of Whittlebury and Silverstone should be joined as they have many similarities in terms of development, economics, regional proximity, Silverstone Circuit, schooling, road usage and will shortly be part of the same political ward. Whittlebury currently struggles to fulfil some Parish Council functions and would benefit from the resources of being joined to Silverstone. In order for that to function efficiently a percentage representation to Silverstone PC would need to be in place with a larger PC to enable more man hours.

Possibly merge Silverstone with Whittlebury

Merge Whittlebury and Silverstone

Silverstone parish is unique in the county having the world renown race circuit within its boundaries, but the circuit also impacts on Whittlebury too; it would make sense for the 2 parishes to combine so that a joint overview can be achieved. Whilst the circuit provides employment, there should be restraints on the lighting of the buildings both within the track and adjacent to it - the light pollution emitted from the area is unacceptable, ruins the night sky, has a detrimental environmental impact on nocturnal wildlife in Whittlewood Forest and makes the claims from both to be carbon neutral, laughable. A stronger parish council drawn from both

Whittlebury & Silverstone might have a louder voice that WNC might take notice of.

Silverstone should be combined with Whittlebury parish council. We also need to mix up the parishes our County Councillors represent. The incumbent councillor for Silverstone is not fit for office.

Caldecote and Tiffield - Include Caldecote within Tiffield as proposed.

Assigning Caldecote to the Tiffield much more reflects the identity of the village of Caldecote due to Tiffields own village identity.

Personally, I think there is a greater awareness in Tiffield of Caldecote's interests and local issues and concerns than there currently is with the councillors of the Towcester Parish. Due to commonalities the two villages have the change would provide a more effective local governance than currently in place.

Caldecote appears to sit more comfortably within Tiffield rather than as an outlier of Towcester.

Tiffield boundary could extend to Caldecote and down to the A5.

I believe that Caldecote should be moved under the control of Tiffield Parish Council, for the following reasons:

1. Caldecote has far more in common with Tiffield - both are small rural communities close to but not within a town setting. Residents of Caldecote tend to 'gravitate' to Tiffield where there are local services such as a good primary school, pub, play facilities, various communities' groups and clubs, and a strong local community spirit
 2. Towcester appears disinterested in Caldecote - with the rapid expansion of Towcester, the Town Council appears to devote its attention to the new demands of a growing community. We felt badly let down indeed when consultation with Caldecote was completely overlooked by the Town Council (and the then SNDC) during the development of the Local Plan - despite enormous repercussions for Caldecote. Even now the Town Council has been very reluctant to represent Caldecote's strong opposition to the proposed AL1 warehouse development. Other villages, notably Tiffield, have been much more vociferous in their opposition and have fought Caldecote's corner far better.
 3. Tiffield appears to have a far better track record in looking after its local facilities than seems to be the case with Towcester Town Council. We have no street lighting, only a very short section of footpath, verges and the road are in a deplorable state. Tiffield appears to care much more about its village, possibly because they have direct control over it (through their Parish Council).
- These comments relate to Towcester Town Council, not to any individual Town Councillor who in some cases have been supportive at a personal level.

I feel the identities and interests of the community of Caldecote will be better served by belonging within the Tiffield boundary. I feel Towcester does not recognise we exist within the Towcester boundary. My reasons for feeling this way are reflected by the fact that Caldecote was not informed of the Local Plan and a major commercial development on our doorstep came to our notice almost by accident. This boundary proposal also came to my attention by accident rather than being notified by Towcester Town Council. In addition, I feel we have more in common with another village rather than the town of Towcester and we are similar in scale to Tiffield whereas we are forgotten in the eyes of Towcester.

Tiffield boundary could extend to Caldecote and down to the A5.

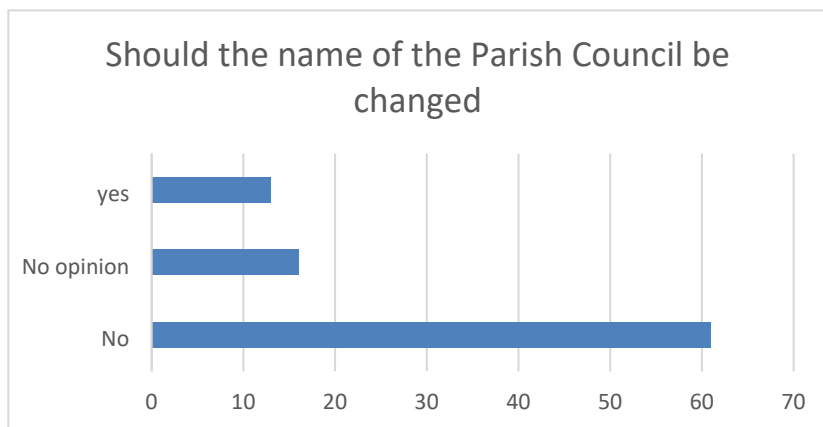
Caldecote's interests, as a rural farming hamlet, align very much more closely with Tiffield which shares similar characteristics, rather than the expanding urban character of Towcester. Caldecote has historically been marginalised by Towcester because of both geography, with the A43 dividing the area and due to a previous lack of representation. With large employment allocation developments at AL1 and AL3 these will further physically divide Caldecote from Towcester

Wootton Parish Council The parish boundary needs to be extended to incorporate the community served by Wootton Parish Council. Extend to Preston Deanery Road. This will take into account the proposed Gallagher homes development. Without extending the new development would be in the same situation as St Georges Field is in now.

Pt not really wanted.

Do you feel that the name of the Parish Council should be changed?

There were 90 responses to this question from the online consultation survey. Overall, 61 respondents (67.77%) of respondents said they felt the name of the Parish Council should not be changed.



Comments

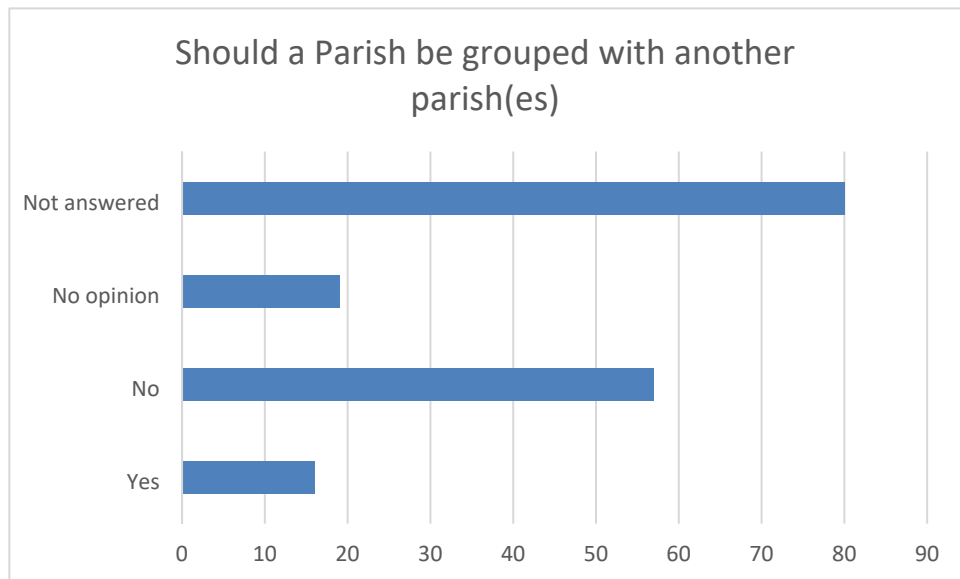
Respondents who suggested the Parish Council should be renamed was asked to suggest a name, not all respondents made a suggestion. Details of the suggestions are provided in **Table D**.

Table D

Comments
It should be Duston, and treated separately from Northampton
The Parish of Kingsthorpe & Boughton
Doesn't need one, abolish it
Silverstone and Whittlebury Parish
Silverbury Parish
Silverbury pc
Silverstone & Whittlebury Parish Council
Tiffield & Caldecote
Tiffield and Caldecote
It would become part of Tiffield, perhaps Tiffield and Caldecote PC
Tiffield and Caldecote
St Crispin and Upton
Wootton....

Do you feel that any parish should be grouped with another parish or parishes?

There were 92 responses to this question from the online consultation survey. Overall, 16 respondents (17%) of respondents said they felt the a parish should be grouped with another parish(es) and 57 respondents (62%) felt they should not be.



Comments

Respondents who felt that Parish(es) should be grouped were asked to name which one, not all respondents made a suggestion. Details of the suggestions are provided in **Table E**. Respondents who said no, were asked to give their reasons and details are contained in **Table F**. Not all respondents provided comments.

Table E

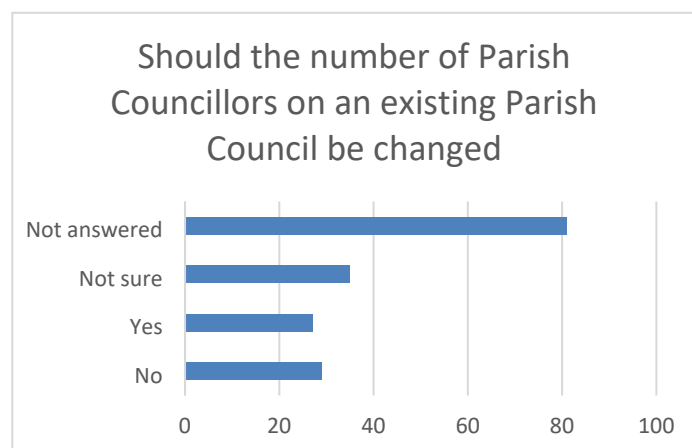
Comments
Caldecote should come under Tiffield
Cottesbrooke should be grouped with Creaton
East and West Hunsbury
Hardingston
Overstone
Silverstone with Whittlebury
Tiffield
Tiffield and Caldecote
The grouping should be made by the relevant Parishes and the groupings may be different for different subjects
West Northants Council should be grouped with North Northants Council
Whittlebury

Table F

Comments
A small boundary change is proposed to better served residents
Blisworth has been an independent settlement for 1000 years
Each parish must have the right to manage itself. Combined parishes may have different views.
Hackleton Parish already incorporates Hackleton, Horton, Piddington & Preston Deanery which interdependent villages working as one community
I do not wish to comment on an area I do not reside in (Kingsthorpe and Boughton)
Moulton (especially with the proposed absorption of Moulton Leys) is a sensible discrete settlement
It will be a relatively large parish with the new additions (Moulton)
Things are fine as they are. (Moulton)
It defines an area, especially a boundary of the local church (Moulton)
Change always comes at the cost to taxpayers
Moulton is a village already ruined by massive thoughtless development on flood land
There is no benefit to the residents in doing this. The resulting council tax increase will be damaging. (Moulton)
It's ok as it is (Moulton)
I see no benefit to moving the boundary. (Moulton)
Naseby has previously rejected a proposal to absorb Cottesbrooke Parish meeting - the centres of population are too distant and there are few links between the villages
I see no benefit to the proposed changes (Northampton)
The Town Council is newly established and it needs time to imbed itself. (Northampton)
A small boundary change is proposed to better serve residents. (Pitsford)
Our PC has enough of a problem 'managing' our Parish without them having to think about a neighbouring Parish! I also believe Councillors should live within the boundaries of the Parish they serve. (Silverstone)
I think enlarging the area covered will dilute the service we get, the majority of people known who they are and know they can contact them when needed. (Silverstone.)
Small communities have very specific needs which are best dealt with by their own Parish Council. If amalgamated into a larger parish council with numerous communities, they will not receive the same level of service (Tiffield)
Wootton will be large enough with the proposed new developments.

Should the number of councillors on an existing parish council be changed? -

There were 91 responses to this question from the online consultation survey. Overall, 27 respondents (29% of respondents) said they felt the number of Councillors on an existing Parish Council should be changed. 29 respondents (32%) felt they should not be.



Comments

Respondents who felt that Parish Councillors on an existing Parish Council should be changed were asked to state what the proposed number should be and the reason for this. . Details of the suggestions are provided in **Table G**. Respondents who said no, were asked to give their reasons and details are contained in **Table H**. Not all respondents provided comments.

Table G

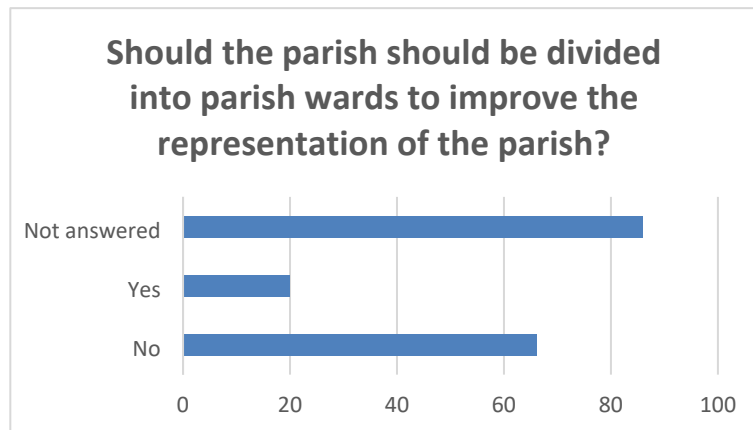
Comments	
Daventry Town Council	- 15, for voting purposes Maybe increased to reflex the increasing population in the parish over the next 10 years or so.
Duston Parish Council	Currently 12, more than enough - "too many cooks spoil the broth"
Hackleton Parish Council	Once the new urban ward is stripped out then the remaining Hackleton Ward should increase to 11 councillors as per the current Hackleton Parish Council where we currently have 3 councillors living in Horton, 5 councillors living in Piddington and 3 councillors living in Hackleton. This ensures that all villages within the parish have full and proper representation at parish council level. This will also protect our ability to support our residents, enable continuation and further expansion of services and take on any potential additional services that are devolved to the parishes in the future from West Northants Council.
Helmdon Parish Council	7
Kingsthorpe	Just 1 and keep Sam Rumens as you never hear or see anything of the other 2 so don't waste funds on them and give it all to Sam as he gas more than proved himself since election
Moulton	More diverse councillors An additional 3 places would allow for the new areas to add councillors to the existing council
Northampton	There should be no parish at all Zero. Ceremonial only, no powers... Unsure. Currently the Town Council has 25 cllrs for 130,000 residents. There is a view that this should be increased in the most popular of wards to allow for greater representation and ease the burden on cllrs.
Pitsford	Proposed 7 councillors. We also consider that the number of councillors, 9 at present, is too high given the population of the area. The village would be as well served by just 7 councillors and it would be more achievable to fill all the council vacancies.
Silverstone	15 - if there are any 'strong characters' on the PC, the more people serving, the less likely they are to be able to influence too many of them, thereby getting their own way 15. This would be to ensure enough people available to cover all roles and subcommittees and allow for absence The amount of work covered in my opinion needs more people not less. More people can over more topic and issues for the village. Less the village won't have the same service they currently give. 15. There are many roles and sub committees to be filled and the work would be more evenly distributed if there were more councillors The number should be reflective of the population of the parish No more than 9 on a combined council. Needs to be an odd number so no vote can be a draw
Tiffield	one extra to cover Caldecote ie 10
West Hunsbury	9, currently we have 8 and the number of electors means we can have more, this will 9, currently we have 8 and the number of electors means we can have more, this will ensure the chairman is not relied on for the casting voteensure the chairman is not relied on for the casting vote

Table H

Comments	
Blisworth	Works well at present
Dodford	There is no need to over manage a parish.
Duston	Currently 12, more than enough - "too many cooks spoil the broth" (respondent provided this comment for "yes" too
Moulton	Things are fine as they are. Seems to work well as it is
Naseby	Naseby has consistent difficulty filling all of existing Councillor seats.
Northampton	If it is not broken why change it.
Tiffield	We have 9 Councillors at present and with illness, holidays, work or family commitments we struggle to get them to come along to every meeting. If we had a reduction in numbers, there is always a danger that we would not be quorate at every meeting
Wootton	Wootton is 12. It is hard to fill the existing places.

Do you consider the parish should be divided into parish wards to improve the representation of the parish?

There were 86 responses to this question from the online consultation survey. Overall, 20 respondents (23% of respondents said they felt the parish should be divided into parish wards to improve the representation of the parish . 66 respondents (77%) felt they should not be.



Comments

Respondents who felt that the parish should/should not be divided into parish wards to improve the representation of the parish were asked to give their reasons. Comments are detailed in **Table I**. Not all respondents provided comments.

Table I

Comments	
Blisworth	Too small
Daventry	<p>There are already wards within the Town. These would need to be increased to reflex the growth of the town</p> <p>Following the approval of the Local Government Boundary Review for WNC warding arrangements, it was noted that the wards within Daventry Town had been reduced from four to three, with one of the wards having 10 representatives and two just 3 representatives each. Members of Daventry Town Council feel this will create a problem for residents when voting as they are likely to choose representatives at the top of ballot papers and when seeking ward representatives, applicants may wish to focus on a smaller area, to give better representation.</p>
Dodford	Our parish isn't big enough.
Duston	<p>This may work well as there are many different communities within the parish that may benefit from ward representation.</p> <p>Warding a Parish or Town Council will not improve representation but will add to party political bitchiness and politicking making it ungovernable.</p>
Far Cotton & Delapre	If we have to have the council, then at least we'd know which councillors represent which parts
Holcot	Have no idea about the parish
Kingsthorpe	<p>Doing this increases the number of councillors in turn costs and adds more personal agendas to local government</p> <p>Its ok as it is</p>
Moulton	<p>more local opinions and benefits to be gained hopefully</p> <p>Why complicate things</p> <p>Not a major issue, but would help keep Moulton Leys' identity</p> <p>Better to have a single voice for Moulton rather than extending the current divide into the future (2 respondents made this comment)</p> <p>No opinion</p> <p>Outdated</p> <p>There should be no parish</p> <p>There is no benefit to the residents in doing this.</p> <p>There is no benefit to the residents in doing this.</p> <p>Sadly, the parish is only concerned about the centre of the village not the wider area.</p> <p>The size and character of the parish does not justify divisions</p>
Northampton	<p>The Headlands Parish Ward should be divided into three smaller wards.</p> <p>Already in wards</p>
Silverstone	<p>Our own Parish is too small and restricting it to wards might impact on who volunteers</p> <p>If this means aligning with the political wards, then yes</p> <p>Why Silverstone is a village start sectioning it off can create problems for residents and the councillors.</p> <p>It causes division, we need unification</p> <p>We have enough representation it's the quality of the representation that is the issue.</p>

Tiffield	We serve a small rural community and there is no need to divide it down any further It is not large enough
Towcester	With the size of the Parish it would seem over the top to decide it into wards Probably not necessary but that could be considered So that both villages feel represented
Wootton	It would not be a large enough parish to warrant this suggestion No think Wootton is so large it should be its own town with Hackleton and Hardingstone included. The present council has proved it can cope.

Additional comments provided by respondents to support their submission

Table J

Comments

I think more funding and focus should be on Brackley. Currently the funding and focus are very much on the north of the county. Which is extremely unfair, bearing in mind that we have to contend with HS2, which is destroying much of the area.

Parish should be allowed to continue meeting and sharing their activities with residents online. (Helmdon)

Why is it last year and I am assuming this year will be the same, there was an increase of 10% on council tax from the parish when there have been no visible improvements and all other council tax increase were at 5% (Holcot)

I believe the move to Parish councils has placed lots of responsibility for urban areas on councillors with ulterior motives. I do not believe that councillors that sit on West Northamptonshire Council should then be able to sit on Parish councils. (Holcot)

The local councils have lost their influence and the W Northants council has discounted their opinions which reflect the views of the local people to pursue their own agendas, One of the disgraces of the W Northants council is that it does not regard the importance of road traffic in and around Moulton village. (Moulton)

We have a petition signed by hundreds of Moulton Leys residence against our move under the Moulton Ward. We wish to remain under the Ward of Northampton Town Council.

Who benefits from this ? No one all it does is add additional cost . We would like to stay as Northampton.

I have signed a a petition to remain under Northampton Town Council governance, I do not wish to belong to Moulton Parish Council.

I do not wish to be under Moulton parish council.

This change has been put in place without sufficient (or indeed any) consultation of the affected residents and is politically motivated rather than being for the benefit of either the residents of Moulton Leys or of Moulton Parish.

Moulton parish council is a complete joke. I have no desire to have any dealings with them and actually moved out of the village because of how poorly this council is run

Wish to remain under the town councils (Moulton)

I believe that all the people in moulton leys need an unbiased information sheet, giving all relevant info regarding all aspects. There are many people, especially the elder generation, who arent on the internet

Why weren't the residents that the changes would affect been properly advised of the proposal?

It looks like it's been kept quiet so it can be swept through. More consultation is needed and the reasoning behind this new boundary proposal explained. Also who has control over future council tax rises and deciding the percentage. I believe Moulton Parish Council upped theirs last year by a huge 13% ? The pros and cons need explaining (Moulton)

Leave us with Northampton council we don't want to be part of the parish

There is a petition against the boundary change and residents should be listened to as nobody wants this change.

I do not, in any way, support this proposed change. There is a current petition opposing this change. Nobody in Moulton Leys welcomes this change.

Have lived in moulton leys for a year now and the service we have received is good so no need to change

I don't foresee any benefits of moving the parish boundary only financially for the parish. Most people outside the parish don't use the facilities in the village including doctors, shops, church and public houses. Village is a nightmare to drive and park as it was not built to have the volume of houses.

I have lives in Moulton Leys for 30 years and Moulton Parish Council have never done anything to help or recognise us. They have always seen us as an add on to their village and not part of it so I don't see why they should get us now that they want more income

The SUE has radically altered Moulton and Overstone and both parishes should be merged to provide more efficient and effective service. Moulton Leys should also be included. I live in Moulton and feel the parish has placed ever increasing costs on ratepayers for many years.

Moulton parish council have never indicated they wanted moulton leys to be part of the parish so I have reservation about motive as we have not had any communication from parish councillors

The whole concept of moving Moulton Leys from the Borough to Moulton is a totally unnecessary cost with no real benefit to residents. You will spend council tax payers money changing road signs and bin days, money better spent on repairing the roads. Someone needs a reality check here.

Large petition locally for Moulton Leys to remain in Northampton. Lack of interest from Moulton parish council

We have always been part of Northampton and see no reason to change. No reasons have been given and we have not received any communication from Moulton Parish Council. General opinion is that this boundary change us being done by stealth.

Parish councillors should not be WNC councillors and visa versa.

County councillors should not sit on parish councils so as to prevent conflicts of interest. Former & current village Page 144
councillors should declare their previous/current position on SNC/WNC when submitting or commenting on contentious issues such as planning, even if in a personal capacity.

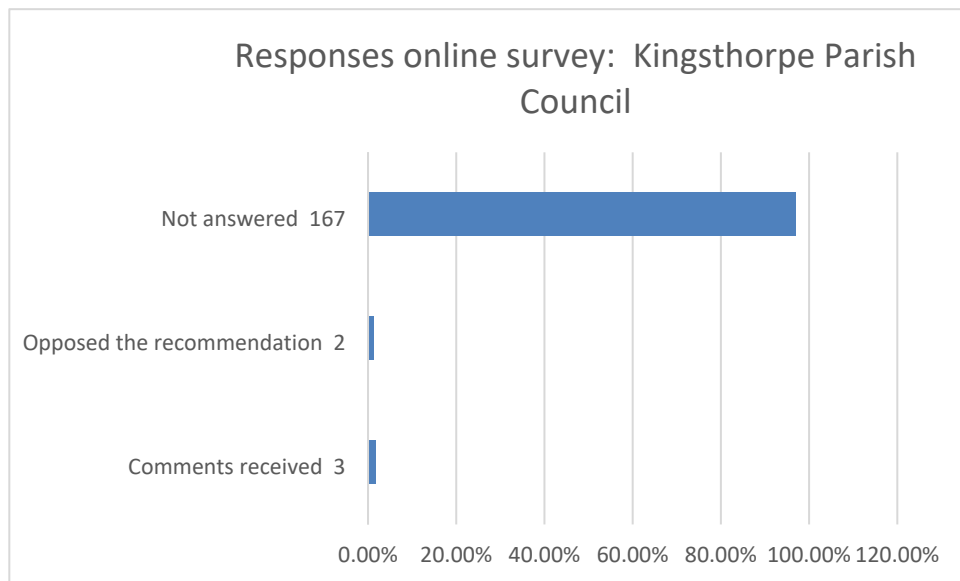
Members register publishing should be mandatory at each meeting and on the council website.
 Councillors should have responsibility for residential areas within the parish as well as a portfolio.
 What happens if not enough people want to be parish councillors?
 It is important that the views of all residents are considered and it is my hope that additional consultation will take place to fully take into account the views of all residents.
 West Hunsbury is a distinct area and should be kept as such, we would not support any mergers or consolidation into other parishes
 Wootton has different elected parish councillors but nothing changes as the unelected Tina Chartress rules the parish so what she decides and her agenda goes. Hoping merging other parishes will fix that problem. I do feel Wootton, Hardingstone and Hackleton all have the same agenda and issues, floods, development, village life and growth. Would really benefit all to operate together rather than one parish robbing from the other or developing on the boundary of another. Need more doctors and secondary schools and dentists which could be achieve if the 3 were a town.

A precis of responses from the online survey in relation to the individually named Parish Councils below:

Adstone Parish Council

No further responses were received to the suggestion that its potential dissolution could take place. If the Parish Meeting were to be dissolved, the area would be incorporated into a suitable neighbouring parish

Boughton Parish Council and Kingsthorpe Parish Council



Three comments were received in relation to the proposal to move the small Dixon Road parish ward from Boughton to Kingsthorpe to realign the parish and ward boundaries. Just two respondents to the online survey opposed the recommendation.

Comments

This becomes a very large and unwieldy ward with more councillors, that is both rural and urban causing conflicting needs and requirements. Including high levels of deprivation and high levels of wealth. I am not sure this makes for a ward that can be fairly representative of all its residents and their needs. Moving the boundary ensures that the council is likely to be bought under one political party's control and remain under the same party's political control.

Please call it Kingsthorpe & Boughton as nod to the higher population of Kingsthorpe over Boughton area and not bowing to the wealthy in Boughton village

I do not support this . Kingsthorpe Parish is huge already. The bigger the area the harder it is to represent the residents

Braunston Parish Council

Two respondents commented on the number of Councillors sitting on Braunston Parish Council, and both supported the current number of Parish Councillors.

Comments

The current number of councillors seems about right considering the parish population and the fact that they are all volunteers.

The number appears to be correct. Each councillor has an area of responsibility within the village and to lower the number would require each councillor to take on additional responsibility. It could be argued that in a growing village, with more new build expected, a greater number of councillors would be appropriate. However there is difficulty in recruiting councillors for the twelve places which currently exist.

Daventry Town Council

There were six respondents to the online survey regarding the proposal to change the number of parish councillors to an odd number. the majority supported a change to the number of councillors. Some suggested a reduction, while others suggested an increase. Four incomplete responses were also received, one of which supported of an increase (the other three expressed no view).

Comments

Good idea, if its an extra councillor, this will spread the load a

This makes sense for voting purposes. I would support a reduction from 16 to 15 or 13

I Presume as this specifies an odd number rather than any particular change in representation that this to allow a simple majority vote at council meetings. I have no issue with this proposal provided the change is done on a equitable manner.

Daventry Town Council works well with 16 councilors. What is the reasoning behind making any changes to this number? The Town electorate understand the wards as they are at present. What reason is there for any change in names. The Town is growing and ward boundaries will have to grow but why change names?

Daventry Town Council is supportive of increasing the number of councillors to 17 to reduce the need for the use of casting votes by the Chair, but following research into Town warding arrangements, members could not find a solution to facilitate this and retain logical wards with evenly spread electorate.

No

Dodford and Weedon Bec

There was one response to the online survey that was in support of the proposal that the boundary between Dodford Parish and Weedon Bec parish be moved to align with the new section of the A45 constructed in 2017, from the roundabout on the A5 north of Weedon Bec to the roundabout with Weedon Bec High Street.

Hackleton

The Parish Council supported the proposal to move the area covered by this ward from Hackleton Parish into Wootton Parish. Four incomplete responses were received from the online consultation survey. One suggested the parish boundaries should be left unchanged while the other three expressed no view.

Little Houghton

One response was received, in support of the proposal put forward by Great Houghton Parish Council.

Wootton Parish Council

Three responses were received that made suggestions to: extend the boundary to Hackleton and to merge Wootton, Hackleton and Hardingstone.

Comments
Wootton is very large. Since it split from East Hunsbury parish representation has dropped. No police presence, no investment in the area other than Simpson Manor Memorial Stone (paid for twice apparently) and firework show. There is so much of Hackleton and Hardingstone coming through Wootton it should all be represented as one area or town with the parks and squares being all part of one area. The parish boundary may need to be moved further into Hackleton Parish to incorporate possible planning around Caroline Chisholm School. The map shown does not show the entire boundary change - it's been cut off. The Wootton boundary should be moved out to Preston Deanery Road. This will then take in the proposed Gallagher Homes development.

Hardingstone

It was suggested that the boundaries of Great Houghton Parish Council be altered to incorporate part of Hardingstone Parish to the west and part of Little Houghton to the northeast. The change to the northeast incorporates land containing the parish playing field, purchased in 1972. The Parish Council also seeks to extend its parish boundary to the west in order to incorporate the total area of the proposed development of The Green (LAA1098), incorporating some 800 new homes. Three quarters of which is already within our current parish. This proposal being based on utilising existing natural borders including streams, roads, lanes, footpaths and hedgerows.

However, the proposal to incorporate part of Hardingstone Parish into Great Houghton would conflict with the new warding pattern (Nene Valley Cogenhoe and the Houghtons) set by the Local Government Boundary Commission for England.

Helmdon Parish Council

Helmdon Parish Council responded to the Stage 1 consultation to advise it did not wish to make a change. Two residents responded suggesting a reduction should be considered. There was a further incomplete response suggested seven parish councillors.

Moulton

The proposal for Moulton generated a significant number of responses (around 69 complete responses and 28 incomplete responses). The responses were mixed. Of those expressing a clear view, a majority indicated they did not support the suggestion while a minority were in favour. Others suggested more information would be required before they could form a view and requested a thorough consultation.

A survey was conducted by Northampton Town Council. The survey found that 31% of respondents identified with Moulton, while 64% identified with Northampton. A further question found that 29% of respondents primarily accessed services in Moulton, while 62% primarily accessed services in Northampton. Further questions sought to assess support for the proposal and found a significant majority of respondents did not support the proposal. The survey generated 137 responses in total. A petition was also submitted via Northampton Town Council.

Little Houghton

One response was received, in support of the proposal put forward by Great Houghton Parish Council.

Holcot Parish Council

There were two responses from the online survey in favour of the proposal that the parish boundary with Sywell be re-aligned with the route of the A43

Comments
It's not Ecton. Sywell/Overstone. But the change would make sense. 1. I had believed that the boundary in question is between Holcot and Sywell (not Ecton) and 2. I support the proposal to align the boundary in question with the A43, and expect the appropriate authority to arrange for the boundary between NNC and WNC to be amended to match.

Overstone Parish Council

The question posed in the survey was "The Council has received a suggestion that the number of councillors should increase from 9 to 15 to reflect the development taking place within the parish. Let us know if you have a view about this suggestion: - Let us know if you have a view about this suggestion"

No responses were received from the online consultation survey to this question

A further question was posed "The Council has received a further suggestion that the boundary between Overstone Parish and Moulton Parish be move to align with Park View and The Avenue in order to take account of new development. Let us know if you have a view about this suggestion: - Let us know if you have a view about this suggestion"

Pitsford

One suggestion to move Moulton Grange from Moulton to Pitsford.

Ravensthorpe

Ravensthorpe was not included within the original term of reference for the review. The Council was contacted by the Clerk to the parish council during the first stage consultation to advise that the Council considered

whether any changes might be required when it met in November 2023. The Council voted unanimously to reduce the number of Parish Councillors from the current 9 (7 for Ravensthorpe ward and 2 for Coton ward) to 8 (7 for Ravensthorpe ward and 1 for Coton ward). The Parish explained that the basis for the reduction is that the number of electors is just 55 for Coton and 496 for Ravensthorpe, totalling 551 electors. The Council understands that 8 Councillors in total is still higher than the recommended number of 7 based on elector numbers but is satisfied that 8 would be a reasonable number for the two wards.

Roade and Stoke Bruene

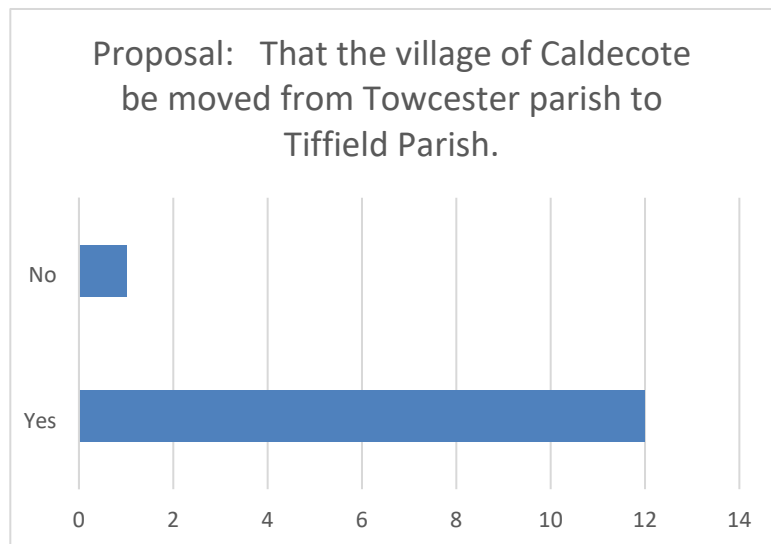
Three responses received (Roade) one in favour, one didn't answer and one questioning why the change should be made. One response was received under Stoke Bruerne which was in favour of the proposal.

Silverstone

Twelve responses were received regarding the proposal to merge parishes of Whittlebury and Silverstone. Five responses in favour.

Tiffield and Towcester

There were thirteen complete responses received in relation to the suggestion that the village of Caldecote be moved from Towcester parish to Tiffield Parish. Three responses were in favour under the heading of Tiffield, while seven responses in favour were submitted under the heading of Towcester. Two responses were opposed to the proposal while the remaining response expressed no view. Of the twelve incomplete responses received, five were in favour and the rest expressed no view.



One comment suggested *“the boundary between Towcester and Tiffield Parish should run along the northern edge of South Northants Local Plan v2 employment allocations AL1 and AL3, so the employment allocations would continue to be within Towcester parish and the land to the North including the village of Caldecote and the surrounding farmland would become part of Tiffield Parish.*

Tiffield Parish Council and Caldecote Parish Council merger

There were four responses from the online consultation survey to the proposal to move Caldecote from Towcester Town Council to Tiffield Parish Council.

Comments

In principle the proposed merger of Tiffield Parish with Caldecote would appear to be a good idea. This is based on the contiguity of the two and the separation of them by the A5 and A45 major trunk roads.

The proposed major industrial/warehousing development would also mostly be incorporated into a single representative body whereas at the moment it appears to be peripheral to Towcester.

Makes sense.

If it means better representation for the residents of Caldecote then it would be a good idea. Up to now the views of Caldecote have been largely ignored with regard to the AL1 employment site which was approved in the Local Plan but is completely inappropriate and far too close to this rural hamlet. Caldecote was not consulted in the lead up to the allocation.

I feel that as a resident of Caldecote I am more aligned with what goes on in Tiffield my children went to Tiffield school and Tiffield is a place where I know many of the residents and have friends in the village. I have no affiliation with Towcester Mill ward and geographically it is quite a long way from Caldecote compared to Towcester. I tend to attend Tiffield Parish council meetings as what is discussed has much more bearing on my life and issues around the Caldecote area than what is discussed in Towcester Town Council.

Agree if Caldecote residents also agree.

Upton Parish Council

One proposal received, change name of Parish to St Crispin and Upton

West Hunsbury Parish Council

Two proposals received to increase number of Councillors from 8 to 9 to reflect population growth.

List of Appendices

- Appendix A Abington Vale
- Appendix B Boughton
- Appendix C Caldecote, Tiffield, Towcester
- Appendix D Daventry Town Council
- Appendix E Hackleton and Wootton
- Appendix F Hardingstone
- Appendix G Helmdon
- Appendix H Moulton and Overstone
- Appendix I Moulton Leys
- Appendix J Northampton Town Council
- Appendix K Thorpe Manderville

Catherine Whitehead
West Northants Council
1 Angel Square
Northampton

Community Governance Review Park Ward

31 January 2024

Democracy Meaning : **government by the people**. especially : rule of the majority. b. : a government in which the supreme power is vested in the people and exercised by them directly or indirectly through a system of representation usually involving periodically held free elections.

Park Ward

We recently submitted a petition of 130 residents views in Weston Favell Village and Abington Vale to explore becoming a Parish once again using the CGR mechanism. Park Ward is currently part of the Northampton Town Council which happened by default when the Northampton Borough Council & Northants County Council was dissolved and all the un-parished areas of Northampton was put together to form the new NTC .The process was quite rushed at the time and not fully thought through.

Park ward have natural forming communities within their current boundary and the new proposed boundary change by the Boundary Commission to incorporate Rushmere road area. But not Standens Barn ward as this is across the dual carriageway and has no natural community co -hesion with the rest of the area and would in fact benefit in staying within the Town Council in its own right with a population of approx 2500 people this would meet the criteria. Billing Aquadrome which is on private land would naturally align with the Billing Parish Council and not Riverside/Park ward.

Park Ward its self has two very active residents associations Bridgewater Residents Association & Weston Favell Residents Association and members from both have signed the petition to EXPLORE the area being Parished once again .Both communities put on regular events such as the Queen Elizabeths Diamond Jubilee , Summer Fetes , Days out, Coffee mornings ,AGMS .

Quiz nights and of course they celebrated King Charles 111 coming to the throne. The area has the Weston Favell Scouts & Brownies organisations located there which serves all the local children very well. Together with playground areas in Bridgewater Drive and award winning Abington Park.The area is served by St Peters church in Weston Favell Village by the Vicar Beverly Hollis which has a strong membership of church goers for the area and has church rooms close by where many community events take place .

Both communities use the Weston Favell allotments in Graspin Lane which is very well attended and is a source of pride for locals and creates much wellbeing in the community as well as vegetables of course

Education

Bridgewater Primary School , Abington Vale School , Northampton Schools for boys

Social Life

Boasting three public houses The Bold Dragoon & The Trumpet in WF and Road to Morocco in Bridgewater Drive, heart of the communities .

Northampton County Lawn Tennis Club in Weston Favell Village

An Aldi supermarket , hairdressers in both WFV & Bridgewater , local shops in both areas including hairdressers/barbers convenience stores.

All the above demonstrate this is a close self sufficient community and would make an ideal Parish once again given the opportunity.

The precept that is raised by the Town Council on their behalf and spent accordingly is being questionable as virtually nothing is being spent in the ward its self , except for a few flowers once a year .If the ward was made into a Parish it could consider spending on its own residents needs , such as more playground equipment or youth projects , allotments maintenance what ever they decide upon as its their PRECEPT money and should be given the right to do so and to set it accordingly.

Its been proven at WNC meeting Via Mark West the proposed boundary of a new Parish Park Ward could work .

From Weston Favell Village boundary A43 down the A4500 via Abington Park turn left onto A5095 down to Billing Rd East . Then the new boundary taking in the Rushmere Rd estate To the Boys School would work as a New Parish.

I believe the information in this document for a Community Governance Review for Park Ward to go to stage two for a much wider consultation be en-acted as its residents democratic right to do so. Coupled with the promotion of this being currently advertised via WNC on its social media platforms for communities to engage .

I also attach a supporting letter from the Northampton South MP Andrew Lewer .A supporting email from the Cabinet member David Smith in charge of communities and letters from the Chairs of both Weston Favell Village and Bridgewater Drive Residents Association

Yours Faithfully ,

Clr Andrew Kilbride
Ward Council



Bridgewater Residents Association

Bringing community together.

31st January 2024

Dear Sir

PROPOSAL TO CEATE PARISH COUNCIL IN WESTON FAVELL AREA

I am Stephen Legg and am the current Chairman of Bridgewater Drive Residents Association. We have been informed by our local councillor. Andrew Kilbride, that the council are looking for expressions of interest in their outline plans to create parish councils in our area. Various members of our association have already signed the petition that Andy Kilbride has prepared.

I am writing this letter to re-enforce our interest in taking this proposal further so that we can give consideration to the scheme and evaluate the likely advantages and any disadvantages that might be involved.

Yours sincerely

Stephen Legg

Ms Catherine Whitehead,
Monitoring Officer
West Northamptonshire Council
One Angel Square
Angel Street
Northampton
NN1 1ED

25th January 2024

Dear Ms Whitehead,

Local residents and local elected representatives of Park Ward, containing Weston Favell Village and Abington Vale within my constituency, have been in touch to express interest in exploring the possibility of Weston Favell becoming a Parish Council area.

My purpose in writing to you today is to indicate to you my support for this exploratory process to be undertaken so that we can properly ascertain the support there may be for Weston Favell becoming a Parish Council.

I would be grateful if you would begin the necessary background preparations to enable the Council to look into this possibility.

Yours sincerely,

Andrew Lewer MP



Community Governance Review: Stage 1 Consultation. Deadline for submission: 31 Jan 2024

Section 1 – About you

<p>Are you 16 years old or over?</p> <ul style="list-style-type: none"> • Yes

Individuals: Please be aware that an anonymised version of this submission will be published on completion of the review

Organisation: including Parish Councils, decision of parish council or corporate organisations – your views and submission will be published on completion of the review

In what capacity are you giving us your views? (please tick)

- Parish or town Clerk

About you – organisation (if applicable)

Name of respondent:	Ciara Wanstall
Role/position	Clerk
Organisation	Boughton Parish Council
Preferred contact details	clerk@boughtonparishcouncil.co.uk

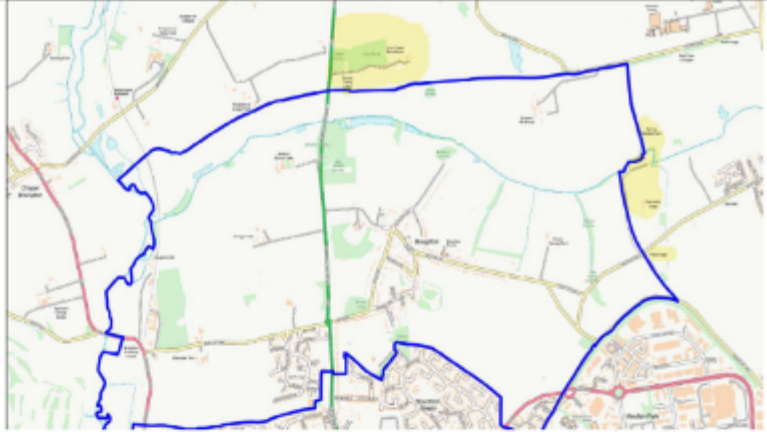
Section 2 – About town, parish to parish meeting

Which Town, Parish or Parish Meeting would you like to comment on? **Please tick**

Boughton Parish Council	X
-------------------------	---

Do you think the Parish/Town Council may benefit from exploring any of the following options

Question 1	<p>Do you think changes are needed for the arrangements for this Parish?</p> <ul style="list-style-type: none">• Yes <hr/> <p>Do you feel that the parish boundary should be altered?</p> <ul style="list-style-type: none">• Yes <p>Do you feel that the parish should be abolished?</p> <ul style="list-style-type: none">• No <p>If you have indicated you think a parish boundary and or parish area should be altered or abolished, please provide details of the proposals of the boundary changes.</p> <p>Please also explain how the proposal will:</p> <ul style="list-style-type: none">a) Be reflective of the identities and interests of the community in the area; andb) Be effective and convenient in terms of local governance. <p>The Parish Council are in support of minor adjustments in the following manner:-</p> <ul style="list-style-type: none">(1) Bringing the following heritage properties into the Boughton Parish Boundary (Fox Covert Farmhouse, Fox Covert Hall, Duke's Clump Lodge, Spring Meadow Farm, Spectacle Lodge and Holly Lodge), given the high density of heritage properties in Boughton village. Thereby bringing the whole of Spectacle Lane together with properties served by it into the parish. <i>(See the areas highlighted yellow on the map below.)</i>(2) 99 houses at Boughton Rise (development located off Boughton Green Road) transferring to the Parish of Kingsthorpe(3) No change in respect of Buckton Fields following the Parish Council's consultation which found little support for change <p>If you are able to supply a map to help to define and explain your response to this part, you can send this to cgrconsultation@westnorthants.gov.uk</p>
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Question 2	<p>Do you feel that the name of the existing parish should be changed?</p> <ul style="list-style-type: none"> • No <p>If yes, do you have a suggested name</p>
Question 3	<p>Do you feel that any parish should be grouped with another parish or parishes?</p> <ul style="list-style-type: none"> • No <p>If you answered Yes to the above, let us know which other parish or parishes should be grouped:</p> <p>If no, please give your reasons for your response</p> <p>The Parish Council covers the historic village and some 1,100 homes at Buckton Fields with clearly defined boundaries. Therefore, no change in this respect is deemed necessary.</p>
Question 4	<p>Should the number of Councillors on an existing Parish Council be changed?</p> <ul style="list-style-type: none"> • No <p>If yes, please indicated what the proposed number should be and the reason for the proposal:</p> <p>If no, please give your reasons for your response</p> <p>The Parish Council currently have 11 Council members which seems appropriate.</p>
Question 5	<p>Do you consider the parish should be divided into parish wards to improve the representation of the parish?</p> <ul style="list-style-type: none"> • No <p>Please give your reasons for your response</p>

	<p>The Parish Council make considerable endeavours to represent all aspects of the parish, regardless of geographical location.</p>
Question 6	<p>Do you have any other additional comments that support your submission?</p>

Subject: Governance review

Dear Sirs

As a resident of Caldecote, I would like to express my desire for Caldecote to move to under the remit of Tiffield Parish Council rather than Towcester in the review.

As a rural development, my household feel more aligned with this nearby village than with TTC.

Many thanks

Subject: Governance review

> Dear Sirs

>

> As a resident of Caldecote, I would like to express my desire for Caldecote to move to under the remit of Tiffield Parish Council rather than Towcester in the review.

>

> As a rural development, my household feel more aligned with this nearby village than with TTC.

>

> Many thanks

Dear Colleague
 Daventry Town Council would like to propose that Daventry Town Council continues with 16 ward representatives and that this are split into, 3 Ward Representatives for North West, 3 Ward Representatives for North East, 5 Ward Representatives for South West, 5 Ward Representatives for South East.
 Members referred to the proposal for 3 wards, proposed by the Boundary Commission and concurred this was the simplest solution but not the best democratic solution for the parish of Daventry.
 Members looked at specific areas in Daventry and the number of electorate and agreed it would be more logical to have four wards, as residents could identify with those wards and the representatives for those wards, especially when voting.

Please find below the rationale for the request to change the wards from 3 to 4, approved unanimously by members of Daventry Town Council:

Appendix 1 - Daventry Town Ward - WNC Boundary Review

Polling District	New Ward Name	Current Ward	2022 Popl	Variance	2028 Population	Variance	WNC			DTC1			DTC2			DTC3		
							nw	ne	s	sw	se	sv	s	se	sw	s	se	sw
ABC12 - Middlemore (Langdon Close & Highlands Drive)	Daventry North	Braunton and Crick	1,390		1,878		1,878											
ABC13 - Ashby Fields	Daventry North	Braunton and Crick	215		252		252											
ACE5 - Monksmoor	Daventry North	Braunton and Crick	1,300		1,500		1,300											
ACE4 - Lang Farm	Daventry North	Daventry East	1,139		2,218		2,218											
ADW3 - Trimplean	Daventry North	Daventry East	1,429		1,531		2,202		1,531		1,531							
Daventry North Total			7,133	-8%	9,381	9%												
ADE3 - Southbrook	Daventry South	Daventry East	2,461		2,544		2,544		2,544		2,544							
ADE2 - Day - Abbey South	Daventry South	Daventry East	2,728		2,818		2,818		2,818		2,818							
ADW4 - Danchoime	Daventry South	Daventry West	551		565		565											
ADW5 - Ashby Park	Daventry South	Daventry West	216		239		239											
ADW1 - Haaslands	Daventry South	Daventry West	1,933		1,976		1,976		1,976		1,976							
ADW2 - New Forest Way	Daventry South	Daventry West	411		438		438											
ADW6 - The Grange & Prayton	Daventry South	Daventry West	3,198		3,609		3,609		3,609		3,609							
ADW7 - Stefan Hill	Daventry South	Daventry West	1,525		1,558		1,558		1,558		1,558							
Daventry South Total			13,023	12%	13,747	7%	4,672	4,400	14,096	7,116	6,900	1,558	4,376	2,544	5,167	3,507	5,362	
Average 1 member ward			3,685		4,277		3	1	3	3	10	3	3	3	3	3	3	3
Average 2 member ward			7,769		8,554		3	3	3	5	5	5	5	3	2	2	2	4
Average 3 member ward			11,654		12,851		3	3	3	5	5	5	5	3	2	2	2	4

To: cgrconsultation <cgrconsultation@westnorthants.gov.uk>
Subject: Resolution - Wootton Parish Council
Urgent: High

Attachments: Proposed parish boundary map 25.01.24.pdf (602.69 KB)

Good afternoon

Following a recent parish council meeting Wootton Parish Council discussed at length the CGR:

Wootton is in a unique position of having housing built across the existing parish boundary line with some residents having half their properties in each parish. With the proposed development, which is currently being promoted to the local plan, Wootton Parish Council is conscious that this problem will happen again and has therefore resolved to request the parish boundary be extended to go over the Ward boundary to incorporate the prospective new community. This is shown in the map attached.

Furthermore, Wootton Parish Council seeks to move its parish boundary over the Newport Pagnell Road to incorporate the new Tilia Homes site currently being built in Hardingstone Parish. There is very limited access to Hardingstone Parish from the new estate and the new estate incorporates a community building which Wootton Parish Council feels best placed to own and manage as a satellite building of Wootton Community Centre. Hardingstone Parish Council have already decided they do not want to run the new building or manage any of its open space or play areas – Wootton Parish Council is very well placed to do this. The traffic and residents from this new development see themselves as being part of Wootton Parish and are using our facilities.

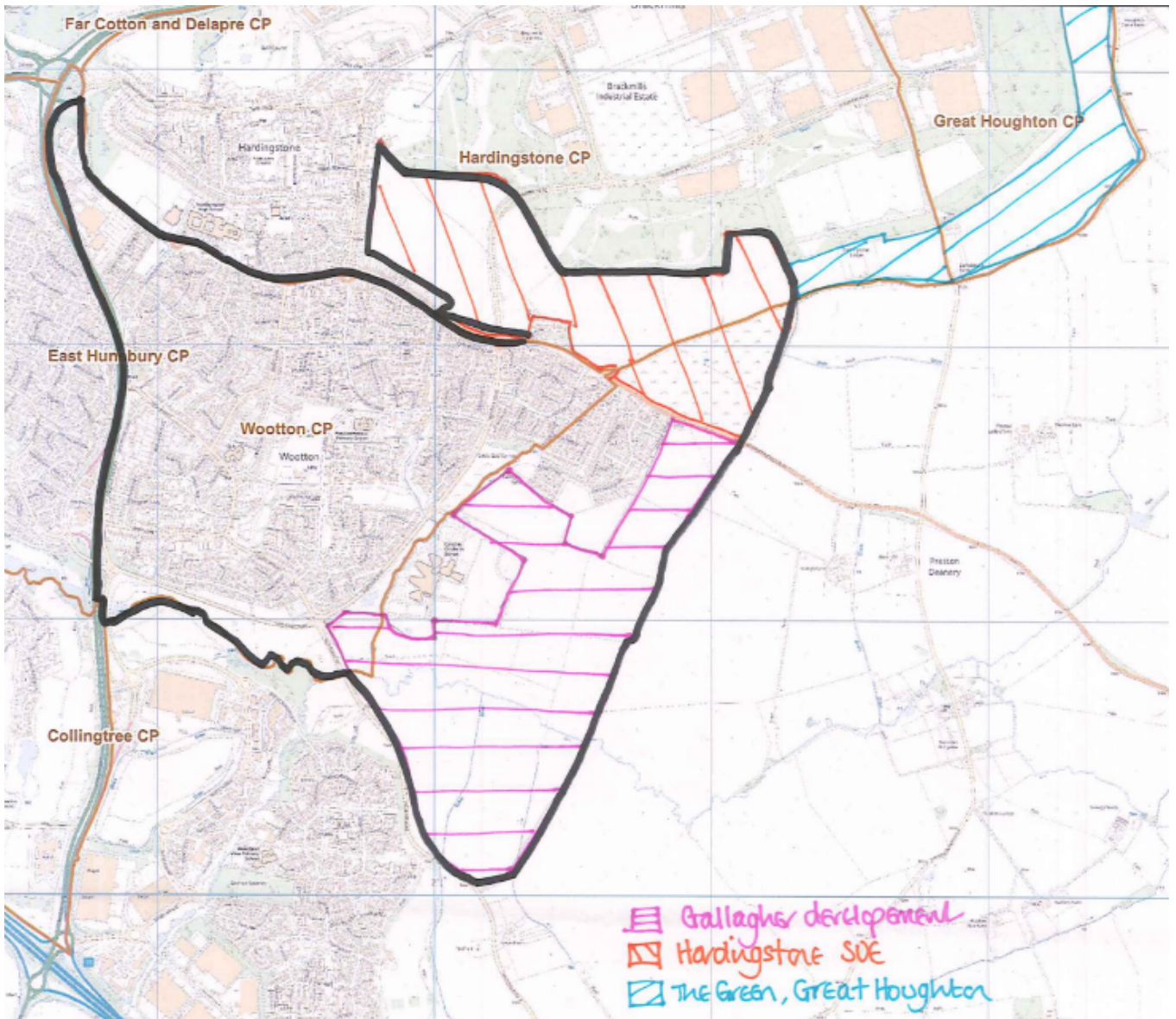
The attached map shows the area to which Wootton Parish Council wishes to extend its parish boundary – this is visible with the thick black line.

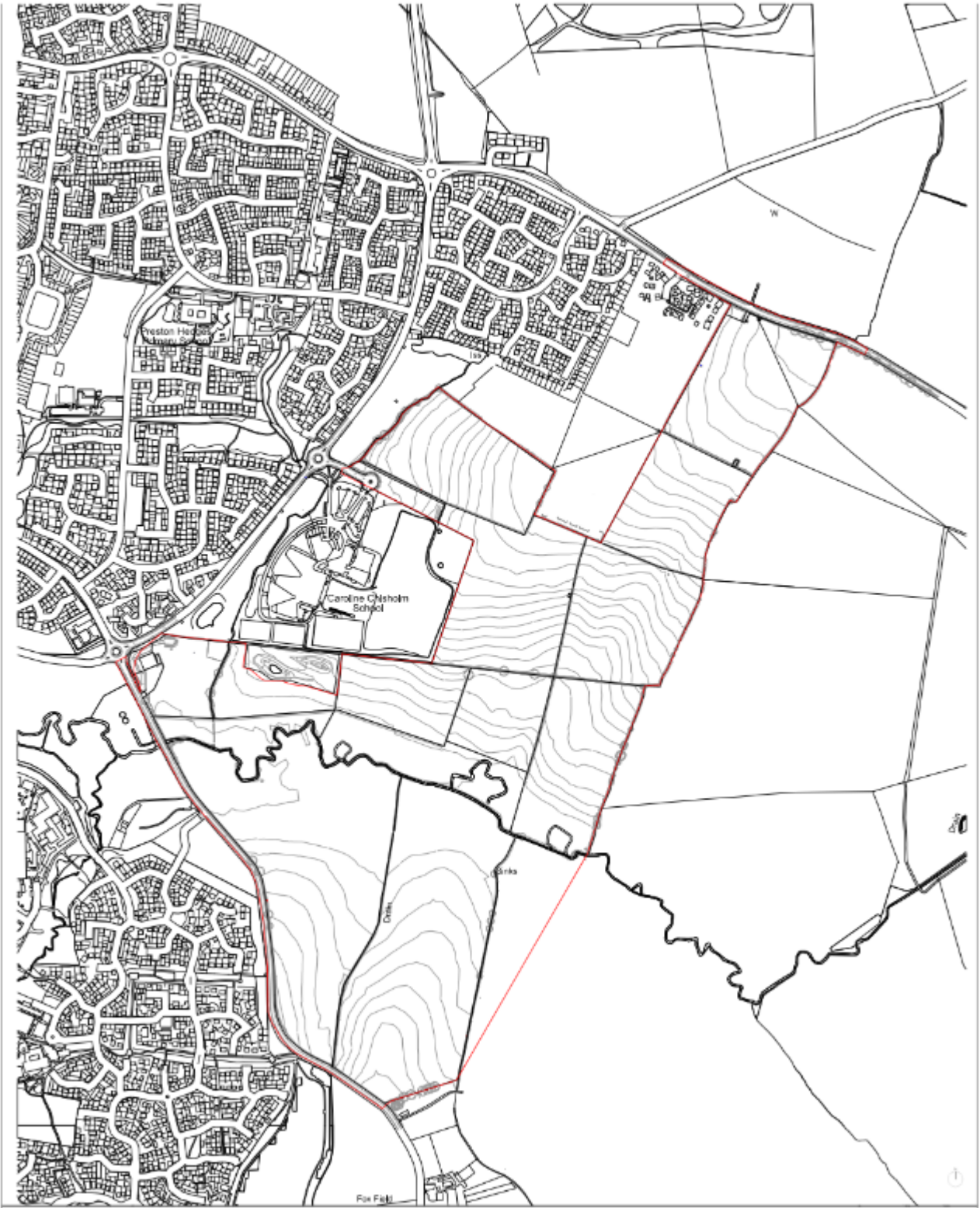
I would be grateful if you can please acknowledge receipt of this email.

Best wishes

T Lydd







Subject: Consultation on Hardingstone and Great Houghton Parish Boundary.

I refer to the Community Governance Review 2023/24 Phase 1.

I write as an individual, but also as a co-opted member of the Planning Committee of Hardingstone Parish Council, and resident of Hardingstone.

1. It is extremely difficult to find the most relevant information relating to this review, namely the maps showing the possible changes to Parish boundaries. It appears that the only way to view the maps is to start to fill in the 'Give us your views - Online Survey', but this route to the maps is not explained on the page. Most people will want to browse the changes before deciding whether they want to give their views, not the other way round. There should be links to the maps on the portal page, possibly under the section 'How to provide your views'.

2. I now move on to the suggested changes for the Hardingstone and Great Houghton (GH) parish boundary. I will be submitting comments by filling in the survey, but feel it is appropriate to highlight what appear to be flaws in the consultation review maps. The description of the suggested changes above the consultation maps says:
The (Great Houghton) Parish Council also seeks to extend its parish boundary to the west in order to incorporate the total area of the proposed development of The Green (LAA1098), incorporating some 800 new homes.
 'The Green' referred to relates to the street called 'The Green' in Great Houghton. This majority of this development is in Great Houghton, but a small area on its western edge is in Hardingstone. I understand the logic of the suggestion that it would be more sensible for the whole development area to lie within a single parish, i.e. Great Houghton.

My interpretation of that what GH are proposing just relates to 'The Green' development, but the review map shows a new boundary for GH which extends right to the edge of The Warren in Hardingstone. This incorporates both the Landimore Park and Hampton Green developments which doesn't appear to be what GH have asked for, and there doesn't seem to be any logical reason for such a proposal.

It seems probable that in drawing up the revised boundary, the street 'The Green' in Hardingstone has been taken as the western reference, possibly confusing it with 'The Green' in Great Houghton.

I would therefore ask you to tell me whether the map is reliable or not.

3. A final point. In inspecting the actual lines of the proposed Hardingstone boundary I am unable to determine whether they are 'broad brush' outlines for discussion purposes or proposed definitive positions. For example, the revised boundary which is moved to the east of Salthouse Road in Brackmills appears definitive, but the line from Landimore Road towards The Green in Hardingstone is possibly 'broad brush' as it cuts through the Landimore Park development splitting it into two parts. Based on this line, the suggested changes in curving one 'anomaly' would create another one!

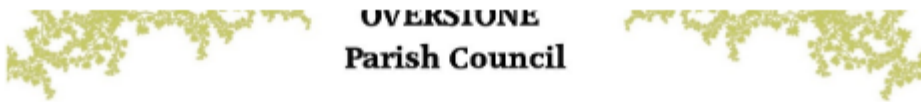
Incidentally, I have noticed that the existing boundary shown on the review map along Salthouse Road has a kink in it, which does not agree with the existing boundary map shown beneath it, nor with the boundary shown on WNC interactive mapping.

Sent on: Thursday, January 25, 2024 9:27:36 AM
To: cgrconsultation <cgrconsultation@westnorthants.gov.uk>
Subject: CGR for Helmdon Parish Council

Categories: Resolved

Hi,
Helmdon Parish Council require no changes within the council.
Thanks,
Charmaine

Charmaine Jay
Helmdon Parish Council Clerk



Community Governance Review

Overstone Parish Council (OPC) is suggesting that the boundary between Overstone and Moulton be altered.

The majority of the Sustainable Urban Extension (SUE), Overstone Leys is in Overstone Parish. There are 2 possible options.

Option 1

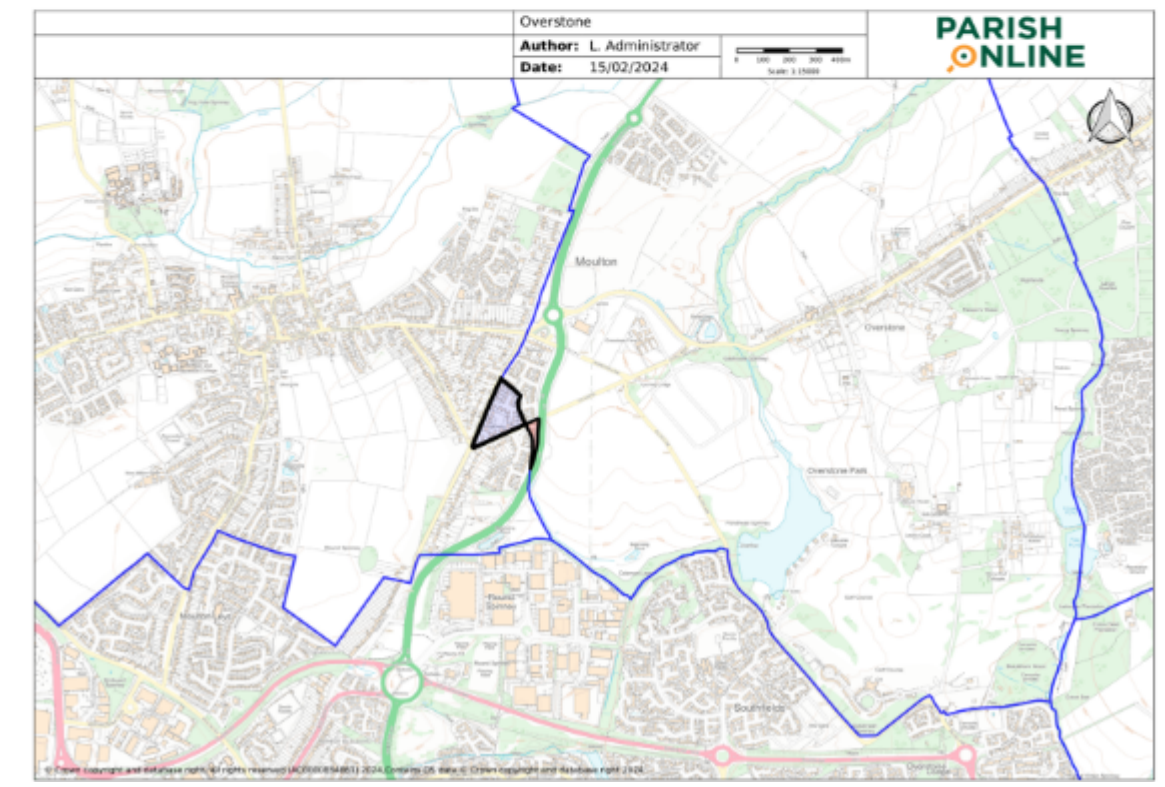
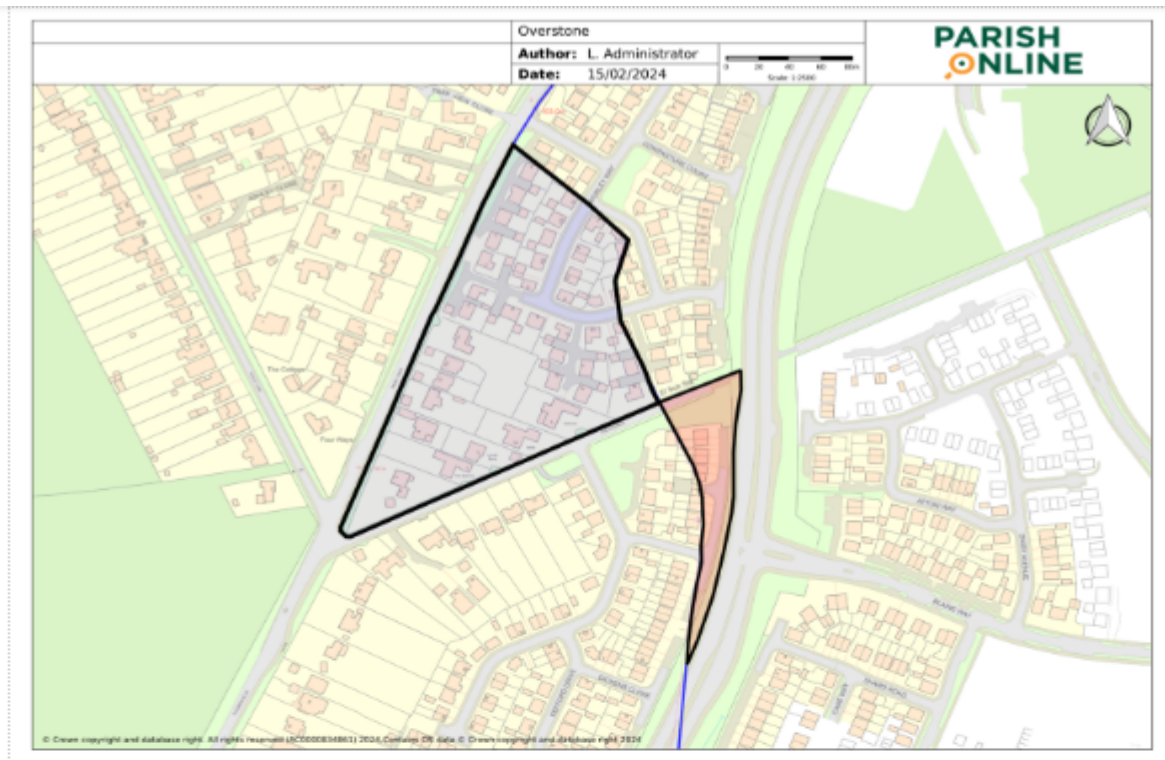
The first phase of the SUE is divided into 2 parts, 1a and 1b. 1a is shown below, currently the boundary between Overstone and Moulton cuts through this part of the development.

The houses built as part of the SUE in Moulton are shown with red dots, the houses in Overstone with green dots and the other houses are existing houses in the 2 Parishes.



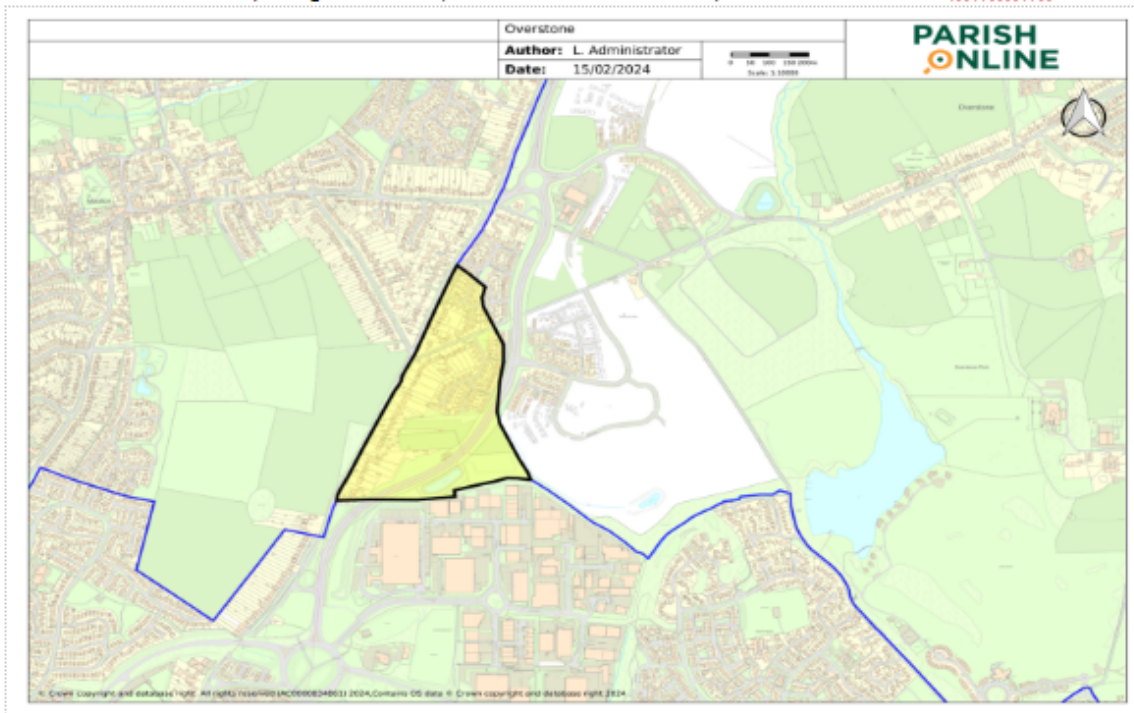
Overstone Parish Council (OPC) has been approached by residents from both 1a and the original houses on Overstone Lane in Overstone expressing their wish to stay in Overstone.

OPC suggests that the boundary be moved to The Avenue (road) as shown below moving Moulton residents into Overstone and Overstone residents into Moulton. This would create a straight boundary, clearly defined boundary between the 2 parishes.



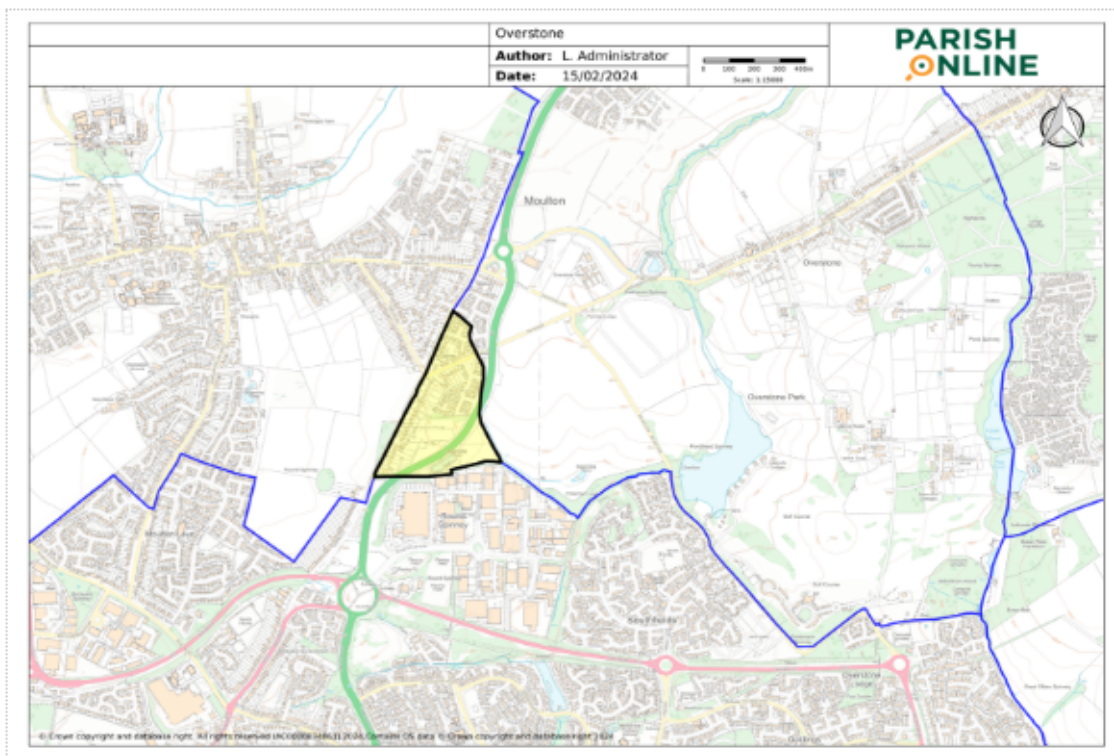
Option 2

To continue the boundary along the Old A43, so that the area shaded in yellow would move into Overstone.



The benefits of this would be:

1. A straight boundary that would be easily understood by residents, Parish Cllrs and WNC
2. The whole of the SUE would be in Overstone.



A map of Overstone Leys for your information showing the position of the new A43 bypass. The A43 bypass is in Overstone Parish.

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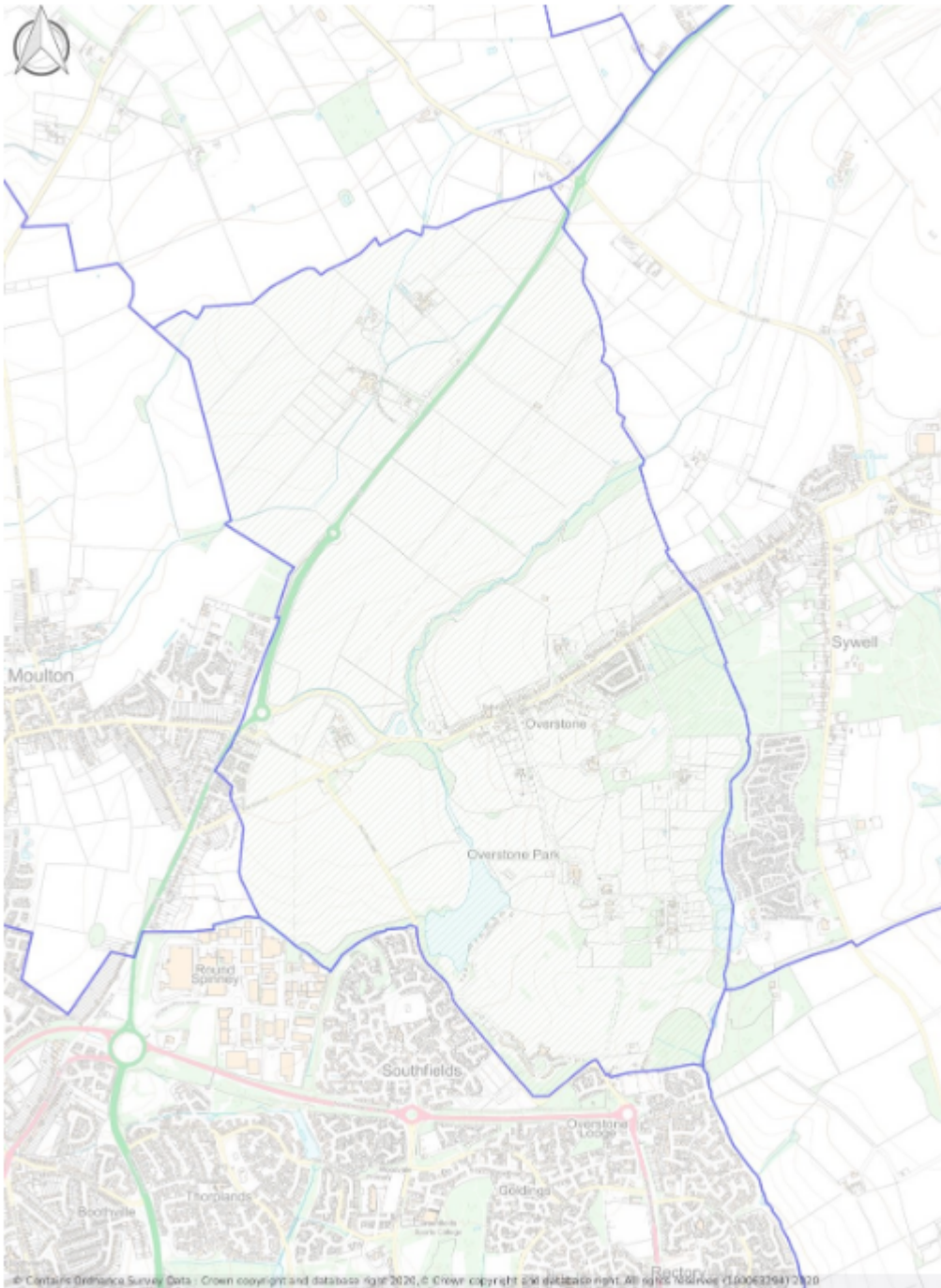
- | | | | |
|-----------------------------------|----------------------------------|--------------------------------|--------------------------|
| Site Boundary | Children's Play Facilities | Existing Vegetation | Public Right of Way |
| Indirect Development Blocks | Areas for Children and Teenagers | Area Landscaping | Key Junction Improvement |
| Parks and Gardens | Kiosks | Priority routes for cycle hire | Key Junction Improvement |
| Nature and Open Natural Greenways | Other Facilities | Pedestrian Route Link | |

Overstone Leys, Northampton - Indicative Masterplan

T: 01604 47864 | F: 01604 47227 | www.pegasus.co.uk | Telford, Shropshire | 2019/04/01 | 1:2000 | Rev: 01/2019/01/01 | Date: 01/2019/01/01



A map of Overstone Parish showing the Old A43 running along Park View and Thorpeville.





Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre - Sandy Hill
Readings, Moulton, Northants, NN3 7AX
t: 01604 642202
e: info@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

25th January 2024

Dear Sirs

COMMUNITY GOVERNANCE REVIEW MOULTON PARISH COUNCIL RESPONSE

Moulton Parish Council wish to recommend the following amendments to the current Moulton parish boundary: include the whole of Moulton Leys (both Manning Road and Cottingham Drive developments) and a small number of properties in Overstone/Overstone Leys:

1. Moulton Leys

(see Appendix 1) The area covered by the current polling district BBP1 (Moulton Leys 1845) currently sits within the Boothville and Parklands Ward. The current polling district formed part of the outer edge of the former Northampton Borough Council boundary with Daventry District Council and is an historical boundary that does not reflect the current community. Moulton Leys is a distinct settlement to Northampton and is coalescent with the village of Moulton. It is separated from Northampton by Moulton Way, which at this point forms a division between the urban area of Northampton and the rural area to the North. Residents of Moulton Leys use community facilities in Moulton: Moulton Community Centre and Library, Moulton GP Surgery, Moulton Primary School, Moulton Sports and Science College, churches, shops and other leisure and entertainment facilities and attend village events. Moulton Leys residents receive copies of the Moulton Scene (Moulton parish magazine) and identify as Moulton residents. The proposed ward boundary change incorporates Moulton Leys into Moulton ward from May 2025. This move will in turn automatically realign the Northants Police policing boundary moving Moulton Leys from Northampton Suburban (Kingsthorpe, Headlands and Boothville) to Daventry (Brixworth and Moulton). Moulton GP Surgery and Moulton Parish Churches all include Moulton Leys within their respective boundaries, leaving the current political boundary the only anomaly.

2. Overstone/Overstone Leys

(see Appendix 2). The Northampton North Sustainable Urban Extension (NNSUE) of 3600 homes is mainly sited within the adjacent parish of Overstone. The current parish boundary between Moulton and Overstone cuts directly through Phase 1 of the NNSUE leaving some properties in Moulton parish and next-door neighbours in Overstone parish. The new A43 bypass provides a definitive boundary between the settlement of Overstone and NNSUE Phase 1. Properties in Overstone parish Phase 1 are coalescent with Moulton parish. Residents of Overstone Leys use community facilities in Moulton: Moulton Community Centre and Library, Moulton GP Surgery, Moulton Primary School, Moulton Sports and Science College, churches, shops and other leisure and entertainment facilities and attend village events. Overstone Leys residents receive copies of the Moulton Scene (Moulton parish magazine). Overstone is already sited within the current Moulton ward so is already aligned with the Northants Police policing boundary, Moulton GP Surgery and Moulton Parish Churches.

Finance

Moulton Parish Council (MPC) are aware of the current disparity between Band 'D' properties in the 3 communities and a realignment would increase the council tax payments for residents of Moulton Leys and Overstone. MPC would seek to mitigate this increase for residents by providing many, many value for money services to assist residents with the uplift in council tax payment. Details of this mitigation can be found throughout our response. MPC would request the removal of the 'special expenses' payment of £11.02 per annum currently paid in addition to council tax by residents within Moulton Leys for greenworks. This cost is already included within MPC's council tax element. Through the harmonization process, MPC will seek to remove this historical disparity.

MPC acknowledge that this will lead to an increase in council tax for some residents but guarantee that every penny of council tax paid to MPC will be spent in the local area to support local residents, improve their daily lives and maintain and enhance the local area and, not, as is the case now, on one off events in Northampton Town Centre and other areas within the Northampton Town boundary.

Governance

Moulton Parish Council has an exemplary track record in governance and has recently been awarded the following accolades:

2018 ACRE Village of the Year Award– awarded for the strength shown in retaining a sense of identity as a community as the population expands.

2022/23 NCALC Council of the Year– awarded for our Health and Wellbeing outreach provision.

December 2023 Local Council Award Scheme– Quality Gold accreditation. Moulton Parish Council is the **first** and **only** council in Northamptonshire to be awarded this prestigious accreditation.

Parish council members are experienced in business and community matters and work well with the Parish Team to deliver a wide and varied package of services that have a positive impact on the daily lives of residents.

Any technical, administrative or logistical hurdles should not be placed in the way of doing the right thing for the residents of Moulton Leys and righting an historical arbitrary boundary. The proposed boundary changes better reflect our local community and is reflective of community identity and interests.

The inclusion of the two areas into the Moulton parish boundary aligns with West Northamptonshire Council (WNC) Vision as outlined in the Corporate Plan and Cllr Nunn's statement on Community Governance Review:

WNC Corporate Plan

Our vision

Our vision is to make West Northants a great place to live, work, visit and thrive, a place:

- where there is opportunity for all – where children are given the best start in life and vulnerable children are supported and protected. A place where all young people grow up qualified and inspired to succeed
- where people are proud to live, with strong sustainable communities, decent homes, a fulfilling job, and stress free travel through well connected places
- where people are supported to live independent, self-sufficient lives and where everyone has the best life chances
- where services are joined up and if you need a helping hand you'll get it
- with a thriving and prosperous economy that draws in investment, visitors and talent
- where we have modern towns but where rural character is cherished
- at the forefront of action on climate change with clean air, sustainable growth and a flourishing natural environment.

Cllr Jonathan Nunn, Leader of West Northamptonshire Council states the following:

Parish councils can provide a formal local government voice for their residents, and services for local people such as clubs for youth, elderly, parents, sports & leisure facilities, libraries, additional care for the local environment, and much more. So the Community Governance Review is more than a process—it's an invitation for you to bring positive change to your local community by getting involved in shaping the future of West Northamptonshire.

Your input will contribute to building local parish and town council arrangements that best reflect your local community and that will stand the test of time. Councillor Jonathan Nunn, the Leader of West Northamptonshire Council

The proposed realignment supports the Localism Act of 2011 which facilitates the devolution of decision-making powers from central government control to individuals and communities. The Act aims to decentralise power from Whitehall and back into the hands of local council and communities to act on local priorities. MPC holds the General Power of Competence (GPC), a power given to suitably qualified parish councils by the Localism Act of 2011. The GPC is the power of first resort and gives councils the power to do anything an individual can do provided it is not prohibited by other legislation.

The Executive Officer, Finance and HR Manager and Parish Administrator all hold the CILCA qualification (Qualified Clerk). The EO is CIPD qualified and holds the Level 4 Community Governance qualification. A comprehensive Staff Training and Continuous Professional Development programme for all staff is in place.

Moulton Parish Council consists of 14 councillors, we are not proposing to increase this number. One of our councillors already lives on Moulton Leys and for the May 2025 council elections we will actively recruit councillors from Moulton Leys and Overstone to ensure representation for all areas.

MPC has developed a Five-Year Business Plan (2023-2028) [KMBT_C454-20160408164642 \(moultonnorthants-pc.gov.uk\)](#) which is updated quarterly. Once confirmed, the formal integration of residents and new areas will be added into the short- and medium-term projects.

Moulton Parish Council has a Neighbourhood Development Plan (2014-2029) [Neighbourhood Development Plan | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](#) in place. 2024 is a review year with consultation scheduled throughout this year and early next. On determination of the CGR, the two areas will be incorporated into the Moulton NDP area and residents included in the consultation process.

Once the realignment of the ward boundary has been officially ratified by Parliament, the Northants Policing boundary will be aligned. Moulton GP Surgery and Moulton churches boundaries already include Moulton Leys and Overstone/Overstone Leys. The parish boundary is the anomaly.

Health and Wellbeing

Moulton Parish Council has worked in partnership with Moulton GP surgery since 2015 and developed a comprehensive, holistic Health and Wellbeing Strategy [moulton-and-surrounding-areas-health-wellbeing-strategy-august-2023.pdf \(moultonnorthants-pc.gov.uk\)](#). Our Health and Wellbeing (H and W) Strategy aligns with the West Northants Council 'Live Your Best Life Strategy' and encompasses Moulton Surgery boundary i.e. includes residents living in Moulton Leys and Overstone/Overstone Leys. Our H and W Strategy is used as an exemplar for Northamptonshire and adjacent counties to follow.

During the pandemic, MPC developed a bank of volunteers (over 150) who supported all residents living within Moulton GP Surgery boundary with shopping, hot meals, prescription collection etc. Approximately half of the volunteers came from Moulton Leys and many still work with us today. We worked in partnership with the Emergency Planning Team (NCC at the time) leaving them free to

support other communities in the county. Moulton Community Centre was and still is used as a Covid and Flu vaccination centre for the area.

Local Area Partnerships

Moulton and Overstone parishes sit within the Rural North (DSN1) LAP and Moulton Leys within Northampton North (N5) together with Kingsthorpe, Boothville, Headlands and Parklands. Our Executive Officer is part of the DSN1 working group, the only parish council in West Northants to be invited to join and attend LAP meetings.

DSN1 priorities are:

1. Carers
2. Older people
3. Social isolation

The DSN1 priorities are included in our H and W strategy.

N5 LAP area has the highest number of over 65-year-olds and concerns include:

High levels of crime and ASB

Poor levels of connection

Life expectancy is lower than the national average for both males and females

Priorities include:

1. Police after school activities to reduce ASB
2. Chatty café
3. Asset mapping for warm spaces and foodbanks.

The priorities for N5 mainly focus on the areas of Kingsthorpe and Boothville.

Common themes across all LAP's are:

- Welcoming Spaces
- Active Lives
- Dementia
- Reduce pressure on statutory services
- Carers

As well as supporting the priorities for DSN1 we already support the priorities for N5 and the common themes in the following ways:

1. Super relationship with our local Policing team, PCSO's visit both schools in Moulton and take part in story times etc at Moulton Community Centre. We have an excellent relationship with Moulton Sports and Science College (MSSC) and see an increasing number of young people from MSSC meeting at the library each evening after school. Free Care Packs of Toiletries, toothpaste, sanitary products sexual health protection information (requested by Moulton GP Surgery) etc. are available. We are also able to pass on any safeguarding issues.
2. A Chatty Café Scheme is one of many cafes/groups/events held at Moulton Community Centre. We welcome residents from any area to join us at the Centre.
3. Moulton Community Centre has operated as a Warm Welcoming Space since September 2022 and is open 7 days every week. Hot food and hot and cold drinks are available every day after 4pm. Families and residents experiencing hardship can access hot food and drinks throughout the day. Our Community Food Larder runs weekly each Wednesday and is available to anyone for the purchase of cheaper groceries and free fruit, vegetables and bread. We also respond to requests for emergency food parcels from Moulton GP surgery, Moulton Primary School, MSSC and Adult Social Care Team at WNC. Referrals include residents and families from Moulton Leys and Overstone/Overstone Leys.
4. 2024 will see Moulton listed as 'dementia safe' community, following guidance from our GP Surgery we are launching a comprehensive initiative 'The Silver Living' Project aimed at supporting older residents in the community, especially those residents living with dementia or residents caring for someone with dementia.
5. We work with Northamptonshire Carers and WNC Supporting Independence Programme (SIP) to support carers in our area.

Community Transport

Moulton Parish Council has been awarded £35,000 S106 monies to provide a Community Transport Scheme. The scheme is an extension of our established Volunteer Driver Car Scheme and is open to all residents living in the Moulton GP surgery boundary. The scheme will provide transport to and from medical appointments, Moulton Community Centre and local shops and supermarkets.

New Healthcare Centre

For the last 15 years, Moulton Parish Council has been working with Moulton GP Surgery to find land for a new Healthcare Centre to support the growth in population. MPC own 1 acre of land opposite Moulton Community Centre, designated as the site for the new Healthcare Centre. Planning for the Centre is currently underway. The new Healthcare Centre will complete the 'Community Hub' for residents of Moulton and the surrounding communities.

Community Facilities

Moulton Community Centre and Library (MCC)

MCC is owned and managed by Moulton Parish Council and opened in June 2017 to provide the community infrastructure to support the growth in population in Moulton (including Moulton Leys) and the adjacent NNSUE. MCC is a fabulous building which has become the focal point for the community. Residents from Moulton Leys and Overstone/Overstone Leys are amongst the most frequent visitors. Several local groups and exercise classes are based at MCC. MCC is so popular, a café extension was added last year to accommodate the number of visitors. In order to 'future proof' the centre, plans have been drawn up for a two-storey extension as and when funds allow.

Moulton Community Managed Library (CML)

Since becoming a CML in January 2021, user numbers have increased dramatically and number between 10,000 -12,000 visitors each month. Moulton CML is home to the Health and Wellbeing Hub and delivers many events and initiatives every day for all ages. Hundreds of families visit us every day during the school holidays where we provide free or very low cost activities for children of all ages. As well as residents from Moulton, many visitors and library volunteers live in Moulton Leys or Overstone/Overstone Leys.

Moulton Football Club (MFC)

MFC is owned by Moulton Parish Council but is managed and maintained by Moulton Magpies Football Club. MFC is home to 28 football teams, 380 players and 120 walking footballers – children and adults from Moulton Leys and Overstone/Overstone Leys are very much part of the set up at MFC. MFC engages 90 formal coaches and 30 volunteers, a good number of whom are living on Moulton Leys.

Picnics - a wraparound before/after school and holiday child care business operates from MFC providing vital child care for 90 local families with children attending Moulton Primary School and the younger year groups at MSSC.

Moulton Parish Council submitted a planning application last year for a two-storey extension to provide additional community facilities. The planning application was approved in September. As soon as funds allow, the extension will be built to deliver further community facilities for local residents.

There are numerous other community facilities present in Moulton that make Moulton one of the most sustainable, self-contained communities in West Northants and they include:

Moulton Theatre

Moulton Leisure Centre

Local supermarket

Post Office

Pharmacy

Car Repair Garage

All these facilities are used regularly by residents from Moulton, Moulton Leys and Overstone/Overstone Leys.

Moulton is home to many groups:

Scouts/Girl Guides etc

Gardening Society

Sports clubs etc

Membership is made up of Moulton, Moulton Leys and Overstone Leys residents.

Education

There are several preschool and nursery establishments in Moulton, used by residents living in Moulton, Moulton Leys and Overstone Leys.

Moulton Primary School includes Moulton Leys in their catchment area.

Moulton Sports and Science College – Moulton Leys, Overstone and Overstone Leys are all included in the catchment area. A high proportion of pupils on the school roll live in Moulton Leys.

Such is the number of children attending both Moulton schools that a walking bus is in operation from Moulton Leys to Moulton Primary School. During the last 10 years, any housing development planning application in Moulton parish has provided an improvement to Safer Routes to School at the request of Moulton Parish Council. The Safer Routes to Schools improvements (footpath and new entrance to MSSC) contained within planning application DA/2018/1042 was specifically requested by MPC to protect children walking from Moulton Leys into Moulton village.

Higher education is available at Moulton College.

Places of Worship

There are 3 churches in Moulton and all 3 church families include Moulton Leys in their catchment areas.

Moulton Church

30 families and 15 volunteers, 1 church warden and 1 staff member live on Moulton Leys

Moulton Cemetery

In 2008, Moulton Parish Council created a Scattered Ashes Area specifically to cater for residents wishing to be interred in Moulton Cemetery but not having the required eligibility. Full burials for non-residents are still not available. Should eligibility be proved, residents outside the current parish boundary must pay a non-resident fee, 3 times that of Moulton residents. The current situation is very distressing for residents of Moulton Leys as they automatically presume that entitlement exists as they live in 'Moulton'. [Cemetery Regulations | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](https://www.moultonnorthants-pc.gov.uk)

Overstone Parish Church has very few grave spaces remaining. Realigning the boundaries between Moulton, Moulton Leys and Overstone/Overstone Leys will not only remove a degree of pressure from West Northants Council and Northampton Town Council to provide grave spaces but enable residents from Moulton Leys to be buried in Moulton Cemetery at the resident rate.

Community and Connectivity

People identify as communities, many residents living on Moulton Leys consider themselves to be 'Moulton' residents and a large number of families have long associations with Moulton, having grown up in the parish or have family members in the village. We are very keen to support families with this association and formally welcome them into the parish.

Overstone Leys is a new housing development which has not yet formed its own identity, it is separated from Overstone village by the new A43 bypass and naturally aligns with Moulton. MPC produces a parish magazine, Moulton scene, twice each year. The magazine is delivered to all houses in Moulton, Moulton Leys and Overstone Leys. Welcome letters are delivered to all new residents on Overstone Leys so new residents can see the facilities available to them in the area. Footpaths and cycleways from Moulton Leys to facilities in Moulton i.e. Village centre and Moulton Community Centre already exist. Footpaths lead from Overstone/Overstone Leys into Moulton.

Public Open Space

Moulton Leys has 4 small areas of Public Open Space (POS) including one play area currently in the ownership of Northampton Town Council. The POS on Overstone Leys has not yet passed into MPC's ownership and is still owned and maintained by the developer. Moulton Leys POS and highways owned land is maintained by Veolia. It would be the intention of MPC to take ownership of any POS land in Moulton Leys and Overstone Leys and, current contracts allowing, take responsibility for the maintenance and enhancement of the areas as with all POS areas in Moulton.

Environment

Waste collection - we are aware that waste collections for Moulton and Moulton Leys are on different days. We see no reason for this to change and would presume a simple recharging arrangement would be made to right any invoicing anomalies.

Policing

Moulton and Overstone/Overstone Leys are policed by the Brixworth and Moulton local policing team. At present, Moulton Leys falls under the Northampton policing team. When the Moulton ward boundary is approved by Parliament, Moulton Leys will automatically fall under the Brixworth and Moulton policing team.

In summary, this submission has been prepared in line using the guidance from the Local Government Boundary Commission Guidance on Community Governance Reviews issued to Principal Authorities. Moulton Parish Council firmly believe that the proposed changes reflect local identities and facilitate effective and local governance.

The following guidance from the Local Government Boundary Commission Guidance is particularly relevant and supports our submission:

Paragraph 15

... 'over time communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across the boundaries resulting in people being in different parishes from their neighbours. In such circumstances the council should consider undertaking a community governance review, the terms of reference of which should include consideration of the boundaries of existing parishes...'

Paragraph 51

... 'the identification of a community is not precise or rigid matter. The pattern of daily life in each of the existing communities, the local centres for education and childcare, shopping, community activities, worship, leisure pursuits, transport facilities and means of communication generally will have an influence...'

Paragraph 57

... 'place matters. Communities and Local Government's vision is of prosperous and cohesive communities which offer a safe healthy and sustainable environment. One aspect of this is strong and accountable local govt and leadership. Parsh Councils can perform a central role in community leadership. Depending on the issue sometimes they will want to take the lead locally while at other times they may at as an important stake holder or in partnership with others. PC's will want to work effectively with partners to undertake the role of 'place shaping' and be responsive to the challenges and opportunities of their area in a co ordinated way...'

Paragraph 58

... 'it is clear that how people perceive where they live – their neighbourhoods is significant in considering the identities and interests of local communities and depends on a range of circumstances – geography, make up of community, sense of identity...'

Paragraph 65

...wider initiatives such as quality parish scheme – parish councils well managed and good at representing local views will be in a better position to work closely with partner authorities to take more responsibility for shaping their areas development and running its services..'

Paragraph 80

...general rule should be that the parish is based on an area which reflects community identity and interest and which is of a size which is viable as an administrative unit of local govt...'

Yours faithfully



Jane Austin
Executive Officer
On behalf of Moulton Parish Council



Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre - Sandy Hill
Reedings, Moulton, Northants, NN3 7AX
t: 01604 642202
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w: www.moultonnorthants-pc.gov.uk

13th February 2024

Dear Sirs

COMMUNITY GOVERNANCE REVIEW MOULTON PARISH COUNCIL RESPONSE Submission 2

Following last week's council meeting it was resolved to submit a further response to the Community Governance Review.

Moulton Parish Council are disappointed to note that a recent online survey undertaken by Northampton Town Council contained misleading information relating to historical council tax payments to NTC and MPC. The information omitted to mention the special expenses payment paid by residents of Moulton Leys in addition to the element of council tax paid to NTC and failed to mention the harmonization process that would take place should two communities be joined.

The online survey has caused huge unrest amongst residents of Moulton Leys and the mis information continues to be perpetuated on social media forums creating a negative bias towards the proposals.

Although the online survey has now been closed and no longer appears on the NTC website no clarification or amendment of the information presented has been offered by NTC.

Moulton Parish Council believe that the online survey has compromised the Community Governance Review at this early stage. A large swathe of residents have not responded to this survey as they were unaware it was taking place. MPC would ask that any petitions or responses based on this information be disregarded.

Moulton Parish Council submitted a balanced, evidenced and well thought out response to the Community Governance Review using the Boundary Commission Guidance as a framework.

Based on the Boundary Commission Guidance, MPC believe that including Moulton Leys and a small section of Overstone Leys as detailed in our previous submission, fits the criteria required. Moulton Parish Council will carry out its own consultation involving all residents when the CGR progresses to the next stage.

Yours faithfully

Jane Austin
Executive Officer

To: egconsultation@westnorthants.gov.uk
Subject: Community Governance Review - Moulton Leys Proposal, Resident Response

Categories: Resolved

9 White Doe Drive, Moulton, Northants, NN3 7HD

Dear Sirs

I wish to respond to the above consultation and to confirm my absolute support for Moulton Leys to be included in the Moulton parish boundary and submit the following comments to evidence why:

All three of my children attended Moulton Primary School and Moulton Secondary School. My employment for the last 30 years has been with organisations based in Moulton village. I do not identify in anyway with Northampton.

Day to day shopping is catered for in Moulton village - supermarket, pharmacy, post office etc. Open green spaces in the village are well maintained and used for walking and dog walking.

I have been a patient at Moulton GP surgery for 24 years. Moulton Community Centre and Library is a focal point for local residents and activities and events organised at the centre cater for all ages. Moulton is the one of the most sustainable communities in Northamptonshire with 3 pubs, 3 churches and a Theatre cinema. Residents from Moulton Leys use all of these facilities.

The NTC website is bereft of information for Moulton Leys residents and instead concentrates on promoting town centre events. There is no mention of any health and wellbeing initiatives which are a fundamental function of parish and town councils.

The boundary review is long overdue as the current boundary is an arbitrary boundary created many years ago and does not reflect the current situation. It does not align with the Moulton GP surgery boundary, Moulton Parish Church Boundary, proposed ward boundary which will see the Policing boundary realign to mirror the new ward boundary.

I have completed the online survey on the NTC website and am appalled at the statement at the beginning of this survey regarding the council tax payment. It does not compare like for like and is misrepresentative and disingenuous. NTC has omitted to include the additional special expense payment that residents pay for grass cutting in the area or failed to mention the harmonisation process that takes place when two communities with differing levels of council tax payments merge. Instead it has caused wide spread unrest implying that residents of Moulton Leys will have to pay another £150 per year on their council tax if the boundary changes. This is factually incorrect and NTC needs to inform residents that they have misled them. Any responses received from this consultation will be based on incorrect information and should be disregarded.

I believe the only reason NTC wish to retain Moulton Leys in their boundary is for financial gain. There has never been any interest or communication from NTC prior to this Consultation and no evidence of any spend of any council tax in Moulton Leys. I do not wish my council tax payment to subsidise events in Northampton Town Centre and other communities in Northampton which have no relevance or impact on my daily life. I am happy to support an increase in my council tax payment where I know every penny will be used to provide events/initiatives in my local area and will directly improve my day-to-day life.

Please acknowledge receipt of my email. Thank you.

From: Cllr Mike Warren <Mike.Warren@westnorthants.gov.uk>
Sent on: Friday, January 26, 2024 1:37:11 PM
To: cgrconsultation <cgrconsultation@westnorthants.gov.uk>
Subject: Community Governance Review
Attachments: Moulton Parish Council CGR Response v2 250124.pdf (1.65 MB)

Please record my full support to MPC's response attached, to the Community Governance Review

Kind Regards

Cllr. Mike Warren
Moulton Division
Chair of Licensing

West Northamptonshire Council | One Angel Square | Angel Street | Northampton | NN1 1ED

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To: cgrconsultation <cgrconsultation@westnorthants.gov.uk>
Subject: Community Governance review
Attachments: Moulton Parish Council CGR Response 250124.pdf (1.58 MB)

Categories: Resolved

I would like to offer my support for Moulton Parish Council's response to the Community Governance review.

To: cgrconsultation <cgrconsultation@westnorthants.gov.uk>
Subject: Community Governance Review Moulton PC Chairman's response
Attachments: Moulton Parish Council CGR Response 250124.pdf (1.58 MB)

The communities Moulton Leys and Cottingham Drive have long looked towards Moulton Parish for community events and services. Moulton Way also serves as a distinct geographical boundary between those communities and the commercial & industrial district of Moulton Park. Moulton PC has developed in recent years to a fully supportive organisation for residents within the village and surrounding areas. We provide services, support and events for all those residents "from cradle to grave" and will be able to welcome both of these communities into Moulton Parish.

The attached response has my full support and that of the parish council and I commend it to the consultation and strongly recommend acceptance of this proposal.

Cllr David Aarons
Chairman - Moulton Parish Council

To: cgrconsultation <cgrconsultation@westnorthants.gov.uk>
Subject: Moulton Boundary consultation

Hello,

I live in Moulton Leys, but have always considered myself to be a resident of Moulton parish. I work in Moulton, my children attend both schools in the village, as I did too. My son plays for Moulton FC and my daughter plays hockey in Moulton. We use all of the facilities Moulton has to offer, the library, the community centre, the shops and chemist.

If someone asks where I live, my answer is Moulton. I would never say 'Moulton Leys' in my mind we are all part of the same thing.

Kind regards

Subject: Proposed boundary change -moulton

Categories: Resolved

I was made aware this evening by a local resident in Moulton that there is a proposed boundary change from northampton to moulton parish council that will include my home, something I was completely unaware of. I have received no notification or correspondence to this effect, so was surprised to hear about this by a neighbour rather than the councils involved.

Having searched for details it seems that this is true and that the first stage of this process has already been completed, presumably with those impacted not informed, which I find difficult to understand.

I would like to ask and hope you can confirm advise:

- * What steps should be followed by the councils to inform residents of proposed changes like this?
- * Where is there clear and easily accessible information to confirm what this difference will mean, if the change is made, both financially and any changes to services?
- * Once details are available, how and where can residents make comments/raise objections or be part of the consultation process?

Many thanks,

Subject: Proposed expansion of Moulton Parish
Attachments: Moulton Parish Council CGR Response 250124.pdf (1.58 MB)

Dear West Northants Council:

I'm writing to express my full support for the proposed expansion of Moulton Parish to include Moulton Leys and parts of Overstone Leys. Please see the attached letter from the executive officer of Moulton Parish Council.

Regards

To: cgrconsulation<cgrconsulation@westnorthants.gov.uk>
Subject: Moulton Leys Boundary Changes

Good morning,

I am Anthony J Gibbs a representative and Chairman of Moulton Leys Residents Association. I am writing to you regarding the proposed boundary change to move Moulton Leys from Northampton Town Council into Moulton Parish Council. There is not one person that I have spoken to who agrees with this proposal and feels an affinity to the town of Northampton, and here are some of the reasons that they gave:-

When the moulton leys area was built, it was part of Northampton.

The nearest primary school is on Booth Lane.

The nearest Scout group is in Fernie Fields.

The nearest youth club is in Fernie Fields.

The nearest post office is in Churchill Avenue.

The nearest pharmacy is in Parklands, and people use Tesco for shopping.

The nearest newsagent/corner shop is next to the Lumbertubs pub, which is also our nearest pub.

The nearest allotments are in Parklands.

The nearest community center is Boothville Community Centre, which people attend for craft sessions, flower arranging classes, home-alone lunches, yoga, and dancing.

The Whyte Melville Bowls Club, which is at Fernie Fields, is attended by many.

People. Bezerk on Moulton Park is used regularly by residents and their children.

Weston Favell Center was a preferred shopping area. Morrisons is used by many residents from Moulton leys as it is very close by. Once Lidy1 builds its new store, it will be on the doorstep for the Moulton Leys residents.

Access to the Town Mayor was also important to people as there is a figurehead to contact.

Over the years, we've frequently used mayors at our events, and we appreciate having a civic head with over 800 years of lineage and history behind it

Fernie Fields allows the Residents

Association to hold their meetings there. They also allow us to provide a monthly coffee morning for the residents, giving them access to friendship within the community. Out of this comes a Christmas Lunch, which for some older residents may be the only Christmas meal outside the home that they have. Some residents volunteer there, helping with the sensory garden for children with disabilities.

As you can see from the above, the residents of Moulton Leys use and appreciate the facilities within Northampton.

New developments for Moulton Parish favour the other side of the village, which is further away from Moulton Leys and closer to Kettering Road, so I see no benefit for residents of Moulton Leys on their doorstep.

Yours faithfully

Anthony J Gibbs

Northampton Town Council CGR Phase 1 Consultation Response

Introduction

Northampton Town Council was created in 2021, following the decision to parish the unparished areas of Northampton. Within the former NBC area, three new Parish Councils were created, Kingsthorpe, Far Cotton and Delapre, and Northampton Town.

The ward boundaries for Northampton Town Council area followed those of the former Brough Council. When the Boundary Commission conducted their consultation as part of the WNC review, The Town Council stated that they wanted to retain the existing parish boundaries and wards citing the fact that the council was only 2 years old as a major factor. Another factor was the desire to see community areas that were recognised both by residents and as having historic importance was also cited. Unfortunately, the Boundary Commission did not agree with this and as legislation required that Parish Wards had to sit with principal council wards, all the parish ward boundaries were changed.

Moulton Leys

Part of the Boundary Commission review is a proposal that an area to the north of Northampton parish known as Moulton Leys, be moved into the Moulton Parish Council area.

The proposal to move Moulton Leys into Moulton Parish came as a surprise to many including the town council as there was no consultation either with the residents (as far as we can tell), or with the town council. The recommendation to change the boundary and the evidence behind this is not transparent, and we have been unable to find the evidence used to put forward this proposal.

This put the town council in a position where it seemed it had to contradict something that we had been informed was wanted, though who wanted it and the amount of support this had was unknown.

This led the Town Council to conduct its own consultation of residents of Moulton Leys in an attempt to get an understanding of what they thought and ultimately to find out if they did in fact want to move into Moulton parish area. The initial reaction to the survey was one of surprise as the general feedback intimated that residents did not know that this proposal had been put forward.

The survey looked to find out from residents ultimately if they supported this proposals or not, the reasons for this, whether they used facilities in Northampton or Moulton, whether they regarded themselves as Northampton citizens or Moulton citizens. The questions as detailed in the questionnaire are detailed below. As part of the consultation it was highlighted that the Band D average for Moulton Parish Council residents was considerably more than for those that lived within the NTC area.

Survey

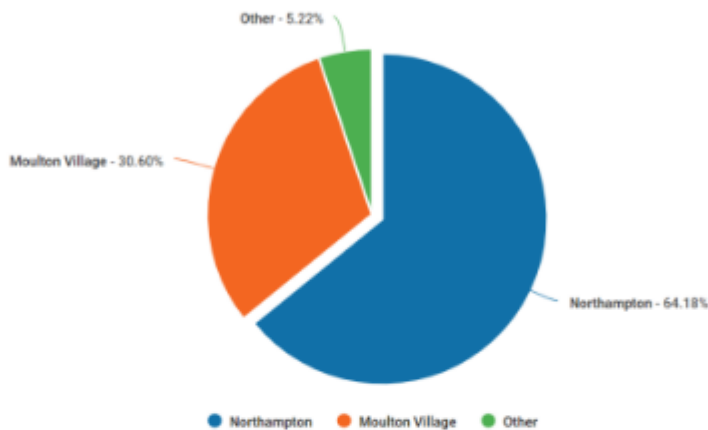
The Town Council made live a survey from 11th January 2024 to the 25th January 2025. The survey was available online and was promoted through the various social media channels. The aim of the survey was to establish whether there was in fact the support from Moulton Leys residents to join the Moulton Parish Council area. The financial implications of the proposal were highlighted, but the survey also wanted to find out where the residents of Moulton Leys identified themselves with. We asked that only residents of Moulton Leys complete the survey and asked them to detail the road on which they lived to add a level of verification that respondents were in fact those who lived on Moulton Leys.

At the time of the survey ending the survey had had : 137 completed responses.

The survey was widely shared on social media including Moulton village and Moulton Leys Facebook pages. Local councillors were also encouraged to share the page in their networks.

Q1.

As a resident of Moulton Leys do you identify yourself with



This question was asked to get a sense of identity from those responding to the survey. Anecdotally, some feedback had been received that both supported and contradicted the view as to whether Moulton Leys residents saw themselves as residents of Moulton or Northampton. Again, anecdotally some stated that there was a sense from Moulton village residents that Moulton Leys residents were not part of the village and were in fact Northampton residents. The former Borough Council boundary supported this as the NBC boundary to the north ended at Moulton with Moulton village being part of Daventry DC whilst Moulton Leys was in the former NBC area.

The data suggests that just under two thirds of residents of Moulton Leys identified themselves with Northampton. Just under one third with Moulton.

The survey asked for a basic explanation as to why the respondent had answered the way they did. A few of the responses are detailed below:

- *The village is the area around the one way system. Moulton Leys is part of Northampton based on location and infrastructure. Just as Overstone Leys would not be part of Overstone village.*
- *Moulton Villagers do not consider Moulton Leys residents to be part of their community*
- *Moulton Leys was always classed as not being part of Moulton. When we moved here over 30 years ago there was not guarantee we would get our children in Moulton School as Boothville School was closer and residents were classed as 'outsiders'*

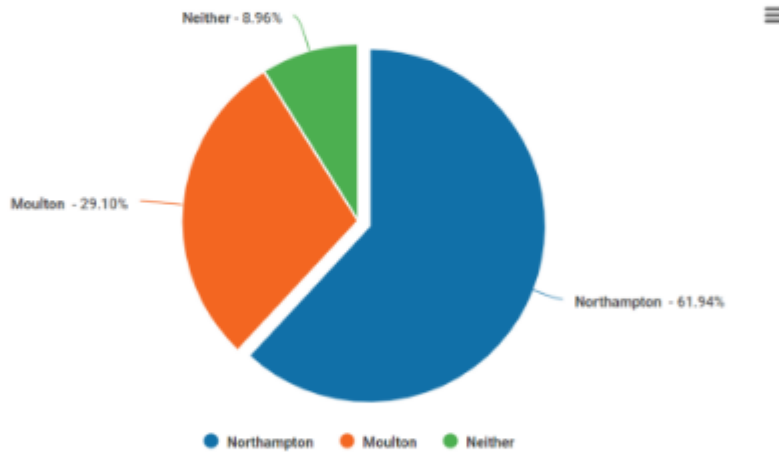
- *Having lived here for 31 years, Moulton Parish Council has made it clear that Moulton Leys is Northampton.*
- *We are more Northampton than Moulton*
- *Moulton village is very secular. They don't think of "us" as being part of Moulton - or at least Moulton village. I will tell people I live in Moulton, then immediately clarify that I mean Moulton Leys, not Moulton village.*

The perception that Moulton Village seems to not regard Moulton Leys as part of Moulton was a common theme, cited in many responses in different guises.

This leads us to conclude that from those who responded, the vast majority of Moulton Leys residents identify with Northampton.

Q2.

As a resident of Moulton Leys, where would you primarily go to access services? For example; shops, doctors, parks, leisure activities...



One of the main arguments highlighted for changing the boundary was that residents of Moulton Leys predominantly used the facilities in Moulton village. Whilst this is true to some of the respondents as you can see in the chart, this not the majority. Some of those who responded did say they accessed shops, doctors, pubs etc within Moulton Village, but almost double that number stated that they primarily went to Northampton town for these services. This seems to contradict the assertion that Moulton Leys residents are predominantly using services within the village.

Again, the survey asked for a brief explanation for the respondents answer. Some of the highlights are detailed below:

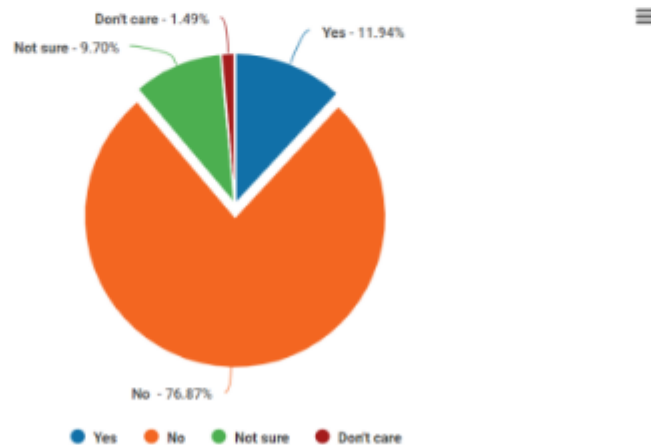
- *As I live on Cottingham Drive and work on the Headlands all of the facilities I access are in Northampton ie doctors, dentist, hairdressers, shops etc. I very rarely go into Moulton village and use none of the services.*

- *My doctor is at Thorplands Northampton. My grocery shopping is from Weston Favell. Abington Park is our choice of a decent park to visit*
- *Morrisons, tescos express, Thorpeville, weston favell and Riverside.*
- *Lumbertubs pub, bradlaugh fields*
- *Have never used the village doctors. The parking is not good for use of shops and it's a little too far to walk as we are not really within the village at all*
- *Other than the doctor's most things are in Northampton. The village just doesn't have enough*

Another point raised more broadly was that the town council did not provide any direct services to Moulton Leys residents. The point of this question was to highlight that whilst Moulton Leys itself had no direct Town Council services the residents predominantly accessed areas of the town that did. For example, the nearby Bradlaugh Fields has been a grant recipient from the town council to support their work as has Sport for Fitness based at Fernie Fields which also received a significant town council grant to support their work. Many Moulton Leys residents commented that the Northampton Parks were a major draw, whilst these again are not town council owned, the town council provides and supports a significant number of enhancements and events in the parks from Bands in the Park, to Diwali and the Balloon Festival. The Town Council also enhances the parks offering with wellbeing walks.

Q3.

As a resident of Moulton Leys, do you support the proposal to move this area from the Northampton Town Council area to Moulton Parish Council area?



The aim of this question was ultimately to gauge support for the proposal to move Moulton Leys into Moulton Parish Council. We were informed that there was a want from Moulton Leys residents to move from Northampton Town to Moulton Parish.

Our findings illustrate that there is massive support to retain the current boundary and keep Moulton Leys within Northampton Town Council area. Over 75% of respondents do not support the proposal, just under 12% do support it.

The reasoning for this is encapsulated in many of the responses detailed previously. Also, the material consideration that moving boundaries may cost the council tax payer a considerable amount of money, something that we would speculate was not explained until now, has been highlighted as a major factor.

The survey asked for a brief explanation as to their response. Some of them are detailed below:

- *I would not consider Moulton Leys to be part of the Parish. This just sounds like a land-grab on their part. Do they want Moulton Park too...?!*
- *As I use none of the services and rarely go into Moulton itself I fail to see how this would benefit me. I live on my own and on a low income so the additional charges would have a major impact on me.*
- *Additional cost but no incentives*
- *I do not use the services so will not benefit from the change. I am happy to stay with Northampton Town Council.*
- *Why should we pay more council tax for no benefit. Cannot understand why boundaries need to be changed.*
- *The cost. I can't see anything that tells me we would be served better by the change or gives any good reason for it.*
- *absolutely not, I bought a house in Northampton, because I wanted to live there.*
- *There doesnt seem to be any good reason to change this. What benefits would the residents of moulton leys have for this change?? The extortionate change in council fees certainly doesnt seems a positive reason for me to agree to it.*
- *Moulton Leys is not Moulton Village. It never has been. Moulton village is the historic area with its architecture, villing culture and village traditions. Moulton Leys is a town expansion from the 1970s. Don't change things now, just because you want to get more money out of people!*
- *I live in Northampton not Daventry or Moulton*
- *As previous, the people from the village tend to look down their noses at people who are "outside". I wouldn't want them and their small minded opinions having more impact on the decisions made in my local area.*

A significant theme across all the answers to all the questions is that of Northampton and having civic pride in coming from Northampton. Northampton is rich in civic tradition and heritage and many of the comments stated that they regarded themselves as being from Northampton. The Town Council prides itself on the civic history of the town and maintaining this for another 800 years. In addition, one of the Town Council's priorities is to celebrate the heritage of the town which it does through heritage trails and events like Oak Apple Day.

Q4:

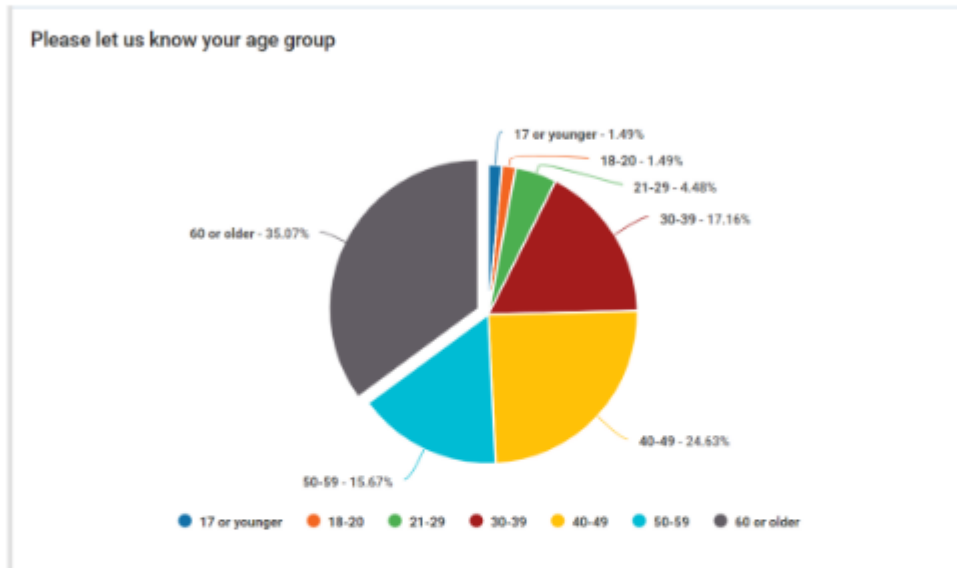
As part of the verification we asked respondents to detail on which road they lived.

A summary of the roads listed is as follows:

West Leys Court
East Leys Court

Greenfinch Drive
Gayhurst Close
Northampton Lane South
Cottingham Drive
Underbank Lane
Lowick Court
White Doe Drive

Q5.



Whilst this question does not impact on the overall response, the age demographics of who responded was interesting. The Town Council did not want to collect personal data (names, DOB etc), for data protection requirements and it was felt that this kind of information was not required.

Conclusion

The survey illustrates that this proposal does not appear to have the support of Moulton Leys residents. The overwhelming majority of Moulton Leys residents want to remain in the boundary of Northampton Town for reasons that are detailed previously. Perhaps the major reason is financial, however, beyond the financial implications, there is a clear view that the majority of residents of Moulton Leys do not regard themselves as Moulton Village citizens. As highlighted previously, in order to retain the boundary, the Town Council have had to conduct its own consultation, when it is not clear if a consultation was held in order to propose the change, or if there was a want to change the boundary what this looked like. The process and/or threshold for making these proposals should be clear and transparent from the start as there are significant consequences for residents and councils alike.

Accordingly, we would ask that officers recommend that Moulton Leys does not transfer to Moulton parish council. There is clear evidence to show that this is not wanted by residents of Moulton Leys.

Our understanding is that this will result in Moulton Leys becoming a ward on its own. The Town Council is keen to consider more cllrs given the size and population that we cover so this would be supported. The creation of a ward for Moulton Leys would help us address the needs of this area in a greater way and consider how we can invest or expand existing projects such as Northampton in Bloom.

Tollgate Close

The Town Council would ask that the CGR considers moving the boundary of Semilong Ward to incorporate the road known as Tollgate Close which currently sits within the Kingsthorpe Parish area. This would ensure a cleaner boundary that incorporated the area up to Mill Lane. However, it is understood that we have not undertaken a consultation on this and therefore could be dismissed.

Number of Cllrs

The Town Council would ask that the CGR considers the number of councillors that NTC has with the consideration of adding more members.

The Town Council currently has 25 councillors and is keen to further add to this. The size of Northampton town council (approximately 130,000 electorate) is by the far the biggest in the country. The burden that this places on cllrs is significant and we would ask that the review considered further councillors in the most densely populated wards.

It is understood that a conversation may need to begin on this and we would appreciate the CGR's feedback on how we can go about doing this.

Weston Favell village

It is understood that a movement to consider making Weston Favell a separate parish has been put forward, though again the evidence for this is not clear. It is understood that Weston Favell Residents Association dismissed this idea during the initial CGR. The Town Council provides allotments in Weston Favell as well as grants, bloom and we are looking at the provision of a VAS sign. The Town Council would like to retain Weston Favel within its boundary.

To: cgrconsultation@westnorthants.gov.uk>
CC: clerk@thorpemandervillepc.org.uk
Subject: Submission regarding representation level

At our last Council Meeting, Thorpe Manderville Parish Council agreed to make a formal submission to the Community Governance Review regarding the maximum size of our Council.

Although Thorpe Manderville is amongst the smallest Parish Councils in West Northants, our current maximum representation of five councillors does give us problems. This is not because of workload amongst the existing councillors but rather the difficulty of maintaining a quorum due to the minimum stipulated attendance of three councillors. Especially during the summer this can create an issue. With two councillors often unavailable due to holidays it only takes one further non-attendance for us to be inquorate.

A further factor is that we would like to see wider representation on the council to include employed persons, not just those who have retired. We have achieved this with one councillor, but work commitments often prevent his attendance, sometimes at the last minute, creating quorum difficulties. An increase in councillor numbers would leave us less exposed to this problem.

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WEST NORTHAMPTONSHIRE COUNCIL
DEMOCRACY AND STANDARDS COMMITTEE

WORK PROGRAMME 2024/2025

Date of the Democracy and Standards Committee	Topics and Rationale
25 January 2024	<ul style="list-style-type: none"> • Statistics – code of Conduct Arrangements – Annual Review – To provide an update on the number of complaints received and dealt with, in respect of the Code of Member Conduct • Member Development – To provide an update on member training for the Committee’s information and seeks support for the classification and requirements in relation to the member training programme • Community Governance Review - To provide an update on the Community Governance Review • Proposed amendments to the Constitution - To consider proposed amendments to the Constitution • National Changes – Ethics and Standards – To provide an update on national changes in respect of Ethics and Standards that may impact on the Council’s arrangements for ethical standards (if required) • Work Programme 2024/2025 - To propose a work programme for the Committee for 2024/2025
11 March 2024	<ul style="list-style-type: none"> • Review of Planning Committee arrangements - To consider an update of the review of the Planning Committee arrangements • Community Governance Review - To provide an update on the consultation regarding the Community Governance Review • Proposed amendments to the Constitution - To consider proposed amendments to the Constitution in relation to 2 issues: updates required to the Contract Procedure Rules, and amendments to the Terms of Reference for the Health and Wellbeing Board. • Work Programme 2024/2025 - To review the Work Programme for the Democracy and Standards Committee
13 June 2024	<ul style="list-style-type: none"> • Register of Members' Interests - To provide an update regarding the operation of the Register of Members’ Interests 2023/2024 • Proposed amendments to the Constitution - To consider proposed amendments to the Constitution • National Changes – Ethics and Standards – To provide an update on national changes in respect of Ethics and Standards that may impact on the Council’s arrangements for ethical standards • Annual Report of the Democracy and Standards Committee 2023/2024 – To consider the draft Annual Report of the Democracy and Standards Committee 2023/2024

	<ul style="list-style-type: none"> • Proposed Member Development Programme (year 4) - To provide an update on the proposed Member Development Programme • Work Programme 2024/2025 - To review the Work Programme for the Democracy and Standards Committee
2 September 2024	<ul style="list-style-type: none"> • Proposed amendments to the Constitution - To consider proposed amendments to the Constitution • Statistics – code of Conduct Arrangements – Six monthly update – To provide an update on the number of complaints received and dealt with, in respect of the Code of Member Conduct • National Changes – Ethics and Standards – To provide an update on national changes in respect of Ethics and Standards that may impact on the Council’s arrangements for ethical standards (if required) • Training for Democracy and Standards Committee - to consider any training specific to the Democracy and Standards Committee Members • Work Programme 2024/2025 - To review the Work Programme for the Democracy and Standards Committee
14 November 2024	<ul style="list-style-type: none"> • National Changes – Ethics and Standards – To provide an update on national changes in respect of Ethics and Standards that may impact on the Council’s arrangements for ethical standards (if required) • Proposed amendments to the Constitution - - To consider proposed amendments to the • Work Programme 2024/2025 - To review the Work Programme for the Democracy and Standards Committee
23 January 2025	<ul style="list-style-type: none"> • Statistics – code of Conduct Arrangements – Annual Review – To provide an update on the number of complaints received and dealt with, in respect of the Code of Member Conduct • Member Development – To provide an update on member training for the Committee’s information and seeks support for the classification and requirements in relation to the member induction programme 2025/26 • Proposed amendments to the Constitution - To consider proposed amendments to the Constitution • National Changes – Ethics and Standards – To provide an update on national changes in respect of Ethics and Standards that may impact on the Council’s arrangements for ethical standards (if required) • Work Programme 2025/2026 - To propose a work programme for the Committee for 2025/2026