



Cabinet

A meeting of the Cabinet will be held at the on Tuesday 12 October 2021 at 6.00 pm at the Forum, Towcester, NN12 6AD

Agenda

Public Session	
1.	Apologies for Absence
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 - 20)
4.	Chair's Announcements To receive communications from the Chair.
5.	Urgent Business The Chairman to advise whether they have agreed to any items of urgent business being admitted to the agenda.
6.	Old Black Lion Pub and St Peter's Church – Northampton Towns Fund (Pages 21 - 154)
7.	Local Enforcement Plan for West Northamptonshire (Pages 155 - 170)
8.	Neighbourhood Development Plans: Hackleton, Overstone and Clipston - Hackleton (Pages 171 - 342)

9.	Bus Service Improvement Plan (Pages 343 - 360)
10.	24 Guildhall Road refurbishment and relocation of Northampton Arts Collective Limited (Pages 361 - 386)
11.	Hardingstone Bike Park - Update and Operator Arrangements (Pages 387 - 408)
12.	Approach to Community Funding for 2021/22 and 2022/23 (Pages 409 - 450)
13.	<p>Exclusion of the Press and Public</p> <p>The following report(s) contain exempt information as defined in the following paragraph(s) of Part 1, Schedule 12A of Local Government Act 1972.</p> <p>.</p> <p>Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).</p> <p>Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.</p> <p>Should Members decide not to make a decision in public, they are recommended to resolve as follows:</p> <p>“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item(s) of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”</p>
14.	Hardingstone Bike Park - Update and Operator Arrangements - Appendix 1 & 3
Private Session	

Proper Officer
4 October 2021

Cabinet Members:

Councillor Jonathan Nunn (Chair)	Councillor Adam Brown (Vice-Chair)
Councillor Fiona Baker	Councillor Lizzy Bowen
Councillor Rebecca Breese	Councillor Matt Golby
Councillor Mike Hallam	Councillor Phil Larratt
Councillor Malcolm Longley	Councillor David Smith

Information about this Agenda

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.

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Or by writing to:

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West Northamptonshire Council

Cabinet Minutes

14 September 2021

Cabinet Members Present:

Jonathan Nunn (Chair)	Fiona Baker
Lizzy Bowen	Rebecca Breese
Adam Brown	Matt Golby
Mike Hallam	Phil Larratt
Malcolm Longley	David Smith

Other West Northamptonshire Council Members Present:

Jamal Alhawabi	William Barter
Pinder Chauhan	Julie Davenport
Janice Duffy	Greg Lunn
Ian McCord	Dennis Meredith
Ken Pritchard	Bob Purser
Emma Roberts	Jake Roberts
Lisa Samiotis	Sue Sharps
John Shephard	Danielle Stone
Mike Warren	

West Northamptonshire Council Officers Present:

Ed Bostock	Democracy Officer
Simon Bowers	Assistant Director - Assets
Paul Hanson	Democratic Services Manager
Martin Henry	Chief Finance Officer
Sofia Neal-Gonzalez	Democracy Officer (minutes)
Rebecca Peck	Assistant Chief Executive
Sarah Reed	Executive Director of Corporate
Stuart Timmiss	Executive Director of Place & Economy
Catherine Whitehead	Monitoring Officer

1. APOLOGIES FOR NON-ATTENDANCE:

No apologies.

2. DECLARATIONS OF INTEREST

Item 13 - Councillor Adam Brown advised the committee and the MO that he had a business relationship with a food operator that was mentioned in the report.

3. MINUTES OF THE MEETING HELD IN PUBLIC ON 13th July 2021

Amendments made for Item 14;

- Martin Mason, Managing Director of Trickers and the Chairman of Northampton Forward Board had not been given his title in the minutes.
- The project was to be scrutinised by a quantity surveyor not a quality surveyor.
- The s was removed from the end of meetings.

RESOLVED: That the minutes from the Cabinet meeting of the 8th June were approved and signed as a true and accurate record.

4. ANNOUNCEMENTS

There were public speakers on some items.

Item 05 Urgent Business

None

The Chairman invited Parish Councillor Yvonne Swallows to speak on item 16. Cllr Swallows made the following points:

- The committee was informed that Moulton parish council would be against the building of a new school on this site.
- There would be a substantial increase in traffic in the area, especially as the road chosen is a dead end. The A43 could also have an increase in the amount of traffic making roundabout access difficult, which would also make it more dangerous.
- The 'good transport and safe walking routes' idea would not work for this site.
- The school site chosen is next to woodland that could also be impacted.
- As an academy school with its own policies in place, the question as to whether the school could pick and choose who to admit was raised.
- The question of whether the council had looked into other sites was asked.
- The committee was reminded that Moulton already had a secondary school.

The Chair then invited Oliver Harris to speak on Item 16 on behalf of NSB as the Project Manager for the Trust. Mr Harris made the following comments.

- The committee was informed that Northampton Schools for Boy's is now a multi academy site.
- Proposals for other sites had been submitted, but it was noted that wherever the school is placed there would be an effect on the residents of that area.
- The need for transport adjustments was discussed as important.

- The committee was informed that NSB would attempt to mitigate impacts as far as possible.
- NSB has a good academic record, and it was felt that there would be no reason for the new school to not be the same.
- It was agreed that the support from the people of Moulton would be important.

The Chairman invited Andy Millechip to speak on item 11. Mr Millechip made the following comments;

- He questioned whether there was a need for further urban expansion into the open countryside.
- He noted the consultation paper provided had 8 options and questioned whether this meant further options were not looked at?
- One of the options presented had already had its planning application rejected, should these areas not now be put to one side?
- The map included within the report showed one of the areas earmarked had taken over Fox Hill country park.

Item 16 New secondary free school for northern Northampton

At the Chairman's invitation Councillor Baker presented the report, copies of which had been previously circulated. Councillor Baker made the following comments;

- A good case had been put forward and a good school had been chosen to lead this project.
- There had been several queries which were sent back to planning for responses.
- The committee and public were reminded that it was the job of the Council and of Councillor Baker to provide a secondary school.
- The Department of Education had completed a consultation with regards to the site.
- It was advised that as of September 2022 many extra spaces would be needed to accommodate students.

Councillor Larratt made the following comments.

- Meetings had taken place with local members, during which traffic implications had been discussed.
- It was agreed that it was important to keep traffic flowing in the area and try to avoid congestion.
- It was noted that access to the site would need to be looked at.

- There were concerns about young people crossing the A43 in order to get into the school grounds, as such the correct crossing facilities would have to be implemented.

Stuart Timmiss noted that the site analysis had been one step in the programme, with the lease subject to planning and that all of the issues raised by members would be discussed.

RESOLVED: That Cabinet; authorised the Assistant Director Assets and Environment to enter into an Agreement for Lease which would commit the Council to granting a 125-year lease for the construction, and ongoing use, of the site for new secondary school at Wantage Farm, Moulton, Northampton, as set out in the report.

Item 06 – Quarter 1 Revenue Monitoring Report for the Financial Year 2021-22

At the Chairman's invitation Councillor Malcolm Longley presented the report, copies of which had been previously circulated.

Councillor Bowen noted that the language used in the report made it look as if the savings made had been from cuts and not from productivity improvement. It was felt that it was important to note that NCC's recovery had been based on productivity.

Councillors made the following comments.

- The question of whether there were plans in place to deal with any gaps identified in the report was raised.
- An update on the suspense account was requested as it would give an indication as to the efficiency of the Council.
- It was queried as to why contingency had been placed against the highways overspend and not adult social services.
- With regards to vacancies within the finance team, how would this be dealt with in regards to overspend.
- A councillor queried why Covid funds that had been ring-fenced were being used.
- There had been little detail given with regards the overspend in Adult Social Care and the current care sector crisis.

Councillor Matt Golby made the following comments.

- The overspend that was shown in the report was that of the financial position this year.
- Assistance was being given to the care sector, updated figures could be provided if desired.
- The Adults directorate has the largest budget with regular updates provided.

- The committee and those present were reminded the Council was still dealing with an unprecedented situation.

Councillor Malcolm Longley made the following comments.

- Ring-fenced funds would only be used for the started purposes.
- So far £2.8 had been distributed amongst small business to aid in their recovery.

Martin Henry made the following comments.

- The committee was informed that there were various different funds related to Covid, and the report referenced many of these.
- There had been a £12.5-million-pound budget which was dedicated to Covid.
- Any grant funding that had not been allocated had been carried forward and earmarked with the intention to use it for covid issues, but many of those funds were not ring-fenced.

RESOLVED: That Cabinet;

- a. Noted the final outturn 2020-21 for all legacy Councils within West Northamptonshire in Appendix A;**
- b. Noted the estimated reserves and balances brought forward from each legacy Council within West Northamptonshire in section 5;**
- c. Noted the early review of 2021-22 financial progress and associated financial risks by Directorate;**
- d. Noted the deliverability assessment of West Northamptonshire Council savings requirement for 2021-22 and 2022-23 in Appendix D.**
- e. Agreed to the virement that transfers £2.0m from the central contingency budget to the Place directorate budgets that require this funding**

Item 07 – Q1 Capital Monitoring Report 2021-22

At the Chairman's invitation Councillor Malcolm Longley presented the report, copies of which had been previously circulated. Councillor Longley noted that the first quarter had been a difficult one as the predecessor authorities were coming together and this would take some time to sort out. There had been 122 projects bought over to WNC from the predecessor authorities. Councillors were invited to email Councillor Longley with any queries about any of the projects.

Councillors made the following comments.

- It was questioned what risks were attached to the Section 106 monies received.
- Supply chains had been affected due to Brexit and some capital had to be re-phased. It was questioned whether there had been inflationary pressures.
- How would the disposal policy be constructed with regards to assets?

- Alongside strategy, how could councillors build social capital in their areas?
- Could the asset list be made accessible to members if requested?
- It had been agreed that after OAS all major builds would be discussed with councillors. An update on Old Lion Court was requested, with input from scrutiny.
- Could there be an update on the re-development of Sponne Arcade.

Councillor Longley made the following comments.

- With regard to re-phasing and material costs it was noted that there was a fixed-priced contract and as such there would be a risk.
- Some projects had been re-evaluated.
- There was no update on the Sponne Arcade redevelopment.

Simon Bowers added that an asset list was available, it was however, not as robust as was wanted, but he would be happy to share on request. The committee was advised that there was process in place as to how to dispose of items.

RESOLVED: That Cabinet;

- a. Noted the provisional capital outturn position from all legacy WNC authorities for the financial year 2020-21**
- b. Noted the proposed capital carry forwards for the GF and HRA capital programmes as detailed in appendices A and B**
- c. Noted the latest capital budget and Medium Term Financial Plan for the GF and HRA**
- d. Noted the new schemes that have been approved since 1st April 2021 or are in the process of being approved**

Item 08 –Corporate Plan Performance Report - 2021-22 Q1

Chairman and Council Leader Councillor Jonathan Nunn presented the report, copies of which had been previously circulated. The committee was reminded that this was an evolving list with many services which included new processes.

Councillor Golby made the following comments.

- It was noted that with regards to 'life chances' most of the data was not yet available. It was hoped that more information could be provided in the next quarter.
- A list of commentary could be provided if anyone would like to see it.

Councillors made the following comments.

- Could more information be given with regard to the number of trees that have been planted as part of the Council's green and clean incentive.

- Some of the data provided, such as the percentages of referrals from Children's Services was now old. The committee was asked when new data would be available.
- At several points in the report 'West Northants Data not available' is stated. The question of when this would be available was raised.
- Scrutiny briefings for the Children's Trust were requested.

Councillor Fiona Baker that dates had been set for the Children's Trust scrutiny meeting and a meeting with the Chief Executive of the Children's Trust was being arranged.

RESOLVED: That Cabinet noted the contents of the report.

Item 09 – Quarter 1 Transformation Update

Chairman and Council Leader Councillor Jonathan Nunn presented the report, copies of which had been previously circulated. It was noted that transformation had become part of the culture of the Council with key pieces of work already underway.

Councillors made the following comments.

- It was noted that equality impact, diversity and climate hadn't been mentioned much in the report.
- What had been the cost of the electronic management system, and what had been achieved by its purchase?
- Future ways of working was mentioned which included restructure, could this mean potential redundancies?

The Executive Director of Corporate made the following comments.

- The committee was advised that every directorate had a large amount of projects to put in place and the next report would be more detailed.
- Work was being done on apprentice opportunities.
- The electronic management system was a low level cost and had allowed more project management to take place.

Catherine Whitehead advised that she would be taking tour of management teams to discuss governance issues.

RESOLVED: That Cabinet; noted the contents of the report.

Item 10 – Local Government and Social Care Ombudsman Annual Report Analysis 2020-21

At the Chairman's invitation Councillor Mike Hallam presented the report, copies of which had been previously circulated.

Councillor Bob Purser noted that the report had not highlighted what the council had learned from previous complaints.

RESOLVED: That Cabinet; noted the content and recommendations of the Ombudsman's reports

Item 11 – West Northamptonshire Strategic Plan: Spatial Options Consultation and Statement of Community Involvement and West Northamptonshire Local Development Scheme

At the Chairman's invitation Councillor Rebecca Breese presented the report, copies of which had been previously circulated. The report presented an explanation of the scale of the housing requirements. The committee was advised that there were a number of potential options. All of the options presented had been informed by any feedback that had been received. It was advised that further technical work was required and no firm decisions had been made yet and that consultations would take place on an 8-week timeframe starting in November. Several background reports would be presented and all responses brought back to Cabinet.

Councillors made the following comments.

- It was accepted that there would be a large amount of growth in the south of the county.
- It was queried as to why there had been no involvement of ward members so far, and why officers who do not know the area well would make the decisions.
- It was noted that the author of the report did not seem to be familiar with the south of the county.
- The committee was reminded that the Cambridgeshire – Oxford Arc had not yet been defined.
- It was accepted that this had been a consultation, but it was queried whether views from residents about this would be taken into consideration. Could there be a delay to look at other options?
- The committee was reminded that consideration should also be given to transport, specifically public transport.
- There had been concerns that this could transform the character of the area, and was felt to be very pro-Northampton, with not much consideration given to outside areas.
- The report had advised that 33,000 new homes were needed and that half of these would be built in the countryside, there had been no urban capacity proposed in the report.

- It was noted that the proposed development in south Northants would increase the proximity of Towcester and Northampton, with many of the roads in the area already at capacity.
- It was felt that the local development scheme should ensure conformity and that an urgent review must take place.
- The Fraser Road development was mentioned.
- The committee was reminded that climate change should be discussed, as there needed to be radical changes made.
- It was asked if the new settlements could include a transit site for travellers as needs had not been met in this area.
- It was felt that there could have been further information on social values included in the report.

Councillor Rebecca Breese made the following comments.

- The process would be a very detailed one and many workshops had taken place with the previous authorities.
- The importance of transport, and specifically public transport, was understood.
- All concerns and comments would be taken on board.
- It was noted that this would be a large development scheme and several planning documents would be coming forward for investigation.
- It was advised that the best way to have concerns noted would be to contact the investigators directly.
- It was stated that the Fraser Road development was not on the plan and as such not due for debate.
- The committee was informed that all options would be taken into account.
- The spatial planning framework had been used as a tool during this process.

Councillor Phil Larratt agreed with the importance of connectivity and with cars being the default means of transportation, the infrastructure to go with this would be important.

RESOLVED: That Cabinet.

- a. Approved the West Northamptonshire Strategic Plan: Spatial Options Consultation Paper (Appendix A) for the purposes of public consultation as set out in this report.**
- b. Approved the West Northamptonshire Local Development Scheme (Appendix B) which is to have effect upon expiry of the call-in period for Cabinet decisions.**
- c. Noted the responses to the consultation on the draft Statement of Community Involvement and adopts the Statement of Community Involvement with the amendments set out in Appendix C.**
- d. Delegated to the Assistant Director: Growth, Climate and Regeneration, in consultation with the Portfolio Holder for Planning, Built Environment**

and Rural Affairs, authority to make minor editorial and presentational changes to the above documents in their final published form

Item 12 – A422 Farthinghoe Bypass

At the Chairman's invitation Councillor Phil Larratt presented the report, copies of which had been previously circulated. The committee was informed that there had been clear support for the bypass, specifically the northern route, and this had been shared with local ward members. The paper outlined the next steps and the issues that were raised during consultation. Lessons had been learned and the project had been undertaken in a robust, safe and sensible way and would not be rushed. Once the route is agreed then a business case would be developed, with the opening estimated for 2028. Officers had been asked to consider interim options due to it being a dangerous area with narrow roads and footpaths, this could also help with the business case and could add to the economic case. The committee was assured that every opportunity was being taken to secure investment.

Councillor Adam Brown noted that the timescales were frustrating but that Cabinet and WNC were putting their whole weight behind it.

Councillors made the following comments.

- The bypass was important and it was good to see interim measures were being looked at.
- It was noted that the report had stated that costs could rise, this had been laid out for people to see easily.
- Could WNC also look at other areas where roads had outlived their purpose?

Councillor Phil Larratt agreed that it was important to be honest about costs and that further information should be available in about a months' time.

RESOLVED: That Cabinet; received the results of the recent consultation on the A422 Farthinghoe Bypass and agreed the timescales for further work.

Item 13 – Regulatory Services Statutory Plans 2021-22

At the Chairman's invitation Councillor David Smith presented the report, copies of which had been previously circulated. It was advised that Covid had had some impact and services were now getting up to speed. The report had also advised that work was being carried out with food standards agencies.

A Councillor noted that there were currently 340 outstanding inspections and there had been no details in the report about getting this number down.

The Executive Director of Place & Economy advised that many of the officers had been doing work that wasn't in their remit during Covid, and as such some objectives had not been met. This would be continually monitored.

Councillor Adam Brown advised the committee and the MO that he had a business relationship with a food operator that was mentioned in the report.

RESOLVED: That Cabinet;

- A. Approved the Food Safety Service Plan for the year 1 April 2021 to 31 March 2022**
- B. Approved the Food and Feed Standards Service Plan for the year 1 April 2021 to 31 March 2022**
- C. Approved the Spray Paint Enforcement Plan for 2021-22**
- D. Approved the Tobacco Enforcement Plan for 2021-22.**

Item 14 – Hellidon Conservation area, Spratton Conservation area, Article 4(1) Directions for conservation areas at Weedon Bec, Flore, Everdon, Little Everdon, Staverton, Kilsby, Welford and Pitsford (2021)

At the Chairman's invitation Councillor Phil Larratt presented the report, copies of which had been previously circulated. The committee was informed that several amendments would be made to the reports. The importance of Article 4 was discussed which would allow features of historical value to be looked at case by case. It was noted that Daventry District Council had been the authority to make the most use of this article in the past.

A Councillor asked what WNC could do to ensure that the same level of care was given to historical urban areas.

Councillor Rebecca Breese noted that residents take pride in their communities if well designed.

Councillor Adam Brown advised that the process had started in NBC and that if necessary the process could be stopped; this would be a decision for Cabinet.

Councillor Phil Larratt advised that conservation areas had recently been looked at using article 4, and that parish councils would have a key role in this.

RESOLVED: That Cabinet;

- a) Endorsed that the conservation area boundaries as set out in appendix E be designated as conservation areas.**
- b) Endorsed that the proposed changes to the Hellidon conservation area appraisal and management plan and Spratton conservation area appraisal**

and management plan in response to representations, as set out in appendices A to D be approved.

- c) Endorsed that further minor editorial changes be made to the Hellidon conservation area appraisal and management plan and Spratton conservation area appraisal and management plan including to reflect the fact that the documents will be in their final adopted form.
- d) Endorsed that the conservation area appraisal and management plans for Hellidon and Spratton be adopted as a supplementary planning documents.
- e) Endorsed the local list entries for Hellidon and Spratton set out in appendix F.
- f) Endorsed that article 4(1) directions for Hellidon and Spratton, in accordance with the proposals in the conservation area appraisal and management plans, be made subject to consultation (appendices G and H).
- g) Agreed to “make” the article 4(1) directions contained at appendix J.
- h) Agreed to consult upon the article 4(1) directions contained at appendix J

Item 15 - Innovative Flood Resilience Project

At the Chairman’s invitation Councillor Phil Larratt presented the report, copies of which had been previously circulated. The flood tool kit was mentioned as a way to help people prepare should flooding occur, various solutions were discussed in the report, such as nature based solutions, flood wardens and making properties more resilient. There had been discussions between the council and Anglian Water.

Councillors made the following comments.

- Some areas such as Far Cotton had not been mentioned in the report. Would Far Cotton be first on the list to receive assistance of any flood money received from the government.
- The flood mobile had been useful, with regards to further resilience would there be grants provided for people to put these practices into place.
- The committee was asked whether flood proofing would be more green.

Councillor Pinder Chauhan noted that this money had been allocated to flood resilience as it could be the only funding they receive.

The Assistant Director Assets noted that the funding had been given specifically for flood resilience and a more permanent solution would be required for Far Cotton.

Councillor Phil Larratt noted that the report was not about stopping flooding but about community resilience.

RESOLVED: That Cabinet;

- a. **Noted the work to date on securing £6.2m of Flood and Coastal Resilience Innovation Programme grant allocation for West**

Northamptonshire and North Northamptonshire, and the next steps required to progress the project.

- b. Approved the use of the ring-fenced Flood and Coastal Resilience Innovation Programme grant funding of £6.2m to deliver innovative flood resilience measures across the two catchments, one in each of West Northamptonshire and North Northamptonshire, as set out in the report**

Item 17 Re-procurement of facilities management contracts

At the Chairman's invitation Councillor Malcolm Longley presented the report copies of which had been previously circulated. The committee was informed that there were many contracts coming together and that WNC were keen to get the best option.

A councillor made the following comments.

- There had been no mention of the analysis of cost consequences.
- Social value and climate impact had not been mentioned in the report.

Councillor Adam Brown noted that the National Insurance rise would impact the council financially.

RESOLVED: That Cabinet; approved the re-procurement of the facilities management service and maintenance contracts as set out in the report

Item 18 Extension of 78 Derngate Charles Rennie Mackintosh Museum – Northampton Towns Fund

At the Chairman's invitation Councillor Lizzy Bowen presented the report, copies of which had been previously circulated. The money offered to WNC for this project had been one of the largest in the UK. The committee was advised that the council would need to provide £400,000 for the project the rest would come from the Towns Fund.

The project would include an extension to the building and garden path creating an educational garden route. The Council had provided a robust business case in order to secure this funding. The committee was informed that the museum itself had been required to find some of its own funding, which they had done.

RESOLVED: That Cabinet;

- a) Approved the business case for the Extension of 78 Derngate project, in order to draw down on £400,000 of Towns Funding.**
- b) Delegated authority to the Head of Major Projects and Regeneration to finalise the Grant Funding Agreement with 78 Derngate Trust.**

Item 19 Variation to Agreement to Lease of Stable Block at Delapre Abbey

At the Chairman's invitation Councillor Malcolm Longley presented the report, copies of which had been previously circulated.

RESOLVED: That Cabinet; That delegated authority be given to the Assistant Director Assets and Environment to vary the terms of the agreement for lease between the Council and the Delapre Abbey Preservation Trust relating to the 19th Century Stable Block, as set out in the report

Item 20 Local Council Tax Reduction Scheme 2022-23

At the Chairman's invitation Councillor Malcolm Longley presented the report, copies of which had been previously circulated.

Councillor Fiona Baker advised on the care leavers council tax reduction as some of the tasks they had been asked to complete were not achievable.

RESOLVED: That Cabinet;

- a. **Noted the contents of this report**
- b. **Approved, for consultation purposes only, the LCTRS outlined in this report for West Northamptonshire for the year 2022-2023**

Item 21 Proposal for Capital Funding to replace the Library Management System and associated hardware

The Chairman advised the committee that the appendix to this item was exempt and should anyone wish to discuss it then the committee would have to go into private session.

At the Chairman's invitation Councillor Adam Brown presented the report, copies of which had been previously circulated. The committee was informed that Library Management System would end next year and as such it was important for a new contract to be in place. The council would not be filling its statutory requirements if the contract were not put into place.

RESOLVED: That Cabinet; Considered and approved the proposal to capital fund the replacement of the Library Management System and associated hardware.



There being no further business, the meeting ended at 9:35pm

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WEST NORTHAMPTONSHIRE COUNCIL CABINET

12TH OCTOBER 2021

CABINET MEMBER WITH RESPONSIBILITY FOR FOR ECONOMIC DEVELOPMENT, TOWN CENTRE REGENERATION AND GROWTH – COUNCILLOR LIZZY BOWEN

Report Title	Old Black Lion Pub and St Peter's Church – Northampton Towns Fund
Report Author	Deven Efde Regeneration Programmes Manager Deven.efde@westnorthants.gov.uk

Contributors/Checkers/Approvers

MO	Catherine Whitehead	14/09/21
S151	Martin Henry	28/09/21
Other Director/SME	Stuart Timmiss	28/09/21
Communications Lead/Head of Communications	Craig Forsyth	17/09/2021

List of Appendices

- Appendix A – Northampton Town Investment Plan
- Appendix B – Old Black Lion and St Peter's Church Business Case
- Appendix C – Old Black Lion and St Peter's Church Appraisal Report
- Appendix D – Draft Grant Funding Agreement

1. Purpose of Report

1.1 This report requests approval:

- a) of the business case for the Old Black Lion and St Peter's Church project to allow the funding to be drawn down from Northampton's Towns Fund grant allocation
- b) to agree the proposed terms for the lease on the Old Black Lion Pub for a term of 30 years to The Churches Conservation Trust Enterprises Limited.

2. Executive Summary

- 2.1 The Towns Fund is part of the Government's plan for levelling up the UK economy. Towns across England will work with the Government to address growth constraints and to ensure there is a course of recovery from the impact of COVID-19. The overarching aims of the Towns Fund are to drive the sustainable economic regeneration of towns to deliver long term economic and productivity growth.
- 2.2 In September 2019, Northampton was one of the 101 places invited to develop proposals for a Town Deal, as part of the £3.6 billion Towns Fund. In December 2020, led by the Northampton Forward Board, Northampton submitted a Town Investment Plan to Government setting out ten project proposals to deliver long term sustainable economic growth in Northampton.
- 2.3 In March 2021, Northampton was offered a Town Deal of a value of £24.9 million with a set of draft Heads of Terms, which have subsequently been signed, and are subject to conditions that need to be met to access the funding.
- 2.4 For each Towns Fund project, a HM Treasury compliant business case needs to be developed and go through a local assurance framework. This process was formally signed off by Cabinet on 13 July 2021.
- 2.5 The Old Black Lion and St Peter's Church project is the second Towns Fund project to come forward. This report seeks approval of the business case to draw down on £315,000 of funding to enable project delivery.
- 2.6 The Old Black Lion and St Peter's Church project will allow for the regeneration of the currently derelict site into a "proper pub", a building rooted in its community, and a place for everyone to eat, drink, meet and enjoy the character of a historic coaching inn. The pub enterprise will generate funds for the repair and conservation of St Peter's Church and support the work of the Churches Conservation Trust.
- 2.7 It is proposed that upon completion of the project the Old Black Lion pub is let to The Churches Conservation Trust Enterprises Limited (CCT) for a term of 30 years inside the security provisions of the Landlord and Tenant Act 1954 and with the ability to sublet to a pub operator.

3. Recommendations

3.1 It is recommended that Cabinet:

- a) Approves the business case for the Old Black Lion and St Peter's Church project to draw down on £315,000 of Towns Funding
- b) Delegates authority to the Head of Major Projects and Regeneration to finalise the Grant Funding Agreement with The Churches Conservation Trust (CCT)
- c) Delegates authority to the Assistant Director of Assets and the Environment to agree terms of the lease on the Old Black Lion Pub.

4. Reason for Recommendations

4.1 Reasons for recommendations:

- a) The recommendation is being made so the regeneration of Northampton Town Centre can take place as set within the Town Investment Plan.

5. Report Background

5.1 In September 2019, the Government announced the initial 101 places invited to develop Town Deal proposals as part of the £3.6 billion Towns Fund. The purpose of the Towns Fund is to drive the sustainable economic regeneration of towns to deliver long term economic and productivity growth. It focuses around the three streams of urban regeneration, land use planning and infrastructure, and skills and enterprise.

5.2 Northampton was included in the initial 101 places and in December 2020 Northampton's town investment plan was submitted to Government and subsequently succeeded in being awarded £25million.

5.3 The submission was overseen by the Northampton Forward Board. Northampton Forward is an informal partnership with the primary role of coordinating and driving forwards the integrated regeneration and growth within Northampton, including Northampton town centre. The board consists of West Northamptonshire Council (WNC), South East Midlands Local Enterprise Partnership (SEMLEP), The University of Northampton, private sector representatives, Northamptonshire Police, Northamptonshire Chamber of Commerce, Royal and Derngate, community representatives, Northampton Town Centre Business Improvement District and other partner organizations as needed.

5.4 The projects submitted as part of the Town Investment Plan have a total ask of £25 million. The final list of projects is as follows:

- St Peter's Church and the Old Black Lion

- Town Centre Public Realm
- 41- 45 Abington Street (Former M&S Building)
- 35 -39 Abington Street (Former BHS Building)
- Marefair Heritage Gateway
- Four Waterside
- 24 Guildhall Road Art Centre
- 78 Derngate Extension: The Charles Rennie Mackintosh Museum
- Emporium Way
- Skills and Social Enterprise Fund

5.5 The ten-year vision will strengthen Northampton's position at the centre of the Oxford-Cambridge Arc by providing modern spaces for creative businesses to capitalise on the town's manufacturing and entrepreneurial passion.

5.6 It will also:

- Build on the rich heritage and cultural offers to rejuvenate the town centre so it once again represents the aspirations of its residents;
- Create high-quality housing, digital infrastructure and open spaces, enabling communities to grow and flourish to meet economic, health and wellbeing, and environmental challenge
- Improve access to skills and training while promoting first-rate higher and further education opportunities.

5.7 The funding for individual Towns Fund project will be subject to a local assurance framework, this process was approved by Cabinet on 13 July 2021.

5.8 The Old Black Lion and St Peter's Church project is the second Towns Fund project to go through this process.

5.9 The business case was independently appraised by Hatch Ltd at the end of August 2021 and subsequently approved by the Northampton Forward Oversight and Delivery Group on the 20 Sept 2021. The Northampton Forward Board then approved the business case on the 22 Sept 2021.

5.10 The Old Black Lion has been closed since 2018 and its historic fabric, dating from the 16th-century, is deteriorating. It has been subject to break-ins and criminal activity, and its poor condition has a negative effect on the setting of St Peter's Church, Marefair, and on people's first impressions of Northampton when arriving from the railway station.

5.11 The aim of the project is to create a successful enterprise in the Old Black Lion. The idea is to restore it as a 'proper pub', a building rooted in its community, and a place for everyone to eat, drink, meet and enjoy the character of an historic coaching inn.

- 5.12 To facilitate the above objective, it is proposed that a 30-year lease inside the Landlord and Tenant Act 1954 be granted to CCT at a peppercorn rent for the first 12 years. The lease would allow for the subletting to a specialist pub operator. At year 12 the rent would be reviewed to 10 per cent of the net turnover for the preceding three years with further reviews based on turnover. There would be a tenant break at year 12 and year 20 with the tenant having the option to purchase the Old Black Lion Pub at Year 20 at Open Market Value.
- 5.13 The listed pub will be repaired to the best conservation standards and the historic carriage passage from Marefair into the inn's courtyard will be reinstated. A new path and gate will connect the pub's courtyard entrance on St Peter's Street to St Peter's churchyard next door.
- 5.14 There will be a new dining room extension at the rear, reinstating the horseshoe plan of the original building, and overlooking the courtyard, which will be a beer garden. The main pub bar and lounge will be for drinks and bar food.
- 5.15 Upstairs will be five guest bedrooms providing bed and breakfast, and a meeting room and function room which will be available for private hire and for use by the community.
- 5.16 The Churches Conservation Trust is also exploring a partnership with the Central Council of Church Bell Ringers, which could see a new national training centre for church bellringing based at the Old Black Lion and St Peter's.
- 5.16 The revitalised pub will also provide hospitality facilities for visitors to and users of St Peter's Church, supporting community activities and other beneficial uses of the building. The pub enterprise will generate funds for the repair and conservation of St Peter's Church and support the work of the Churches Conservation Trust.
- 5.17 The St Peter's Church and Old Black Lion project will not only solve many of the challenges faced by several important heritage assets in Northampton, but it also forms the basis of a wider regenerative vision for the local area and will provide a focal point for much-needed community activity. It will provide an anchor point for the new "Heritage Gateway" area of the town which will link through to, and support, the Northampton Cultural Quarter. It will also generate a sustainable source of income to support the wider [charitable aims of the Churches Conservation Trust](#), as well as a testbed for future multi-faceted sustainable heritage regeneration projects. Investment of £315,000 to support the project is being sought from the Towns Fund.
- 5.18 In 2018 the West Northamptonshire Development Corporation provided £200,000 of match funding and this has partly been spent on project development costs so far and the remainder will be used for the capital phase of the project.
- 5.19 The project is also seeking £150,000 of Section 106 monies from the council to support the project and the maintenance of St Peter's Church. The Business Case is attached at Appendix B.
- 5.20 The grant payment to the Churches Conservation Trust will be formalised through a grant funding agreement. The grant will be paid in several instalments subject to satisfactory progress being made in meeting the agreed milestones and outputs. A draft agreement is included in the

appendix with a funding and milestone schedule. The Grant Funding Agreement will be finalised and signed off following approval of this report.

6. Issues and Choices

- 6.1 To approve the drawdown of the funding for the project as described in this report.
- 6.2 To not approve the funding for this project will mean that the project will not be able to take place as the project is reliant on the Towns Fund. This would mean that the funding allocated by Government will be lost and not be used for the regeneration of Northampton town centre.
- 6.3 To approve the delegated authority to approve the lease to CCT .
- 6.4 To not approve the delegated authority in relation to the lease. Without the lease in place to CCT a fundamental part of the project would not be in place which could jeopardise the success of the project.

7. Implications (including financial implications)

Resources and Financial

- 7.1 WNC is the accountable body for the Towns Fund Grant and will be passporting £315,000 to the trust from the Towns Fund. The funds will be governed by a grant funding agreement between WNC and the trust and will be paid on the completion of milestones laid out in the agreement.
- 7.2 The £200,000 match funding requirement from West Northants Development Corporation identified above relates to historical spend. The £150,000 of S106 monies is already ringfenced for this project and is available. Use of s106 was approved by Northampton Borough Council (NBC) at its meeting of the S106 Board on 3 December 2020. WNC will not be required to make a financial contribution to this project and any risk associated with delivery and achievement of milestones lies with the trust.
- 7.3 WNC's responsibility is the administration and monitoring of the grant funding. As such there are no finance implications arising from this proposal.
- 7.4 Government have agreed to forward fund 5 per cent of total Towns Fund allocations to local authorities to allow for spend to start sooner on projects. This 5 per cent has been received by West Northamptonshire Council. Due to the short programme of this project and government asking that the 5 per cent forward funding is spent before further drawdowns are made, the £315,000 allocation will come out this forward funding.
- 7.5 The CCT do not have the resources or expertise to run the Old Black Lion Pub, it is therefore proposed that a specialist operator is engaged to run the business to ensure that it is financially viable. The proposal to grant the lease to CCT at a peppercorn for the first 12 years allows the operator to build the business and allows sufficient time to ensure the business is sustainable in the long term.

7.6 Due to the disrepair and the large financial investment required to bring the pub back into beneficial use, a market rent is not considered appropriate . If the pub was let in its current condition it is unlikely that a tenant would be prepared to invest the sums required to renovate and protect the pubs heritage.

Legal

7.7 As detailed in the Cabinet Report entitled “Northampton Towns Fund” dated 13 July 2021, Cabinet is required, on being satisfied that all the assurance processes identified in that report have been complied with by the council (in other words, analysis of quality data and best practice, assessment of value for money and pre-approval of business case by identified bodies) to approve the business case to release funds allocated to support the project.

7.8 It is noted at paragraph 3.1 (b) above, that the council will need to enter into a grant funding agreement, the provisions of which are unknown at present. It is to be recommended that on receipt of the grant funding agreement that legal advice and support should be obtained.

Risk

7.9 If the Towns Fund projects are not delivered, there will be significant financial, reputational, and political risks for both the council and Churches Conservation Trust.

- Financial risks: If the projects are not delivered within time and deadlines are not met, the council risks losing external funding and faces increased costs within projects through not being able to undertake appropriate due diligence.
- Reputational risks: If the programme of work is not delivered timely, then it weakens the council’s position to leverage funding from Government and other external funders in the future. There would also be a reputational hit with the public with many of these schemes already heavily promoted.
- Political risks: As a new authority, the council is under increased scrutiny from Government and the public and if the projects are not delivered efficiently or effectively then this can seriously harm the council’s perception to these audiences.

7.10 Each project will have a project board established, with a wide range of representatives from the council. A project specific risk register will be developed and regularly monitored by the project board.

7.11 The operator may be unable to sustain a profitable business and there is a risk it may fail. This risk is mitigated by granting the lease at a peppercorn for the first 12 years to allow for the business to be developed.

Consultation

7.12 The development of the Town Investment Plan was guided by community and stakeholder consultation. The TIP builds on the initial consultation work undertaken to inform the development of the Town Centre Masterplan which seeks to address many of the challenges

outlined in the TIP. The consultation exercise for the masterplan informed the early development of the project longlist.

Online Consultation

- 7.13 Online consultations on the potential TIP proposals were held in September 2020 to determine the community's priorities for investment, gain feedback and opinions on a range of proposed investment areas and determine the challenges/opportunities for the town.
- 7.14 Approximately 434 individuals replied to the questionnaire creating a total of 1,495 pieces of project level feedback. The responses were evenly split between males and females. 18 per cent of respondents were aged under 35 and 15 per cent were over 65.
- 7.15 Overall, the majority of responses were positive about how beneficial the projects would be to improve the town centre. The main challenges highlighted were a lack of quality goods offered in the town centre, poor appearance of the town centre and competition with other areas. The main opportunities were bringing disused buildings/public space back into use and improving the public realm. The initial survey was followed by more detailed questioning of a web community across three days.
- 7.16 This builds on over two years of consultation completed on the ground and through all media channels. The online consultation completed for the Town Centre Masterplan in 2019 informed the development of the longlist of projects developed for this TIP.
- 7.17 Key local priorities identified at that stage include the restoration and upkeep of historic buildings, improving the quality of retail, the quality of public realm and greenspace in enhancing the town centre, pedestrianization in the town centre, and the potential to accommodate new homes.

Consultation Workshops

- 7.18 A series of consultation workshops were completed in October 2020 focusing on urban regeneration, deprivation and inequality, and business, enterprise, and skills. Approximately 150 stakeholders were approached to take part in the workshops. Workshops were attended by key stakeholders in Northampton including local businesses, social enterprises (Northampton Social Enterprise Town), community town safety teams, Northampton Digital, Northampton Arts and University of Northampton.
- 7.19 Engagement with private sector bodies aided understanding of growth barriers and helped to ensure the plan remains responsive in uncertain times. Engagement with public sector and community organisations highlighted how social enterprises can be incorporated into projects.

- 7.20 The consultations produced a number of themes for the Town Investment Plan including re-energising cultural and historic assets, diversifying the housing offer to match the needs of the community, make the town centre feel safer and upgrade/improve management of key public spaces. The Town Investment Plan consultation findings can be found in the appendices.
- 7.21 Stakeholder Engagement Plan has been developed to accompany Northampton's Town Investment Plan. This document sets out our commitment to develop ongoing relationships with key stakeholders to ensure implementation of the Town Investment Plan remains responsive to the overarching needs of the town.
- 7.22 Furthermore, there has also been considerable community consultation since project inception, culminating recently in several open days at the church showcasing the project to the local community. These were well attended and attracted some incredibly positive feedback and wide-ranging support.

8. Consideration by Overview and Scrutiny

- 8.1 N/A

9. Climate Impact

- 9.1 The council will undertake environmental impact assessments in line with the Towns Fund guidance and the stage two business cases will look at the climate and environmental impact as part of their development.

10. Community Impact

- 10.1 The council will undertake programme-wide level impact assessments, relevant project-level impact assessment and equality and impact assessments when required.
- 10.2 Significant consultation with the public has taken place, with many of these projects delivering assets which will benefit the community.

11. Communications

- 11.1 The document has been assessed for readability and accessibility.

12. Background Papers

- 12.1 Towns Fund Cabinet Report – Tuesday 13th July 2021.

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Northampton
Town Investment Plan

**Discover
our town's
potential**

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Appendices

(Please see attached documents)

- Appendix 1: Letters of Support
- Appendix 2: Proforma Section 2 Project Summaries
- Appendix 3: COVID 19 Impact Report
- Appendix 4: Evidence of Need Report
- Appendix 5: Stakeholder Engagement Plan



Foreword

The Northampton Forward Board are delighted to submit our Town Investment Plan. The plan will rejuvenate the town, strengthen its position as a thriving centre for our residents, visitors, and businesses, to crucially serve Northamptonshire as an integral hub of the wider Oxford-Cambridge Arc.

Our Board is made up of local businesses, education providers, community groups and local government, which has carefully guided the development of our Town Investment Plan. Working with businesses and the local community, we have identified a programme of transformational investment that builds on the successes of our recent town projects and complements our wider priorities in the key development area of West Northamptonshire and the Arc.

2020 has been a year of considerable challenge and the social and economic landscape remains uncertain. Northampton faces specific challenges relating to the vibrancy of our town centre, inequality within our communities, and the need to significantly improve the conditions for all our businesses – both large and small. There is a Business skills gap currently restraining growth and an urgent need to attract further entrepreneurship into our town to make it an attractive place to live, work and invest.

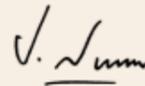
However, there are many opportunities for growth in Northampton. The historically important town benefits from excellent connections to the whole of the country, has a rich history of enterprise that is maintained to this day, and is home to a number of major employers. The town has a proud and prestigious history in the manufacture of footwear and is home to several world renowned modern shoe brands.

From Market Square to the Cultural Quarter, our town is also home to unique cultural and heritage assets that we believe can help to re-establish it as a major destination. The town has proven its ability to deliver with major complimentary investments already taking place including the Northampton Museum and Art Gallery, The Vulcan Works, and Northampton Station projects.

Our Town Investment Plan will accelerate the delivery our 2030 Vision to ensure Northampton meets its full potential as a thriving, innovative and attractive business destination at the centre of the Oxford Cambridge Arc. We firmly believe that our plan provides the value proposition that will transform the town and deliver a roadmap for future investment and growth.

As a board, we are very proud to have collectively delivered this exciting Town Investment plan, which is ambitious and bold. With the necessary support from government, we believe that we will be able to deliver our core objectives for the town and secure a brilliant future for Northampton.

The Northampton Forward Board



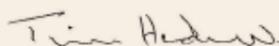
Cllr Jonathan Nunn, Chair
Northampton Borough Council



Martin Mason, Vice Chair
Trickers



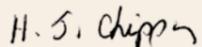
Andrew Lower, MBE MP
Member of Parliament for
Northampton South



Tim Hadland
Northampton Borough Council



Brendan Bruder
Northampton Business
Improvement District



Hilary Chipping
South East Midlands Local
Enterprise Partnership



Mick Stamper
Northamptonshire Police



Matt Golby
Northamptonshire
County Council



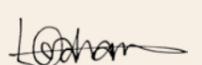
Jo Gordon
Royal and Derngate



Jane Bunce
University of Northampton



James Roberts
Grosvenor Shopping
Centre



Laura Graham
LiftNN

Statement from Leaders of the West Northamptonshire Councils

As leaders of the four councils coming together to form the new West Northamptonshire Council area, we are all fully behind the vision set out in the Northampton Town Investment Plan.

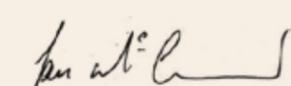
As the largest economic centre within the county of Northamptonshire, Northampton plays an important strategic role in the wider Oxford-Cambridge Arc area.

Amongst our ambitions for the new West Northamptonshire council, is the importance that we feel must be placed on Regeneration and Place-making, and so our pursuing the developments set out within the following plan will help us ensure that Northampton realises its full potential to the benefit of the wider area.

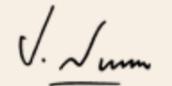
Like many large town and city centres across the country, Northampton has seen the impact of shifting consumer behaviour which has been enormously accelerated by Covid-19, but these plans embrace the town's heritage, including historic buildings and cultural assets, as key parts of its offer, making it fit for the next phase of its life.

Our support for these proposals and plans will assist in the recovery process, and aid a speedy evolution to a town that addresses and meets changed, modern needs, providing future economic opportunities through the delivery of modern workspaces, and transforming public areas to those which residents can be proud of.

All of the projects included within the Northampton Town Investment Plan are vital pieces of the jigsaw of activity needed to revitalise the town, and to ensure that it not only recovers, but thrives.



Cllr Ian McCord
Leader South
Northamptonshire Council,
Leader West Northants
Shadow Authority



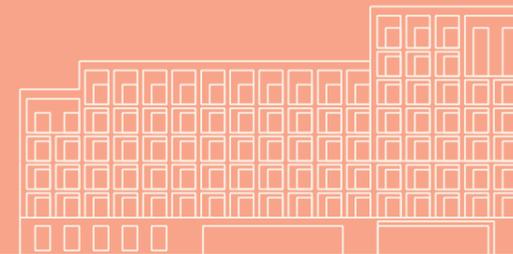
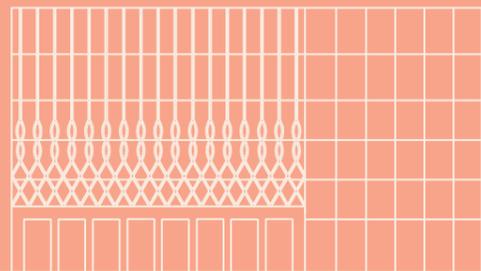
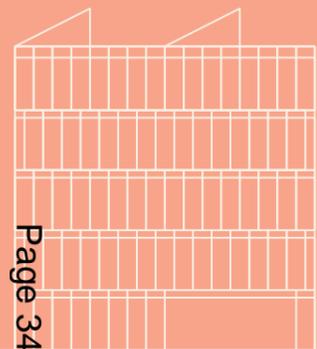
Cllr Jonathan Nunn
Leader Northampton Borough
Council, Deputy Leader West
Northants Shadow Authority



Cllr Richard Auger
Leader Daventry District
Council, Executive Member
West Northants Shadow
Authority



Cllr Matthew Golby
Leader of Northamptonshire
County Council, Executive
Member West Northants
Shadow Authority



Executive Summary

The Northampton Town Investment Plan (TIP) sets out our ambitious plan to deliver:

- **15,600 sqm** of new and refurbished commercial floorspace (including shared workspace)
- **24,900 sqm** of new public spaces
- **2,300 sqm** of new or expanded cultural and heritage venues, including new space for skills facilities
- Remediation and enabling works for key sites in the town centre to enable new public spaces, new mixed-use urban quarters, and commercial facilities.

Successful delivery of these outputs and the wider impacts associated with the TIP investments will help us achieve our 10-year vision to:

Our vision is supported by:

- Four cross-cutting Investment Principles to ensure that the TIP investments directly address the needs of our businesses and communities and that the future growth of the town will contribute to national social and economic priorities.
- Ten Strategic Objectives link the town’s opportunities and challenges to tangible measures of success.

Northampton’s Town Investment Plan has been designed from the ground-up. Drawing on the Towns Fund Guidance, our Vision builds on our existing priorities. It reflects the latest evidence on the key issues and objectives facing Northampton, including the social and economic implications of Covid-19.

In developing the Vision and supporting Investment Principles and Strategic Objectives, we have also consulted local communities and stakeholders to ensure that the TIP genuinely reflects local priorities.

Our 10 Year Vision	
<p>Strengthen – Northampton’s position at the centre of the Oxford-Cambridge Arc by providing modern spaces for creative businesses to capitalise on the town’s manufacturing and entrepreneurial passion.</p>	<p>Build – on our rich heritage and cultural offers to rejuvenate the town centre so it once again represents the aspirations of its residents.</p>
<p>Create – high-quality housing, digital infrastructure and open spaces that will enable our communities to grow and flourish to meet economic, health and wellbeing and environmental challenges.</p>	<p>Improve – access to skills and training while promoting first-rate higher and further education opportunities.</p>

Cross Cutting Principles of Investment	
<p>1. A vibrant heart to the town centre A rejuvenated town centre that better serves our communities and businesses</p> 	<p>2. Building on our outstanding cultural and heritage assets Celebrating Northampton’s heritage and culture to create a town that reflects its proud history and modern aspirations</p> 
<p>3. Inclusive Economic Growth Prioritising investment to meet the needs of our diverse and multicultural communities</p> 	<p>4. Enhancing the town’s green spaces and adopting low carbon principles Celebrating the town’s natural environment and ensuring sustainability and the low carbon agenda is central to all investment</p> 
 <p>TIP Strategic Objectives:</p>	
<p>Objective.1 To drive the regeneration of Northampton’s town centre and improve residents and visitors experience, bolstering daytime activity and encouraging increased footfall and spend.</p>	<p>Objective.2 To instil pride and a strong sense of identity and belonging to create a cohesive and welcoming community where residents feel connected, involved and empowered.</p>
<p>Objective.3 Transform the heart of the town by investing in high-quality and attractive public realm that reflects the ambition and pride of Northampton.</p>	<p>Objective.4 To provide a distinctive town centre experience by investing in cultural and leisure uses.</p>
<p>Objective.5 To re-energise and breathe new life into heritage assets and redundant buildings.</p>	<p>Objective.6 To invest in flexible commercial space to encourage businesses back into the town centre and ensure that Northampton is a compelling business environment.</p>
<p>Objective.7 To drive resilience and growth by supporting a diverse business base and providing improved access to skills and quality jobs.</p>	<p>Objective.8 To adopt an approach which reflects the aspirations of the community to deliver well-designed and functional spaces to help tackle crime, fear of crime and anti-social behaviour.</p>
<p>Objective.9 To address deprivation and inequalities by investing in and supporting assets within the town centre to improve the vitality, health and wellbeing of the local community.</p>	<p>Objective.10 To ensure the principle of clean growth is at the heart of everything we do.</p>

Developing our Vision

Underpinned by Town Investment Plan Guidance

Community Consultation
 Grass roots project development
 Community insight and priorities

Investment Themes
 Urban Regeneration, Connectivity and Skills / Enterprise
 Recovery from COVID-19
 Green Recovery



Strategic Documents and Planning Consultations

- Northampton Local Plan Part 2 June 2020
- Northampton Town Centre Masterplan Sept 2019 – based on over 600 consultation responses

September 2020 Online Public Consultations

- Feedback on initial project longlist
- Feedback sought on the issues and opportunities for the town centre
- 1,495 consultation responses

Workshop Consultations

- Four Workshops covering: Urban Regeneration, Business, Enterprise and skills, Deprivation and Inequality
- 150 invited to participate
- 27 attendees

#My Town Analysis

- Feedback on the needs and opportunities in the town
- Feedback on initial project ideas
- 160 responses



Our Shared Vision for Northampton

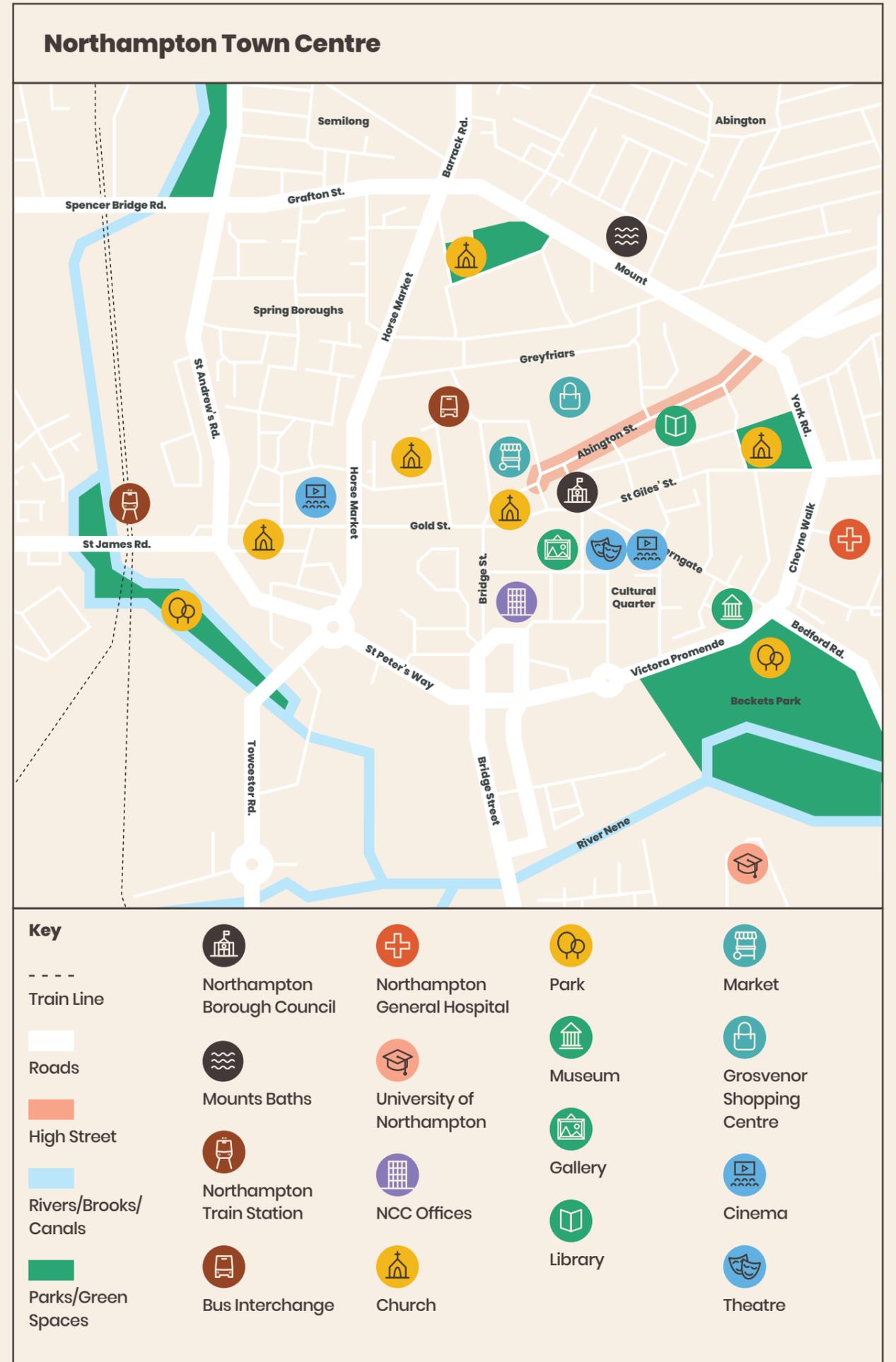
Cross Cutting Principles of Investment

Strategic Objectives

Investment Programme

To deliver our 10 Year Vision, we are seeking £37.2 million from the Towns Fund for the following 12 projects. This will unlock a further £170 million in match funding and dependent private sector investment:

- Town Centre Public Realm
- 41-45 Abington Street
- 35-39 Abington Street
- Marefair Heritage Gateway
- Four Waterside
- 24 Guildhall Road Arts Centre
- Extension of 78 Derngate – The Charles Rennie Mackintosh Museum
- Emporium Way
- St Peter’s and the Old Black Lion
- Skills and Social Enterprise Development Fund
- Market Square
- Waterloo House



2

Context and Analysis



Introducing Northampton

With a proud history of manufacturing and craft, focused on leather and shoemaking, Northampton is now the largest town in England. With a population of 225,100 (in 2018) it is also the largest area shortlisted for the Towns Fund.

Northampton is the county town of Northamptonshire, located in the East Midlands. Strategically located midway between London and Birmingham, it has significant potential to drive the growth of the wider region.

<p>Transport Links Northampton benefits from exceptional transport connectivity: The M1 connects Northampton with London and the North. The West Coast Main Line (WCML) provides direct rail services to London Euston, Birmingham and Crewe and HS2 will provide an opportunity to improve WCML services to Northampton. Northampton is located 34 miles from Luton airport and 39 miles from Birmingham International airport.</p>	<p>Oxford-Cambridge Arc Northampton is situated centrally in the globally significant Oxford-Cambridge Arc, a strategic focus of investment for both government and the private sector. In partnership with national government, the Arc can double its economic output by 2050 to over £200bn. This Town Investment Plan will ensure that Northampton can maximise its potential contribution to the Arc.</p>
<p>The Town is home to exceptional anchor institutions The University of Northampton and St Andrew's Hospital are major employers and anchor institutions. The University's new £330 million Waterside Campus provides a new engineering building, creative hub and student accommodation in the centre of Northampton. Northampton College is one of the largest Further Education (FE) colleges in the South Midlands, with two campuses in the town. Moulton FE College is also located to the north of Northampton.</p>	<p>Employers Northampton is home to the headquarters of a range of large employers such as Barclaycard, Carlsberg, Avon, Cosworth, Travis Perkins, and several members of the Midlands Aerospace Alliance.</p>
<p>High Performance Engineering and Advanced Manufacturing Northampton is recognised by the South East Midlands Local Enterprise Partnership (SEMLEP) as one of the key economic contributors to the region, pursuing high-growth strategies in the automotive sector, high-performance engineering, logistics and advanced manufacturing.</p>	<p>Northampton Waterside Enterprise Zone Many of our larger employers are located at the 120-hectare Northampton Waterside Enterprise Zone. The potential to retain and reinvest business rates associated with the Enterprise Zone over the next 18 years provides a significant opportunity to support further expansion to meet the needs of Northampton's current and future businesses.</p>
<p>Enterprise Parks There are prospering industrial and enterprise parks surrounding the town, including the Brackmills and Moulton Park industrial estates. These attract employment across a variety of sectors, including construction, logistics, wholesale and professional services.</p>	<p>Natural Environment The town is situated on the River Nene and surrounded by the Northampton countryside. Northampton has a network of prestigious and award winning parks including Abington Park, Becketts Park, Hunsbury Hill, the Racecourse, Upton Country Park and the Wetland Special Protection Area, all within walking distance of the town centre.</p>
<p>Heritage and Cultural Assets Northampton is a market town established in the Middle Ages with the construction of Northampton Castle. The town's Market Square is one of Britain's largest and most historic, dating back to 1235, and the area is surrounded by architecturally significant buildings linked to past industry. Historically, Northampton has been as a major centre of shoemaking and leather manufacturing. Since WWI this has dramatically shifted, although the town still boasts a large cluster of the finest shoe manufacturers in the world.</p>	<p>Food and Drink Food and drink sellers, independent retail and innovative social enterprise are the foundation of the Town Centre economy with a focus on the Grosvenor Centre, St Giles' Street, Wellingborough Road and the area surrounding the Market Square.</p>



Northampton's Evolution

<p>1.</p> 	<p>3.</p> 	<p>5.</p> 
<p>A potted history of manufacturing By the end of the 18th century, Northampton had become a major centre of footwear and leather manufacturing. It has been reported that by the early 1800's a third of all the town's male workers were shoemakers.</p>	<p>Industrialisation drives expansion By 1900, industry grew rapidly, and the emergence of factories spilt outside the original town walls increasing Northampton's footprint. This physical growth coincided with a large population increase and the delivery of council housing that was built largely to the east, north and south of the town. This includes Abington, Far Cotton, Kingsley, Kingsthorpe and Dallington – areas which were incorporated within the borough's boundaries in 1901.</p>	<p>Designation as a New Town and arrival of the M1 These events were fundamental to the evolution of Northampton as a town.</p>
<p>2.</p> 		<p>6.</p> 
<p>Connectivity spurring trade The River Nene was navigable from King's Lynn to Northampton in 1762 through the investment of Nene Navigation Company, allowing cheap transportation of coal and other goods to the town. However, by 1815, the Grand Union Canal reached the town, joining the River Nene, giving the town a direct link to the Midlands coalfields, Birmingham, Manchester and London.</p>	<p>4.</p> 	<p>Business Innovation Today Northampton is home to high-value businesses operating in advanced manufacturing and high-performance engineering. SEMLEP identify Northampton as a cluster of businesses and assets associated with 'future of mobility' and 'clean growth industries', within a wider network spanning the Oxford-Cambridge Arc.</p>
	<p>Decline in the shoe industry In the 1920s and 30s Northampton's specialisation in shoe manufacturing is threatened as the global industry falls into decline after WWI.</p>	

Issues and Opportunities for Northampton

Alongside the town's considerable strengths, there are a number of challenges constraining growth and limiting the town's contribution to the wider region. Addressing these will provide considerable opportunities for Northampton and the key issues are considered in turn¹.

The Town Investment Plan has been prepared in the context of the global pandemic. This has accelerated trends in our town centres and high streets across the country, however there is evidence to suggest that Northampton has been one of the hardest hit parts of the county. In addition to the closure of further high profile retailers, Northampton has seen some of the highest increases in unemployment and the proportion of the workforce furloughed. These issues are considered in greater detail below. They reinforce the need to redefine the role of our town centre and create the high quality employment opportunities more resilient to external shocks and support long-term sustainable growth of Northampton.

1. Evidence of the key challenges and opportunities is primarily taken from: Northampton Evidence of Need Report (Hatch, August 2020) and Impact of Covid-19 on Northampton (Hatch, November 2020). Both are provided as appendices to this report.



Issues and Opportunities for Northampton

Challenge 1: Creating a Vibrant and Welcoming Town Centre

Northampton town centre is in decline. It is failing to meet the needs of residents and businesses and is not keeping pace with other regional town centres and retail destinations, including Milton Keynes and Rushden Lakes. Vacancy rates in the primary shopping area are 15%, and the town has seen a year-on-year decline in footfall of 14%. The loss of major national retailers has left large vacant premises that have no viable alternative uses creating large disjointed and inactive areas.

The importance of high quality amenities to high-value employers, particularly professional services firms, is well established. The weakness of the town centre is a major barrier to Northampton re-establishing itself as a regionally significant business hub within the Oxford-Cambridge Arc.

The decline of the town centre is also one of the primary concerns of our residents, evidenced through our community consultation. A high proportion of respondents within 20 minutes-walk of the town visited the town less than once a month (34%) and many described the town centre as ‘scruffy’ with vacant units, and high levels of crime and homelessness. The lack of a quality retail offer and town centre attractions, plus competition from other areas are the key reasons why residents are not making better use of their town.

However, residents recognised the potential for Northampton to re-establish itself by building on its rich history, beautiful architecture and artisan culture. Northampton can be a real destination within the region, building on a good night-time economy offer and creating events spaces within the public realm. Residents feel Northampton can become a modern thriving market town.

Covid-19 has accelerated many of the long-term negative trends affecting high streets across the UK, including Northampton. The need to strengthen and diversify the town centre is more important than ever.

“Showcase Northampton’s culture and heritage to attract people to come to the town. Looking to nearby towns and cities like Stratford, Warwick, Leicester and Oxford – move away from mainstream shops and parks to places people want to visit for culture, leisure and novelty. Northampton has a lot to offer – shoe history, heritage sites and country homes, all currently in my opinion, poorly showcased. It would be wonderful to see Northampton vibrant with people enjoying the town and put it on the tourist map. Money will naturally follow for improvements elsewhere.”²

According to the Office for National Statistics in May 2020 Northampton was ranked 3rd highest nationally for total received government support (Job retention scheme, self-employment scheme and claimant count). On claimant count alone Northampton had the second largest increase in claimant count between March and April 2020, according to Office of National Statistics.

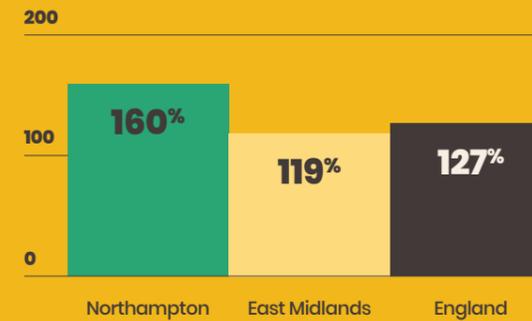
Between January and September Northampton experienced a 160% increase in claimant count, compared to 119% in the East Midlands and 127% across England. By August 2020, 63% of eligible businesses have taken up the self-employment support scheme, compared to 59% in East Midlands and 60% across the UK.

However, there are also a number of recent trends that may present opportunities for longer-term investment in the town including:

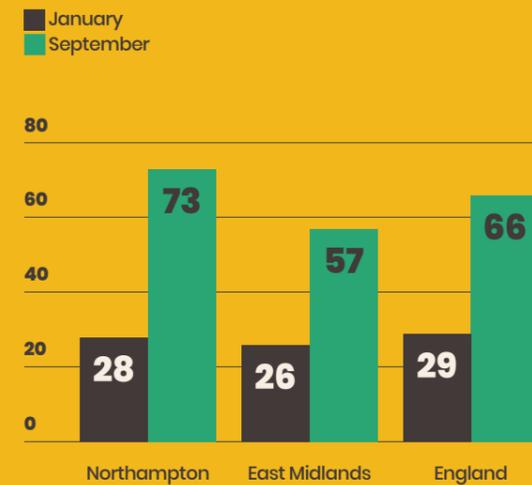
- A shift to local spend - greater local spend from people within the town and suburban areas
- A reduction in out-commuting, creating the potential to retain skills in the local labour market and generate new uses in the town centre.

Northampton’s town centre is failing to meet the needs of our residents and businesses and is a major barrier to the sustainable growth of the town

% Change in claimant count January – September 2020



Claimant Count per 1,000 working age residents, January 2020 and September 2020



Northampton town centre and its surrounding areas are not effectively serving the town. Retail and visitor trade is being lost to other areas and the town is not currently providing the range of amenities attractive to business. We will build on the investments completed to date to create a town that meets the needs of our residents and businesses. Key intervention areas will include:

- Enabling the redevelopment and reactivation of key sites that remain vacant and have no alternative viable use. These will become vibrant new commercial and residential hubs that support the heart of the town centre.
- Enhancing the town’s cultural offer through targeted investments in the cultural quarter. Supporting the growth of our important community and cultural assets to encourage residents and visitors back into the town
- Significantly enhancing the town’s public realm to improve accessibility, connectivity and create new public spaces.

Northampton currently performs exceptionally well in terms of business start-ups, but struggles to scale up firms and secure business survival

1,800

New businesses started in Northampton in 2019.

Recent and ongoing investments at the University and Further Education colleges will help bolster the entrepreneurial potential of Northampton and improve the work readiness of our residents. Recent investments such as the Vulcan Works SME HUB will help to nurture creative businesses through affordable and flexible workspace and create hubs where entrepreneurs can share ideas, identify mutually beneficial opportunities, and collaborate.

The TIP will support inclusive economic growth through investment in the Cultural Quarter – expanding the provision of accessible workspace and skills support for new cultural businesses – and creating new modern and flexible workspace at Waterloo House and within the Waterside Enterprise Zone. We will also work closely with partners, including SEMLEP’s Growth Hub to ensure that businesses receive the necessary ongoing support for growth.

New mixed-use communities, enabled by TIP investment, will provide co-working space accessible to entrepreneurs and new businesses, as well as those adapting to post-Covid-19 working practices. Investment in skills development and social enterprise will also ensure that our entrepreneurs are better equipped to build successful and thriving enterprises.

Challenge 2: Providing the Conditions for Business to Flourish

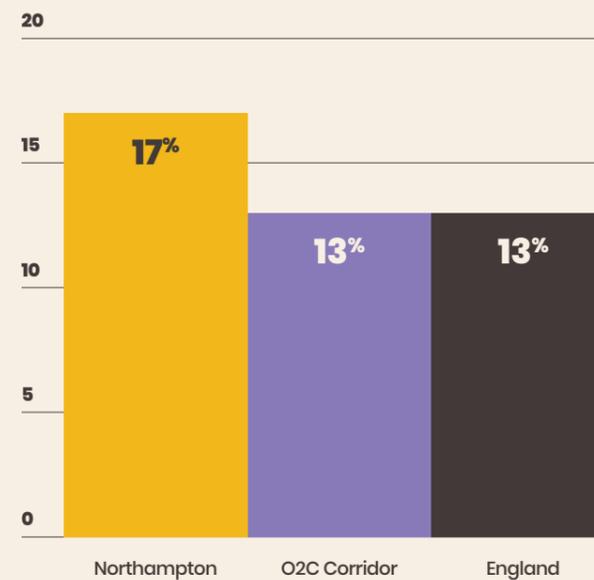
A critical mass of business starts

Last year there were 1,800 new businesses formed in Northampton³. This is a significant opportunity, with start-ups generating employment opportunities in the town and contributing to economic dynamism through innovation and competition.

Exceptional start up performance

As shown in the graph below, Northampton excels in generating start-up businesses, compared to the wider Oxford to Cambridge Arc.

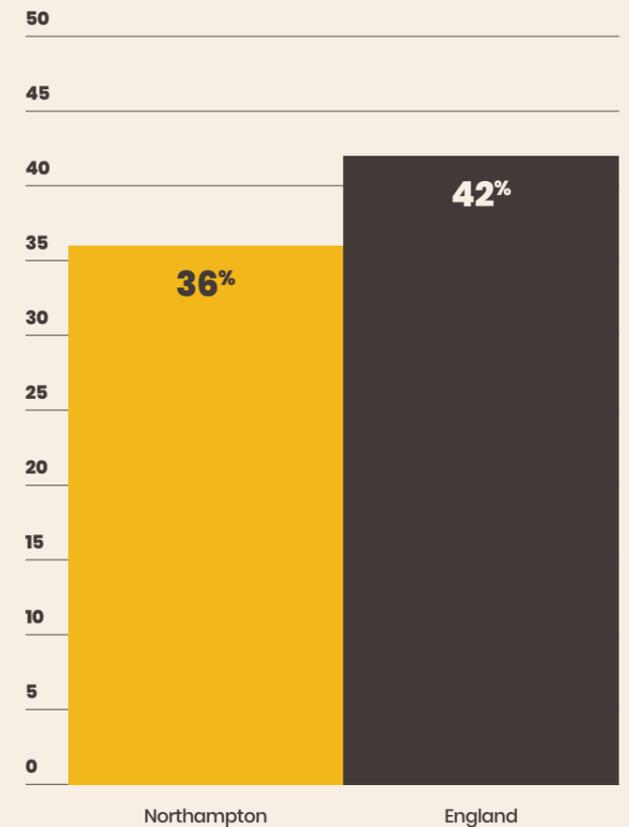
Business Start Ups, as a Active Businesses (%)



Northampton is struggling to nurture this start up activity

However, as indicated by the 5-year survival rate, the start-up rate is not translating into long-term survival. This represents a significant loss of entrepreneurial and economic capacity for the town.

5-Year Survival Rate (%)



Under-representation of high growth companies

Northampton is home to many innovative and successful businesses. However, in 2020 there were no formally designated scale-up (high growth) companies located in Northampton⁴. These rapidly growing firms, in terms of jobs and turnover, accelerate local economic growth and are estimated to account for 20% of national economic growth⁵. There are a range of factors that create the conditions to attract and nurture scale-up businesses including:

- High quality amenity offer
- The provision of high-quality workspace
- Excellent transport and digital connectivity
- Access to skills
- Access to finance

There is a clear alignment between the requirements of scale-up businesses and the priorities of our TIP.

3. ONS, Business Demography, 2019

4. Scale Up Institute, 2020

5. Octopus Investments (2015). "High Growth Small Business Report 2015. How Britain's Fastest Growing Smaller Companies Can be a Force for Regional Revival." <http://www.scaleupinstitute.org.uk/wp-content/uploads/2016/05/HGSB-report-2015.pdf>

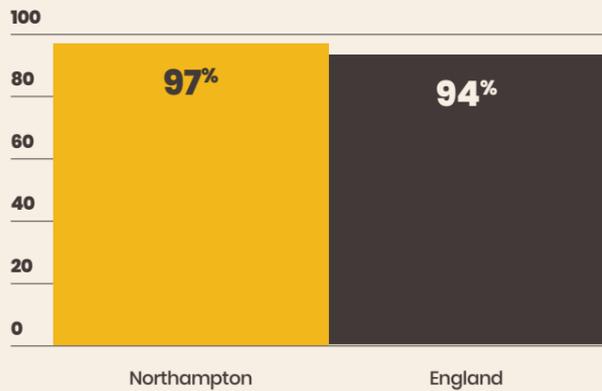
Challenge 3: Securing High Quality Workspaces Suitable for post Covid-19 Employment

Low levels of high-grade office stock

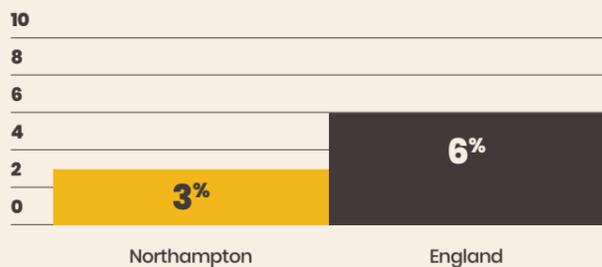
As illustrated in the graphs below, Northampton is characterised by an aging and poorly provisioned office stock, with only 3% categorised as high-quality (A-B) – half the national rate of 6%. This is also true for town centre accommodation, where Centre for Cities categorises 11% of office stock as high quality, compared to 25% nationally.



C Grade Stock (%)



A-B Grade Stock (%)



Poor range of employment spaces

Office accommodation accounts for approximately a quarter of all employment floorspace in the town. This shortfall, when compared to nearby towns such as Milton Keynes, will reduce the town’s perception as an employment destination and will limit the town’s flexibility and resilience as office-based employment adapts to the legacy of Covid-19.

This translates into trailing office rental values. Office rental values in Northampton are significantly lower than the national average – only £11 per square foot in 2019 compared to the national average of £27.

Despite low values office vacancy remains stubbornly high

Whilst vacancies have declined over the past decade, office vacancy rates in the town centre remain 20% higher than the national average (at 5.6% compared to 4.6% across England), suggesting that the available floorspace is not meeting the demands of modern employers.

Vicious Cycle preventing Regeneration

The lower quality stock leads to lower rents, in turn discouraging speculative development by the private sector and limiting investment in office accommodation. However, there is evidence of latent demand for space – research by Lambert Smith Hampton finds that letting transactions in Northampton have plateaued in recent years primarily because of the lack of Grade A office space, not due to a lack of interest from businesses. The inability to coordinate high quality investment in office accommodation in the town underpins one of the primary market failures constraining economic growth of the town.

Future of Office Employment

The legacy of Covid-19 is not certain, but it is clear that there will be a permanent impact on ways of working. Northampton provides an affordable location well connected to London and Birmingham. A transition to a hub and spoke model of office accommodation will increase demand, if met by high quality and flexible accommodation that can meet a range of modern business needs.

Amenity Offer

In addition to the quality and availability of office space, the strongest performing firms will locate in places that are accessible and attractive to their workforce. This is particularly important for professional services, with employers prioritising places that provide high quality amenities. While Northampton benefits from strong connectivity, the current amenity offer – particularly within the town centre – will further disincentivise investment and reduce the town’s competitiveness over time.

A lack of high-quality office stock and town centre vibrancy means rental values remain low

Existing investments within the Waterside Enterprise Zone are improving the overall quality of commercial accommodation available in Northampton. The TIP will help accelerate this delivery by supporting the development of Four Waterside.

Investment in Northampton’s public realm will improve perceptions of the town as a place to invest and work. Enabling of new mixed-use developments within the town centre will strengthen the urban core – improving its attractiveness for businesses and their employees. The resulting developments will incorporate their own commercial spaces and provide affordable accommodation for Northampton’s future workforce.

Building on existing investment in the Cultural Quarter, we will also improve the availability of high quality and affordable accommodation available to sole-traders, micro and small businesses. Waterloo House will provide much needed commercial space in the town centre.

The under-supply of housing is contributing to local deprivation that is stifling the town's growth aspirations

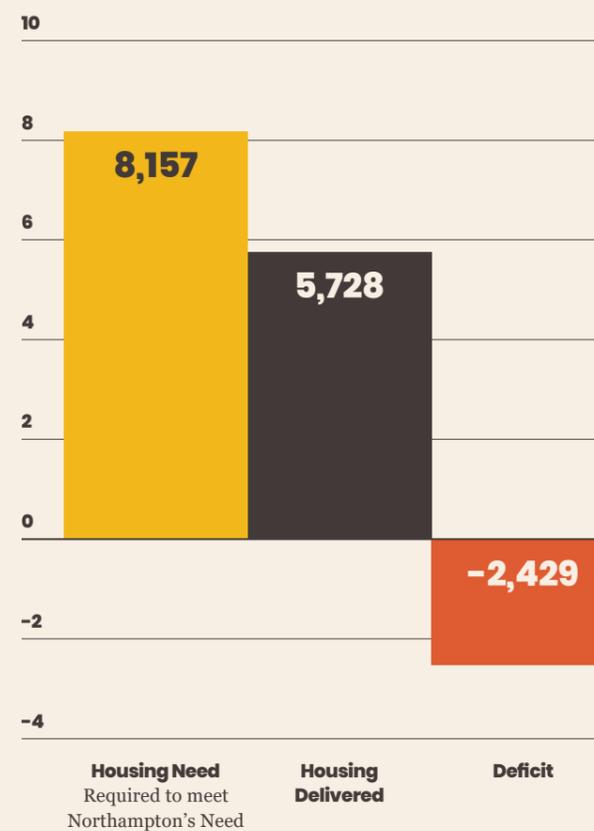
The departure of large retailers has accelerated the decline of the town centre and is contributing to crime, antisocial behaviour, and affects the attractiveness of the town as a place to visit and do business. Enabling investment in Northampton's strategic sites will support Northampton's housing need, transform the town centre, support retail, and food and beverage businesses, and encourage further investment in the town.

By ensuring that these developments accommodate a mix of uses, they will directly contribute to the community, create amenity and improve the commercial outlook.

Challenge 4: Supporting Our Growth by Delivering Housing

Northampton is currently not delivering the amount and quality of housing it needs. According to the latest Land Supply Assessment for Northampton (2019), the town is not delivering the housing it needs to sustain its growing population. Over the past eight years, the town has delivered around 5,700 homes – 2,400 short of what the town requires.

Northampton Housing Delivery against Need (2011-2019)



Housing need is a challenge that is set to increase. The annual housing requirement is significantly higher than what has been delivered in recent years. Key barriers to the delivery of strategic sites have been identified as site readiness and viability.

The Council, in partnership with Daventry and South Northamptonshire, has plans for an urban extension and is in the process of investing in enabling infrastructure, such as the Northampton North West Relief Road. However, strategic sites in central Northampton also provide opportunities to meet this need and create a diverse array of housing.

The importance of housing is clearly recognised by Northampton's communities and is reflected in the consultation responses that called for investment in a range of housing types and densities including affordable family accommodation.

“All of the above (projects) rely on footfall, so an increased mix of quality affordable residential accommodation will make a real difference. For every £1 spent locally in a small business, 60p stays in the community, so the more we can do to encourage this change, the more small businesses will feel encouraged to come back and trade in the town, making Northampton a “market” town to be proud of.”⁶

The link between new residential-led developments in the town centre and the economic sustainability of Northampton is also well understood. Enabling the development of strategic sites in the town centre will strengthen the retail core, and reinvigorate key locations in the town centre. By re-introducing walking connections and active frontages on major thoroughfares, it will also help reduced perceived and actual crime and antisocial behaviour.

6. Northampton Borough Council Towns Fund Consultation Research Findings, Turquoise Thinking (October 2020)

**Challenge 5:
Creating a Town Centre that
Benefits all of our Communities**

Several neighbourhoods within and close to the town centre have relatively high levels of deprivation⁷

There are also other deprived areas notably to the north of New Dunston in the west and around Riverside in the east. While there are many factors influencing deprivation, supporting a diverse and growing employment base will help improve opportunities for all of our residents.

Unemployment is a key challenge across Northampton

Despite the high number of jobs and major employers located in Northampton, around 5% of the working age population are unemployed. This is higher than both the regional average (3.8%) and national average (4.0%). Northampton has been particularly badly hit by Covid-19, with the claimant count increasing by 160% between January and September 2020, compared to 127% nationally.

Northampton has also seen a higher proportion of its workforce furloughed compared to other areas (258 employees per 1,000 working age residents in August, compared to 230 across England).

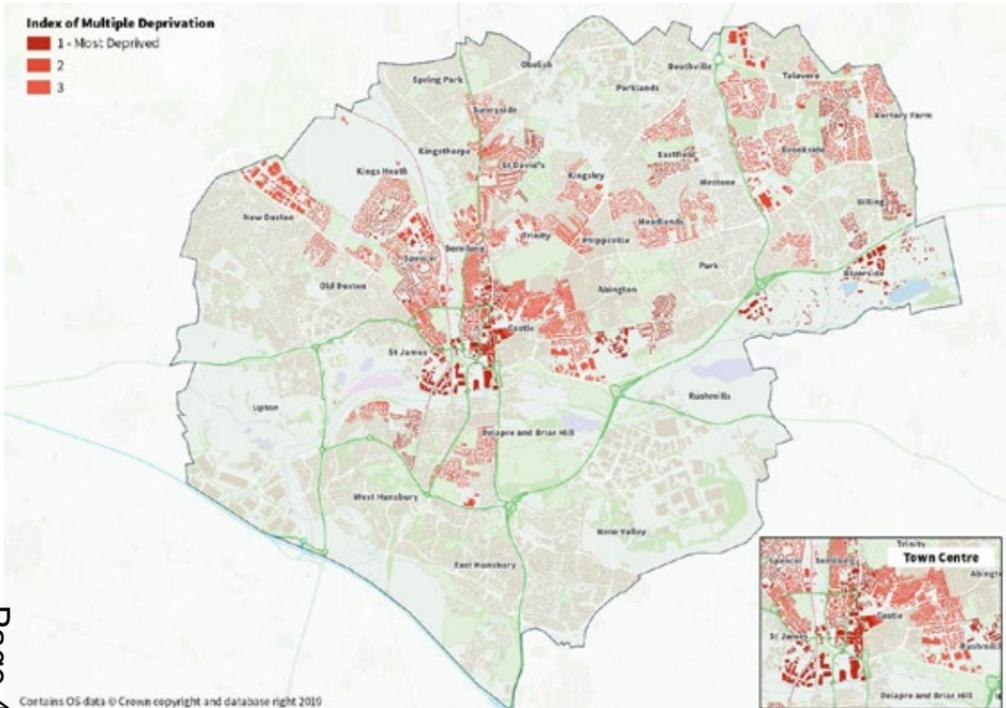
Northampton Areas of Significant Deprivation (Top 30% Nationally).⁸

Limited access to housing is a key driver of local deprivation
Housing and services, alongside crime, is a particular challenge for Northampton, where two-thirds of neighbourhoods are ranked as being among the most deprived nationally.

There is an opportunity to make the town centre more inclusive for all communities
The online consultation held in September 2020 found that residents wanted the town centre to be open to everyone. Those that live more than 20 minutes away from Northampton town centre put a large importance on walking and cycling routes, signposting and wayfinding in order to boost the number of town centre visitors.

There was also an identified need to deliver a greater diversity of uses for all residents (including the young and elderly), placing importance on the provision of community centres, activities and community spaces. There is an opportunity to champion these uses in the delivery of new residential neighbourhoods and ensure developments are connected to the wider urban fabric through sustainable travel methods.

7. Classified as being in the top 10% most deprived nationally, based on the ONS Index of Multiple Deprivation, 2019
8. Source: ONS, 2019. Reproduced by Hatch. The shading covers all buildings within each Lower Super Output Area – including non-residential buildings.

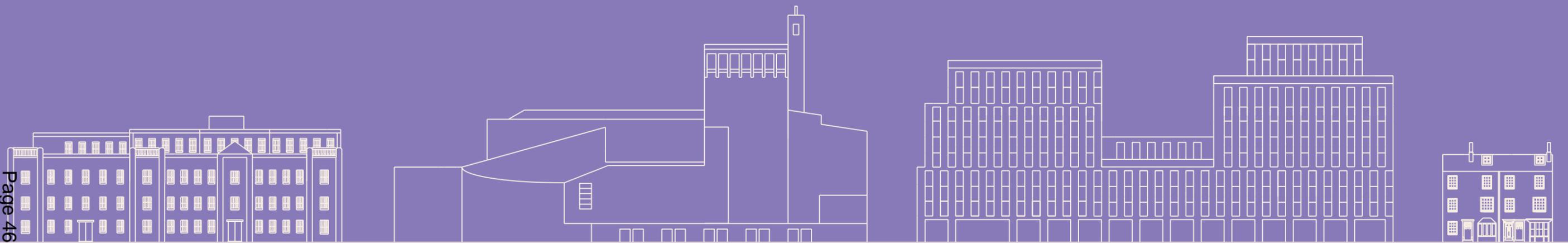


There is an opportunity for the town centre to improve the lives of all communities across Northampton

Number and Percentage of Neighbourhoods in top 20% most deprived nationally		“The town needs to be a place for everyone, including the young and elderly. There therefore needs to be provision for both in the form of youth centres / activities / community spaces” In developing our Transport Strategy for Northampton we will complement the TIP and wider investments and improve connectivity and accessibility across the town. The TIP will also make a direct contribution to these challenges through the public realm investments which will improve accessibility and connectivity across the town centre and surrounding areas. Investment in co-working and flexible workspaces, as well as commercial space more generally, will expand the opportunities available to our residents. We will directly support community inclusion and engagement through investment in community facilities in the town and the development of a Skills and Social Enterprise Development Fund, which will expand the reach of the TIP investments.
Housing and Services (87/133)	65%	
Crime (86/133)	65%	
Education and Skills (15/133)	11%	
Health (11/133)	8%	
Income (9/133)	7%	
Living Environment (6/133)	5%	
Employment (7/133)	5%	

3

Strategy



Our Shared Vision for Northampton

The Northampton Investment Plan responds to the challenges facing Northampton and sets out how we will position the town as a cultural, community and economic centre serving the wider region over the next ten years. It is guided by our Vision as shown below.

The TIP builds on the priorities established by the Town Centre Masterplan and the extensive stakeholder consultation and engagement that has taken place over the past two years. In developing our shared vision we sought feedback from the community, business, stakeholder groups and the Northampton Forward Board.

Our Vision sets out how successful Town’s Fund investment in Northampton has the potential to unlock and complement our wider priorities and aspirations for the town. It is underpinned by:

- Four cross-cutting Investment Principles which will guide the TIP investments – ensuring that they directly address the needs of our businesses and communities, and that future growth will align to national social and economic priorities.
- Ten Strategic Objectives, which link the town’s opportunities and challenges to tangible measures of success.

The 10 Strategic Objectives each contribute to at least one of the Principles of Investment. By making a balanced contribution to these principles, the TIP will support our overarching priorities and the deliver our Shared Vision for Northampton.

Our 10 Year Vision	
<p>Strengthen – Northampton’s position at the centre of the Oxford-Cambridge Arc by providing modern spaces for creative businesses to capitalise on the town’s manufacturing and entrepreneurial passion.</p>	<p>Build – on our rich heritage and cultural offers to rejuvenate the town centre so it once again represents the aspirations of its residents.</p>
<p>Create – high-quality housing, digital infrastructure and open spaces that will enable our communities to grow and flourish to meet economic, health and wellbeing and environmental challenges.</p>	<p>Improve – access to skills and training while promoting first-rate higher and further education opportunities.</p>

Cross Cutting Principles of Investment	
<p>1. A vibrant heart to the town centre A rejuvenated town centre that better serves our communities and businesses</p> 	<p>2. Building on our outstanding cultural and heritage assets Celebrating Northampton’s heritage and culture to create a town that reflects its proud history and modern aspirations</p> 
<p>3. Inclusive Economic Growth Prioritising investment to meet the needs of our diverse and multicultural communities</p> 	<p>4. Enhancing the town’s green spaces and adopting low carbon principles Celebrating the town’s natural environment and ensuring sustainability and the low carbon agenda is central to all investment</p> 
 <p>TIP Strategic Objectives:</p>	
<p>Objective.1 To drive the regeneration of Northampton’s town centre and improve residents and visitors experience, bolstering daytime activity and encouraging increased footfall and spend.</p>	<p>Objective.2 To instil pride and a strong sense of identity and belonging to create a cohesive and welcoming community where residents feel connected, involved and empowered.</p>
<p>Objective.3 Transform the heart of the town by investing in high-quality and attractive public realm that reflects the ambition and pride of Northampton.</p>	<p>Objective.4 To provide a distinctive town centre experience by investing in cultural and leisure uses.</p>
<p>Objective.5 To re-energise and breathe new life into heritage assets and redundant buildings.</p>	<p>Objective.6 To invest in flexible commercial space to encourage businesses back into the town centre and ensure that Northampton is a compelling business environment.</p>
<p>Objective.7 To drive resilience and growth by supporting a diverse business base and providing improved access to skills and quality jobs.</p>	<p>Objective.8 To adopt an approach which reflects the aspirations of the community to deliver well-designed and functional spaces to help tackle crime, fear of crime and anti-social behaviour.</p>
<p>Objective.9 To address deprivation and inequalities by investing in and supporting assets within the town centre to improve the vitality, health and wellbeing of the local community.</p>	<p>Objective.10 To ensure the principle of clean growth is at the heart of everything we do.</p>

Strategic Investments and Cross Cutting Principles of Investment		Cross Cutting Principles of Investment			
		Vibrant Heart to the Town Centre	Building our Outstanding Cultural and Heritage Assets	Inclusive Economic Growth	Enhancing the Towns Green Space and Adopting Low Carbon Principles
Strategic Objectives	1. Town Centre Regen	✓	✓	✓	
	2. Community	✓		✓	
	3. Public Realm	✓			✓
	4. Cultural and Leisure		✓		✓
	5. Heritage Assets and Redundant Buildings	✓	✓		
	6. Flexible Commercial Workspace	✓		✓	
	7. Diverse Business Base			✓	
	8. Well Designed Spaces Addressing Crime and Anti-Social Behaviour	✓		✓	
	9. Deprivation and Inequality	✓		✓	
	10. Clean Growth				✓

Investment Proposals

We are seeking £37.2 million from the Towns Fund, which will unlock £170 million in match funding and dependent private sector investment to support the delivery of:

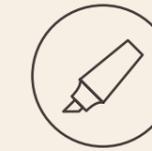
- **15,600 sqm** of new and refurbished commercial floorspace (including shared workspace)
- **24,900 sqm** of new public spaces
- **2,300 sqm** of new or expanded cultural and leisure venues, including new space for skills facilities
- Remediation and enabling works for key sites in the town centre to create new public spaces, new mixed-use urban quarters, and commercial facilities.

Two of the projects (Market Square and Waterloo House, with a combined value of £12.2 million) were included in Northampton’s submission to the Future High Street Fund. They are also included in our TIP as they are considered essential to achieving our vision for the town and score highly against our strategic objectives. However, if the full amount of FHSF sought is awarded to Northampton our total investment ask from the Towns Fund would reduce to £24.9 million.

The following 12 projects have been prioritised for the Town Investment Plan and together provide a comprehensive package of investment that will:

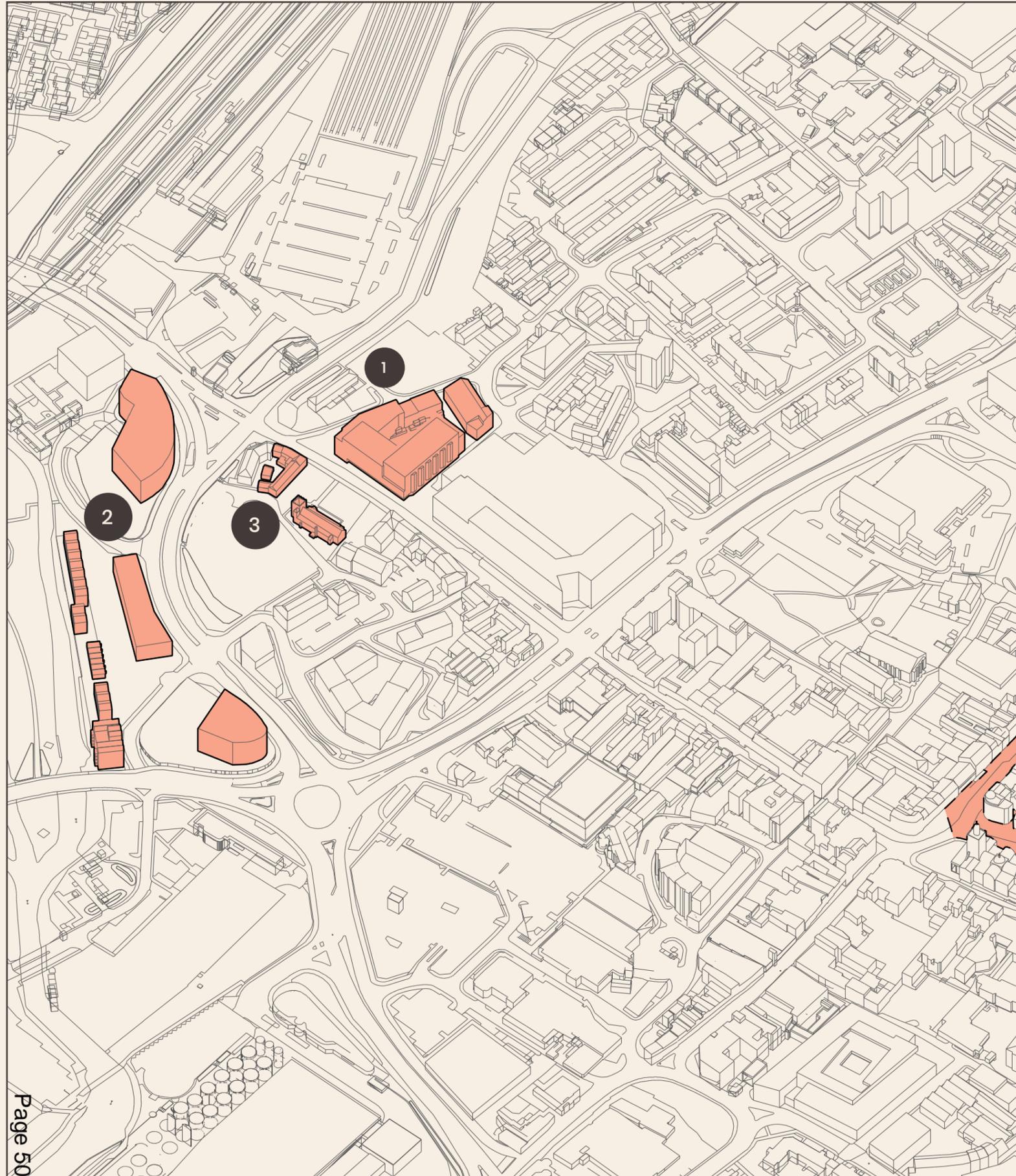
- Deliver our Vision and Strategic Objectives
- Align to the priorities of the Towns Fund – including a contribution to Urban Regeneration, Skills and Enterprise Infrastructure, and Connectivity
- Complement our wider investment prioritises and support the transformation of Northampton

Further information on each project, including strategic alignment and delivery programme is provided in Part 3 of this TIP.



Contribution of the TIP to Our Strategic Objectives

Projects	Objectives									
	1	2	3	4	5	6	7	8	9	10
Town Centre Public Realm	Achieving	Achieving	Achieving	Contributing				Achieving	Achieving	Achieving
41-45 Abington Street	Achieving	Achieving	Contributing	Contributing	Achieving	Contributing		Achieving	Contributing	Contributing
35-39 Abington Street	Achieving	Achieving	Contributing	Contributing	Achieving	Contributing		Achieving	Contributing	Contributing
Marefair Heritage Gateway	Achieving	Achieving	Achieving	Achieving	Achieving	Contributing		Achieving	Contributing	Achieving
Four Waterside	Contributing	Contributing	Contributing			Achieving	Achieving	Contributing		Contributing
24 Guildhall Road Arts Centre	Achieving	Achieving		Achieving	Achieving	Achieving	Achieving		Contributing	Contributing
Extension of 78 Derngate – The Charles Rennie Mackintosh Museum	Contributing		Contributing	Achieving	Contributing				Contributing	Contributing
Emporium Way	Achieving	Contributing	Achieving	Achieving	Contributing	Contributing		Contributing	Contributing	Contributing
St Peter’s and the Old Black Lion	Contributing	Contributing		Contributing	Achieving			Contributing	Achieving	Contributing
Skills and Social Enterprise Development Fund		Achieving					Achieving		Achieving	
Market Square	Achieving	Achieving	Achieving	Achieving	Achieving			Achieving		Achieving
Waterloo House	Achieving		Contributing	Contributing	Achieving	Achieving	Achieving		Contributing	Contributing
Objectives Key	■ Achieving ■ Contributing		1. Town centre Regen 2. Community 3. Public Realm 4. Culture and Leisure 5. Heritage Assets and Redundant Buildings 6. Flexible Commercial Workspace				7. Diverse Business Base 8. Well designed Spaces Addressing Crime and Anti-Social Behaviour 9. Deprivation and Inequality 10. Clean Growth			



1

Marefair Heritage Gateway
 Transforming the gateway from the train station to Northampton Town Centre, we will provide a new heritage park that will address negative perceptions of the town and provide new amenity space. The investment will help to unlock a new mixed-use development providing co-working and leisure spaces and family homes to reflect the needs of local residents.



2

Four Waterside
 Providing 60,000 sqft of grade A office space, a new hotel and 90 homes at a gateway site close to the train station. Meeting the demands of modern businesses, the accommodation will include flexible co-working space for local SMEs and start-ups.



3

St Peter's and the Old Black Lion
 Providing a new community hub in a Grade II listed building, it will provide a venue for volunteering, community engagement, and skills and training activities in an area of Northampton with high deprivation. Commercial income from a food venue will ensure the wider site, including the Grade I listed St Peter's Church will be sustainable into the future.



4

Town Centre Public Realm

Providing improved public realm on Abington Street, The Drapery, Fish Street and St Giles' Street: A major priority from the public consultation, this investment will significantly enhance the public spaces, complementing the investment proposals at Market Square. Improving pedestrian access and providing new seating, signage and tree planting. It will drive footfall and help address concerns around crime and safety.



5

41-45 Abington Street

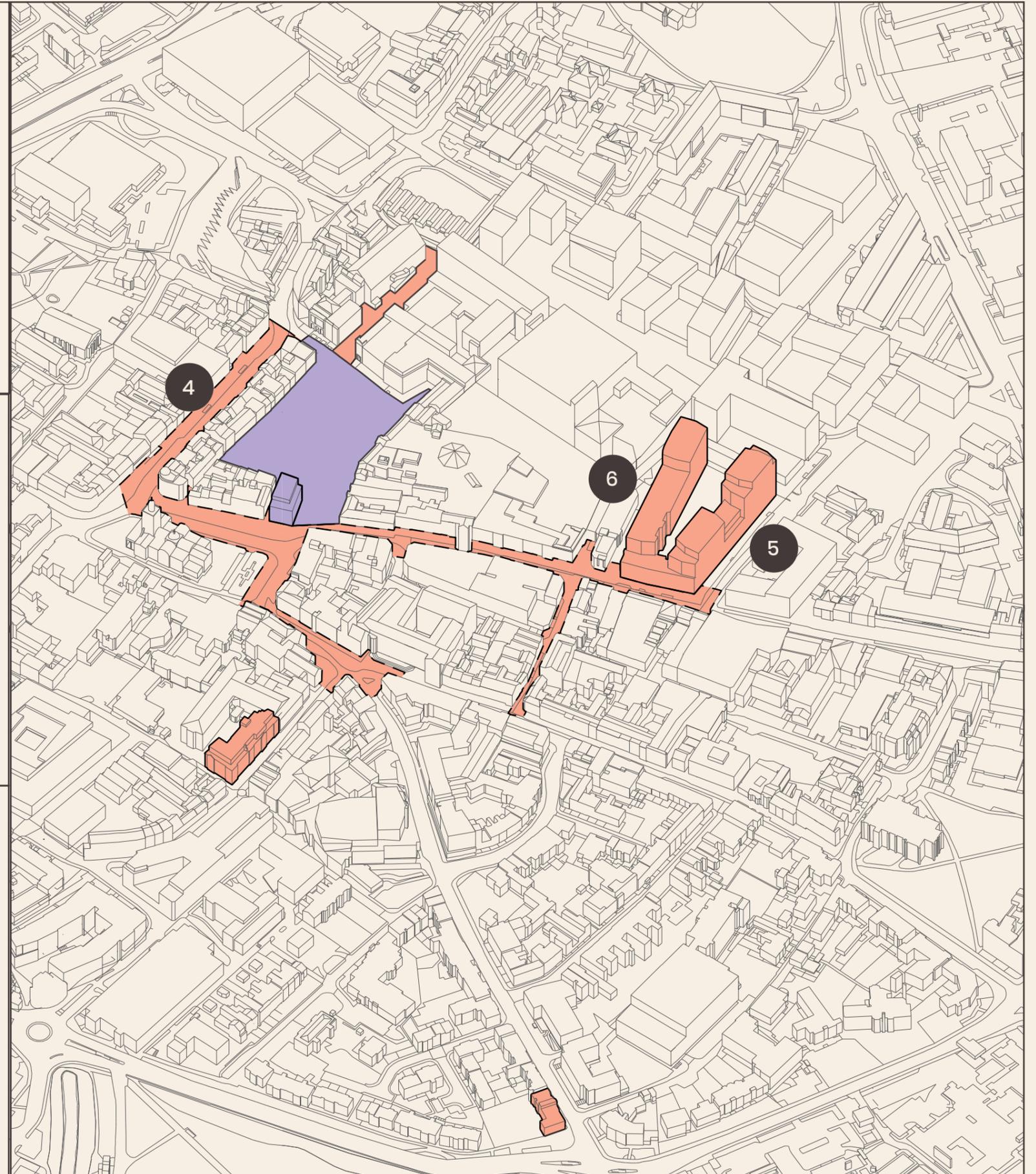
Enabling the redevelopment of the former M&S building – a high profile, site in the town centre which has remained vacant since 2018 to the detriment of the town. TIP investment will unlock a mixed-use development which will support the ongoing regeneration of the town.



6

35-39 Abington Street

Complementing investment at 41-45 Abington Street, TIP investment will enable the redevelopment of a large vacant site formerly home to BHS. The project will support the regeneration of the town and provide an important pedestrian link to the future Greyfriars strategic development site.



7

24 Guildhall Road Arts Centre

Building on a GBF funded investment to relocate NN Contemporary Arts in the Cultural Quarter. This investment will support the redevelopment of the upper floors into a flexible space for skills development and education in the creative sectors.



8

Extension of 78 Derrigate – The Charles Rennie Mackintosh Museum

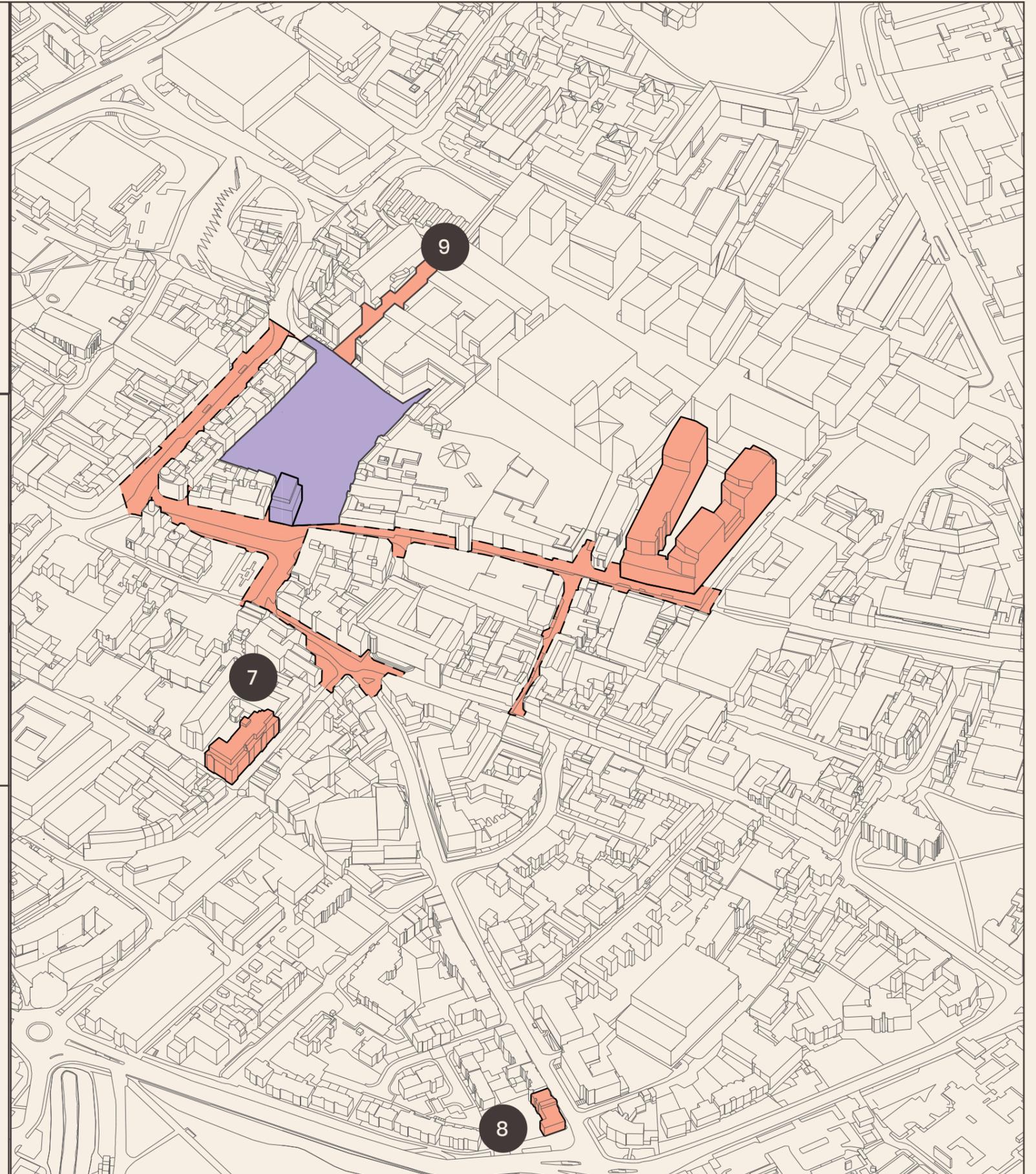
This project will enable an extension of the Rennie Mackintosh Museum and the create a new functional garden for the museum on disused land. It will provide an improved visitor experience and build on a brand that is well known and an iconic visitor attraction.



9

Emporium Way

Creating a new pedestrian thoroughfare between Market Square and the future Greyfriars development, supporting enhanced town centre footfall. The project will also provide stalls for a Makers Market, complementing other cultural and creative investments in the town.



10

Skills and Social Enterprise Development Fund

A grant fund to ensure that the wider TIP investment package is inclusive of Northampton's diverse communities and provides much needed support for the town's small start-up and growing social enterprises.



11

Market Square

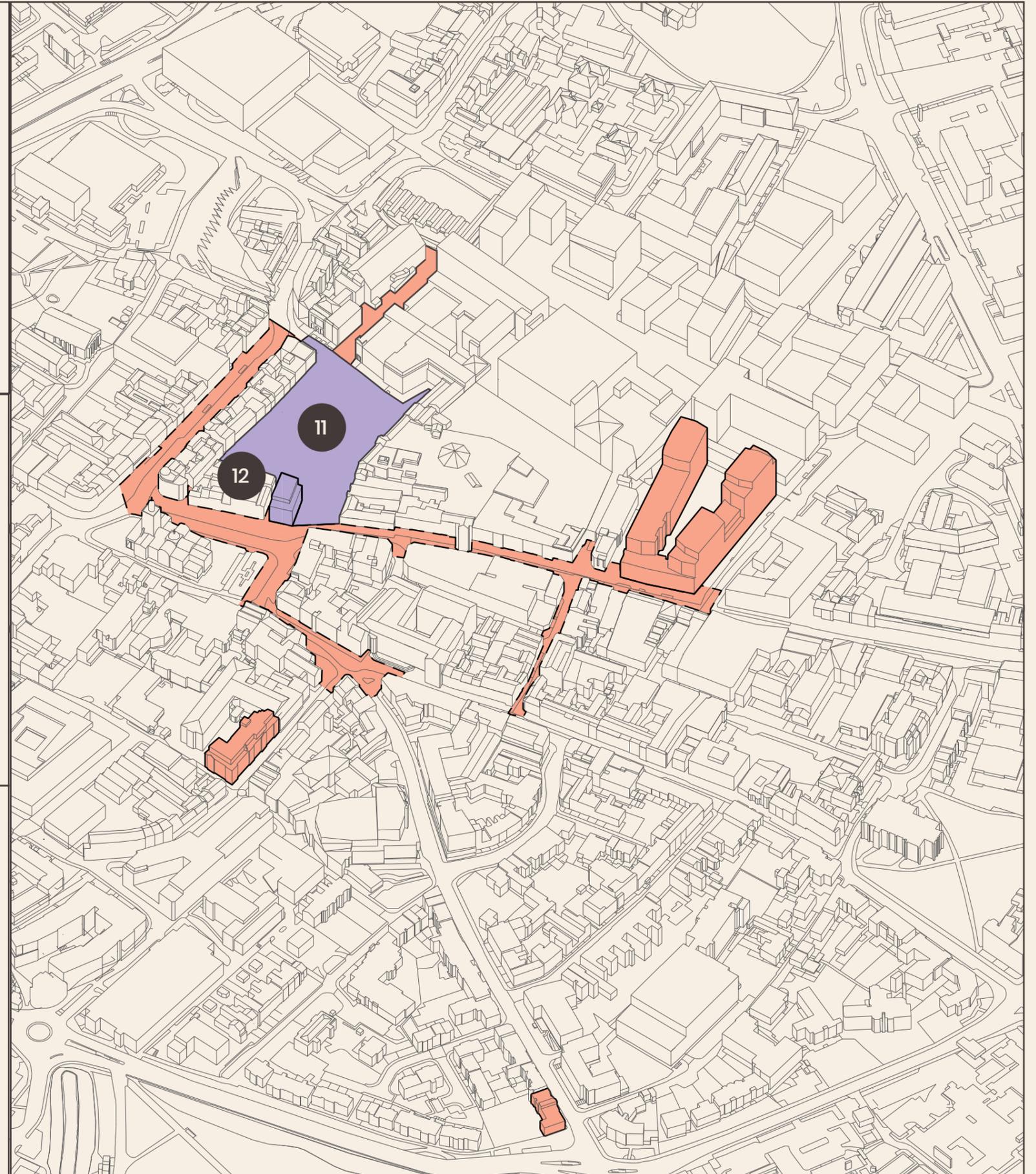
Given its historic role and central location, investment in the Market Square is considered to be an essential catalyst to the wider regeneration of the town. The Towns Fund will provide significantly enhanced public realm and existing stalls will be transformed to provide a smaller, more attractive platform for independent traders – freeing up space for functions, events and activities, re-establishing its role as the heart of the town centre.

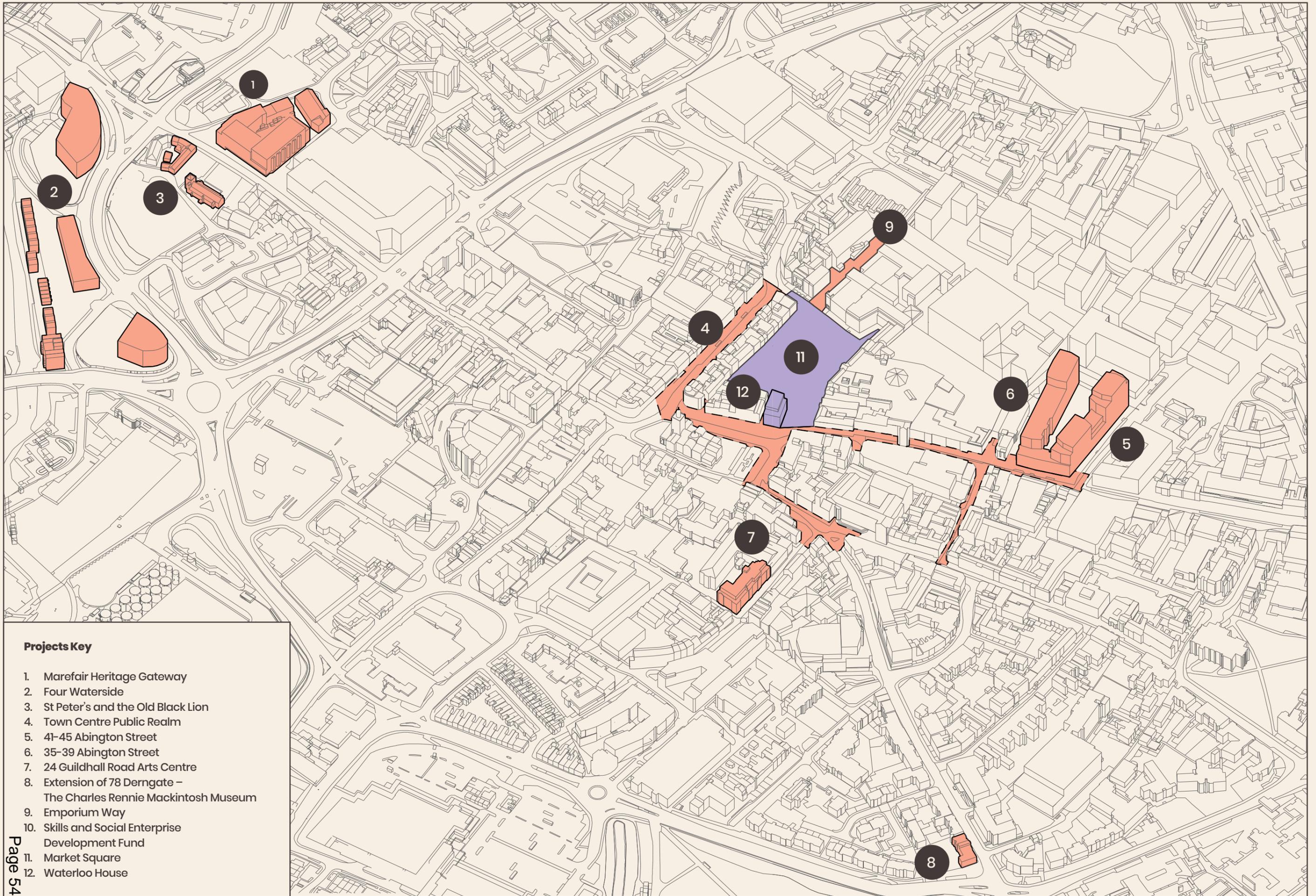


12

Waterloo House

Redevelopment of an underutilised building in a key location on the Market Square into grade A office space providing co-working and serviced offices in addition to active uses (café/restaurant) on the ground floor.





Projects Key

- 1. Marefair Heritage Gateway
- 2. Four Waterside
- 3. St Peter's and the Old Black Lion
- 4. Town Centre Public Realm
- 5. 41-45 Abington Street
- 6. 35-39 Abington Street
- 7. 24 Guildhall Road Arts Centre
- 8. Extension of 78 Derngate –
The Charles Rennie Mackintosh Museum
- 9. Emporium Way
- 10. Skills and Social Enterprise
Development Fund
- 11. Market Square
- 12. Waterloo House

Prioritisation Process

Our investment programme has been identified following extensive stakeholder consultation, which has influenced the selection and design of our proposals – from the initial long list of projects, to the design of the Vision and Strategic Objectives that informed the prioritised programme.

22 projects that support our TIP Vision and Strategic Objectives were included in the longlist. Another 3 projects were considered, but were excluded as they were not deliverable within timescales required for the Towns Fund.

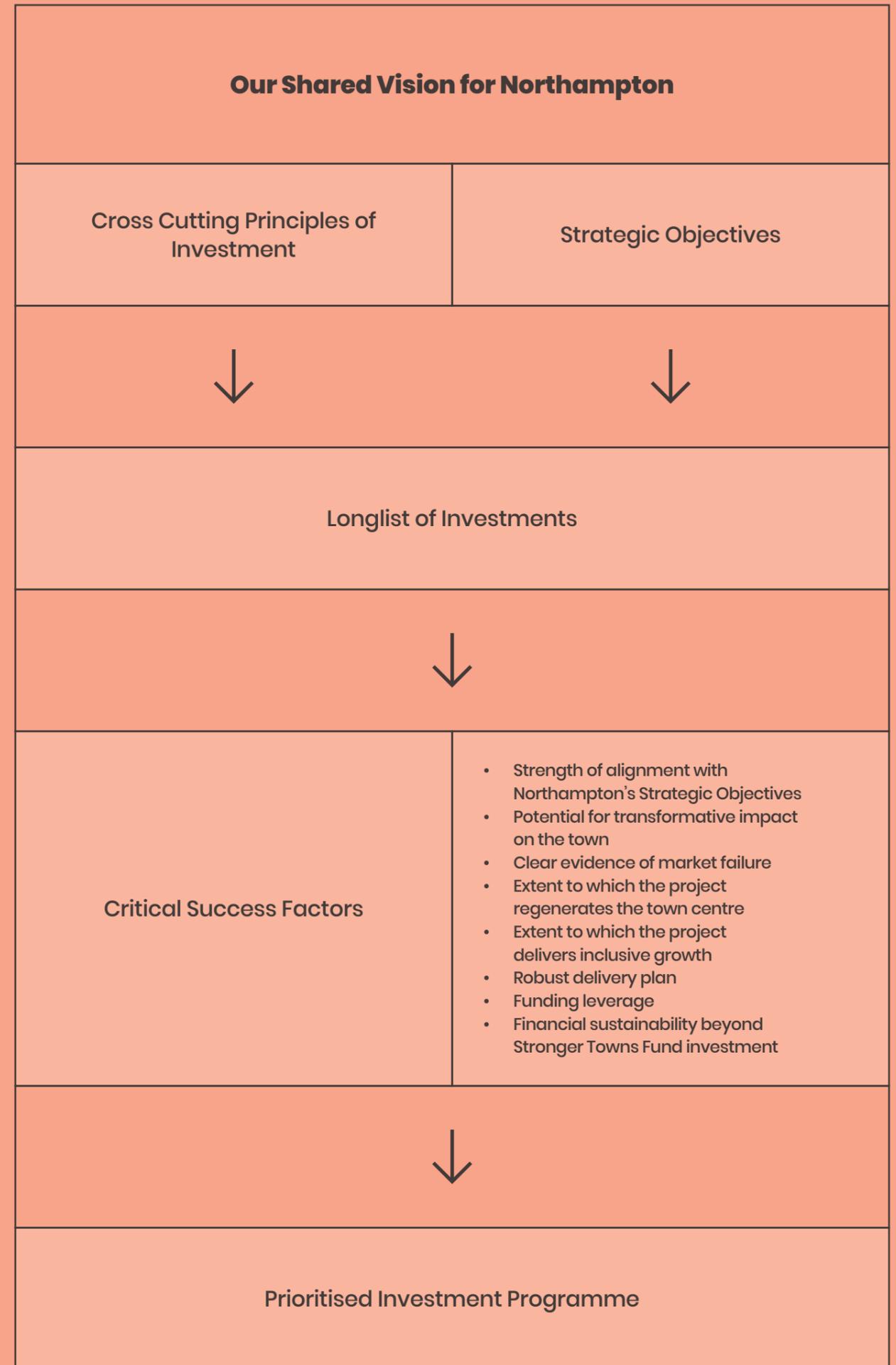
The investment longlist was scored against the Critical Success Factors (CSFs) to identify a prioritised programme. This process ensures that the prioritised programme will make a strong contribution to our Vision and Strategic Objectives and align with national priorities, including the requirements of the Towns Fund. The CSFs have also been designed to ensure that prioritised projects can be supported by a robust business case.

Investments not prioritised for the TIP included projects relating to further investment on the Enterprise Zone, the redevelopment of strategic investment sites in the town centre, such as Greyfriars, pedestrian improvements, and a new Digital Hub at Northampton Library. These projects will be considered as pipeline projects that may mitigate any unexpected risks to the delivery of the prioritised programme.



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Vulcan Works concept visual



A Foundation to Build on for the Future

Our vision for Northampton stretches beyond the five-year term of the Towns Fund. The package of investments set out in this Town Investment Plan will complement existing investments, help us to tackle our most immediate challenges, and position the town for long-term sustainable growth. The investment programme will unlock and enable future investment and help to secure Northampton's vision as a vibrant county town with a central role in the Oxford-Cambridge Arc.

Getting the right investments in place now and seizing on the opportunities currently available will be critical to the longer-term success of Northampton.



Short Term (1-3 years)

The emergence of a town centre that better serves Northampton's businesses and residents

- Early TIP investments will build on the success of newly delivered investments at Vulcan Works and Northampton Museum and Art Gallery.
- New cultural and community venues will help to diversify the town centre and strengthen links with local communities.
- 24 Guildhall Road Arts Centre will provide support for new cultural organisations, people and businesses through the provision of workspaces and training facilities.
- Public realm investments in the Market Square and the wider town centre will drive footfall, increase visitor dwell time, and help to promote the town centre as a destination that can compete with other towns in the region.
- Early stage investment in public realm and new urban quarters will demonstrate the commitment to Northampton and potential for transformation.

Medium Term (3-5 years)

A transformed Northampton focused on revitalised gateways and a core hub around Market Square.

- New mixed-use urban quarters and commercial developments in the town centre will promote a vibrant day and night time economy and support a strengthened retail core focused on Market Square.
- Emporium Way will provide a major investment in town centre public realm. The makers market will provide a platform to drive new footfall to the town centre and support the growth of local creative businesses.
- Four Waterside and complementary investments around the Station Gateway will provide modern and flexible business accommodation, that respond to the post Covid-19 challenges and are attractive to the Arc's priority sectors – including professional services, high performance and advanced manufacturing.
- Four Waterside and complementary investments around the Station Gateway will provide modern and flexible business accommodation, that respond to the post-Covid-19 challenges and are attractive to the Arc's priority sectors – including professional services, high performance and advanced manufacturing.

- An array of flexible business accommodation across the town will help attract and grow a diversified business base. A more resilient business ecosystem will help address local challenges with business survival.
- Investment in social enterprise will further promote the diversity of Northampton's business base and improve links with the town's most deprived communities.
- Further strengthening of the town's cultural offer will help to improve perceptions of the town and draw people into Northampton as a destination.
- The complementary roll-out of city fibre and Northampton's Transport Strategy will further enhance the town as a location for businesses and visitors.

Long Term (5+ years)

Demonstrating success and providing a platform for future economic growth.

- A new vibrant heart and gateway to the town centre will help to enhance perceptions of Northampton. A strengthened retail core will support a higher quality retail and leisure offer; and an improved business ecosystem will support business growth and diversification. Improved land values and commercial rents will promote further commercial and residential development. Northampton will be perceived as a key investment location in the Oxford-Cambridge Arc, attracting inward investment and fully contributing more to the region's productive capacity.
- Improved employment opportunities from retail and services to advanced manufacturing will create new opportunities for our residents and promote inclusive economic growth.
- Building on our outstanding cultural and heritage assets, Northampton will become a cultural and heritage attraction and a focal point in the Oxford-Cambridge arc.
- The provision of new green and open spaces across the town and through embedding low carbon principles in our TIP developments will demonstrate our commitment to sustainable economic growth and set the standards for future delivery.

Investment Rationale

Market Failures

There are a range of market failures constraining investment in Northampton. Specific assessments are provided in the project level summaries, but the primary failures relate to:

Externalities and Coordination Failure

Achievable office rents in Northampton are currently low relative to the surrounding area, given the poor fit between available accommodation and modern business needs. This will disadvantage first-movers who cannot recoup the wider spill-over benefits of early stage investment.

In addition schemes targeting community and heritage assets will support wider community priorities and add to the cultural offer of the town – benefiting retailers and food & beverage businesses. While the operation of these schemes is financially viable, the high upfront capital cost will limit investment without public support.

Abnormal Costs

Northampton is a historic town with many development sites that are difficult to develop and do not currently provide financially viable private investment opportunities. For example, strategic sites in the town centre have remained vacant since the departure of large retailers and have no realistic alternative uses in their current form. Development will require significant remediation work that is not viable - particularly while potential returns on investment remain low.

Public Goods

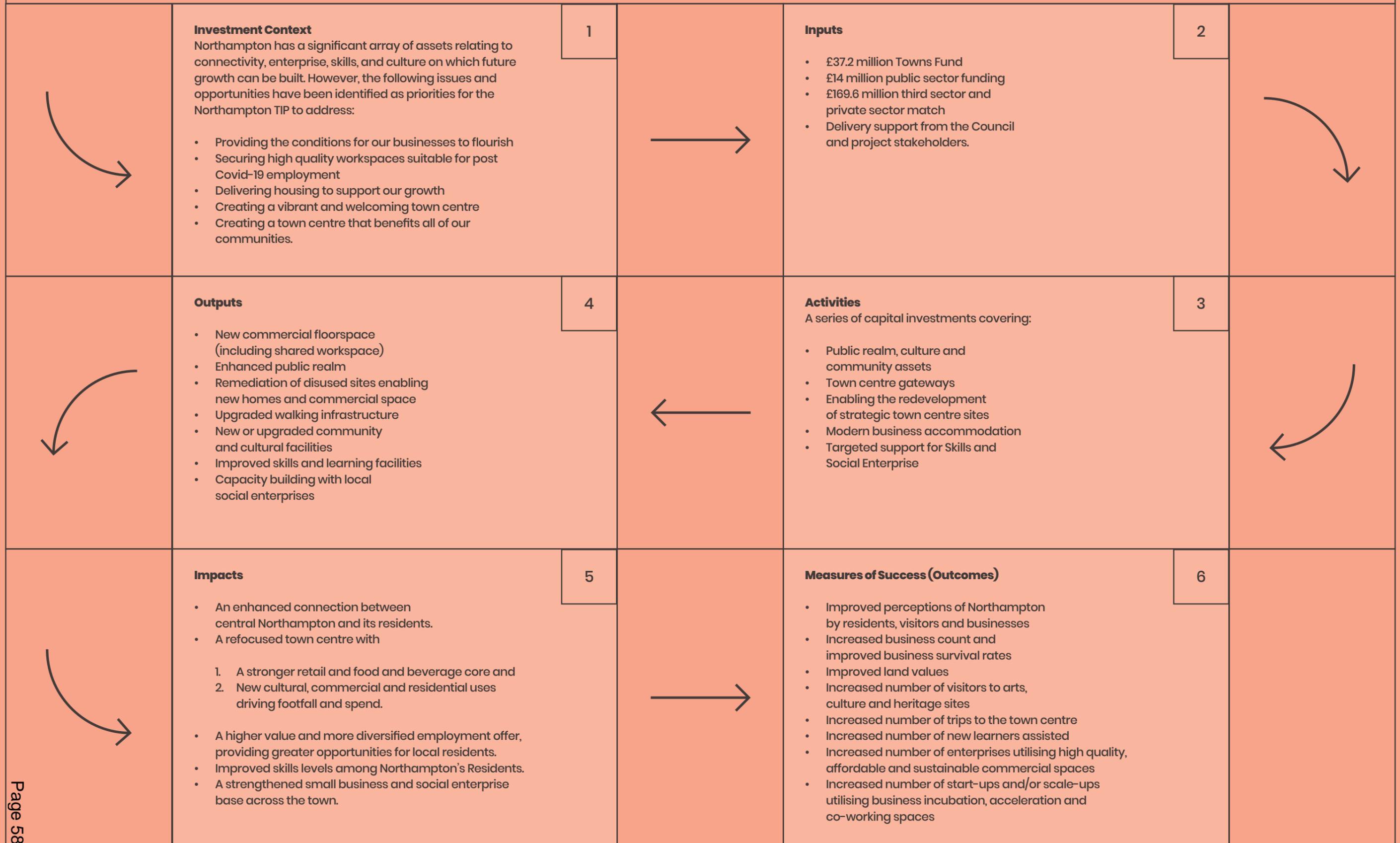
Several investments relating to public realm and gateways to the town have the qualities of public goods and are the types of investment that local authorities would take responsibility for. In some cases it may be possible to raise funding from developer contributions. However whilst development is not forthcoming this investment will not materialise.

Theory of Change

The Northampton TIP Theory of Change sets out how our proposals to build on the available evidence and deliver tangible and measurable outcomes for the benefit of the town.



Theory of Change



Alignment to Wider Activity

Strategic Alignment

Our Town Investment Plan does not exist in isolation. It aligns with existing strategies which will help prioritise and direct wider investment in the town, including:

- Northampton Town Centre Masterplan developed by the Council to build on the culture, history and heritage of Northampton and transform the heart of town. This will be achieved by creating a smaller and stronger retail core complimented by new residential development serving the needs of the community.
- Waterside Enterprise Zone Delivery Strategy – setting out an ambitious plan to regenerate nearly 120 hectares of brownfield land along the town’s river front. Since 2011 Enterprise Zone status has helped to transform a large area of previously under-developed land in Northampton and has, to date, attracted £320million of private sector investment. Key investments include construction of the new Northampton railway station, the University of Northampton Waterside Campus, and the proposed investment at Four Waterside.
- Northampton Local Plan 2011-29 – a second round of consultation was held in September 2020. The plan sets out Northampton’s ambition to deliver 18,870 new homes by 2029. It recognises the need to balance the town’s growth requirements against the need to protect and enhance the built and natural environment.
- West Northamptonshire Joint Core Strategy 2014 sets out the long-term vision and objectives for the whole of the area covered by Northamptonshire County Council, Daventry District, Northampton Borough and South Northamptonshire Councils.
- Northampton Transport Strategy – The Council are also in the process of developing a Transport Strategy which will identify further investment priorities in our transport network, building on the investments set out in this Investment Plan. The Council are also implementing their Local Cycling and Walking Action Plan (2020-31).
- The Climate Change Strategy 2020-2023 that establishes a Framework for tackling the causes and effects of climate change by: raising awareness of the issues and impacts of climate change on Northamptonshire; reducing emissions of greenhouse gases across the County; and planning for and adapting to the impacts of climate change.
- The Oxford-Cambridge Arc Prospectus sets out the vision for the Arc to become a global hub for innovation, and home to exemplary models of green development that will inspire communities around the world. Through strong collaboration, the Arc can enhance the lives of its residents, increase the global opportunities for its businesses and improve the environment for the prosperity of all.

Wider Investment Activity

An important consideration for the TIP is the extent to which the proposals build on our recent and ongoing investments in the town and complement activity by the Council and our partners.

Town Centre Regeneration

- Further development at Northampton Station – to expand and relocate parking provision at the station and create a new gateway into Northampton, to be delivered by Network Rail.
- One Angel Square – an exciting new public sector headquarters situated in the middle of Northampton town centre. The new, modern building is able to house up to 2,000 professional workers and bring a minimum of £12 million additional spend into the town centre economy.
- Northampton Museum and Art Gallery - a major transformation to create a high profile cultural attraction for Northamptonshire and the East Midlands. The project has doubled the size of the museum, created four new permanent galleries, and a 400 sqm temporary exhibitions gallery, capable of hosting major national and international touring exhibitions.
- Northampton Place Marketing Strategy – being developed to increase future inward investment, increase tourism and improve local perception / civic pride. The strategy will complement the potential initial investment from the TIP and accelerate funding for other projects highlighted in the Masterplan.

Skills and Enterprise Infrastructure

- University of Northampton – a £330 million investment in the relocation of the university to a new campus on the Waterside Enterprise Zone.
- Vulcan Works – a £14 million investment, drawing on SEMLEP Local Growth Fund, ERDF and contributions from NBC was secured to refurbish a Grade II listed Factory and create a new three-storey building comprising 68 lettable units. The units will be a mix of office, studio and managed workshops aimed at start-ups and growing businesses in the creative sector. During its first 10 years of operation, Vulcan Works is expected to support up to 100 businesses, creating around 300 jobs.

- Northampton College has received funding from LGF, including £3.2 million for a ‘digital academy’ housed in a purpose-built 1,300 sqm new block. The new facility will focus on developing and delivering key digital skill programmes (levels 1-3 and T-Levels) to provide a strong pipeline of digitally skilled students able to progress onto Higher Education, Apprenticeships and into work. The College will engage with the Digital Institute of Technology at Bletchley Park at Milton Keynes and employer partners to develop a new digital curriculum.

Growth and Connectivity

- City Fibre is the process of rolling out a £40 million investment in superfast broadband in Northampton which will benefit the town and all proposed investment sites, as well as enabling the deployment of 5G across the town.
- County Council Transport Investments - Northamptonshire County Council is investing heavily in our transport infrastructure, including commitments for the A43 Northampton to Kettering – Phase 3, Northampton East-West Walking and Cycling Corridor, and the Greyfriars Bus Punctuality and Traffic Scheme.
- The draft Local Cycling and Walking Infrastructure Plan (LCWIP) supports an ambition for Northampton to become a leading centre for active travel, which fully embraces walking and cycling, underpinning plans for any further expansion of the town. The LCWIP sets out the cycling and walking improvements required and identifies short, medium and longer term measures as part of a network approach. The key outputs of LCWIP are: a network plan for walking and cycling which identifies preferred routes and core walking zones for further development; a prioritised programme of infrastructure improvements for future investment; and a report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements and network. The TIP proposals for Northampton Town Centre will support the proposed improvements in the LCWIP to promote active travel, connectivity and reduce carbon emissions.

- The recent £1.392m Active Travel Fund award from the Department of Transport will target the Billing Road Corridor and provide improved cycling facilities. The investment demonstrates support for active travel in the Town that will tackle climate change, improve air quality and wellbeing.
- Upton Country Park is a green infrastructure project which compliments the large scale growth in southwest Northampton. Phase 1 of the country park was delivered in 2008 and included the Elgar Community Centre. The second phase is now complete with some additional works taking place at surrounding entrance points. This includes new footpaths, cycle paths and leisure areas. The scheme has been largely funded by Section 106 receipts.

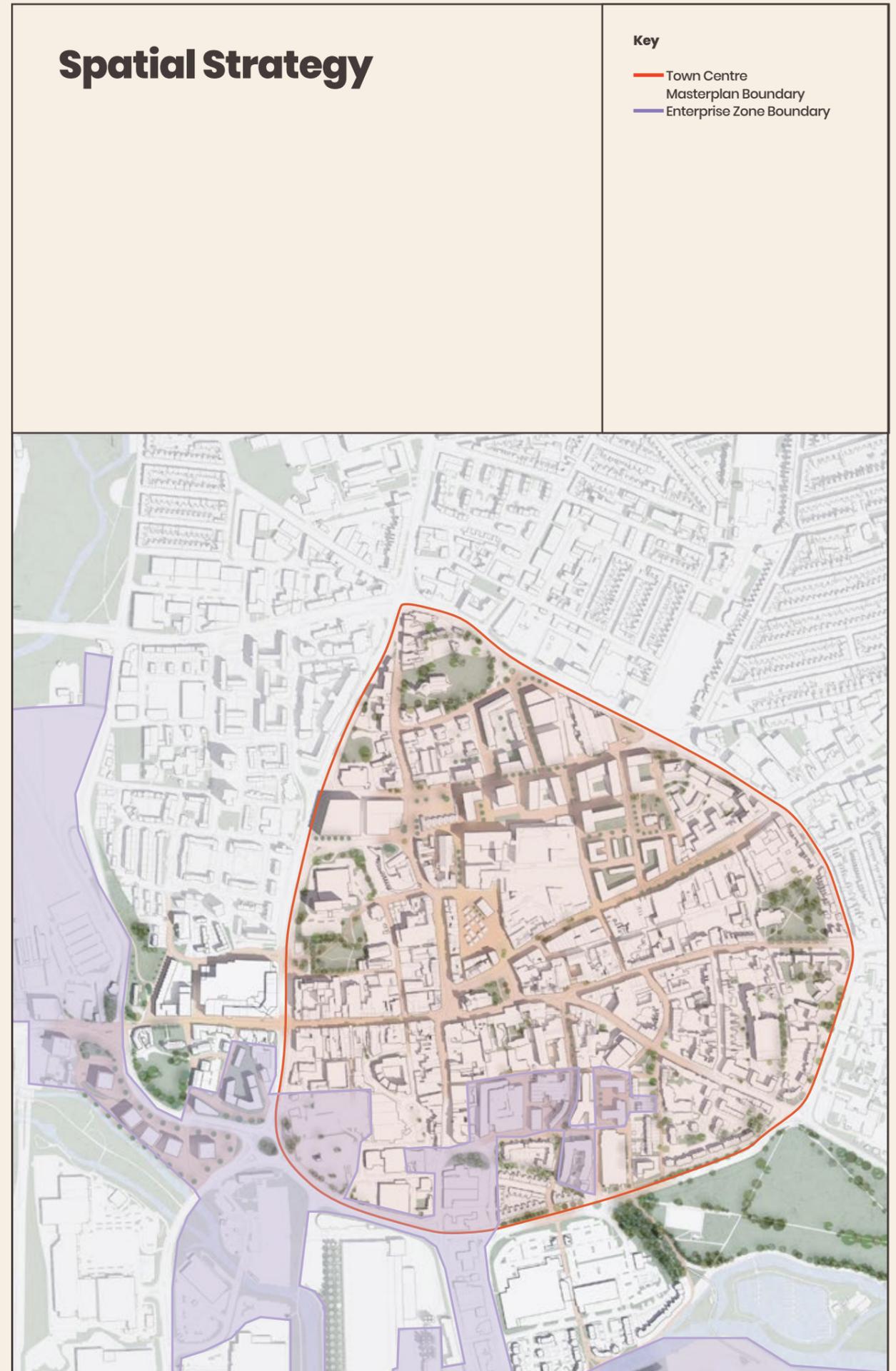
Partner Investment and Support

The Northampton TIP will build on and complement a range of existing funding programmes, including:

- Northampton Borough Council (NBC) has received £1 million accelerated Towns Fund capital funding for the removal of asbestos and site remediation. This Towns Fund application will build upon this initial investment and allow this project to be brought forward for development.
- The Council and NN Gallery have secured £1.15 million from the Getting Building Fund (GBF), which will fund Phase 1 of refurbishment works to 24 Guildhall Road.
- Enterprise Zone Business Rate Uplift funding will provide match funding for the investment proposals at Four Waterside and ongoing investment for the EZ.
- LGF investment at Vulcan Works Creative HUB is ongoing and scheduled for completion in Spring 2021.
- We are in the process of seeking Future High Street Fund for two of the key investments set out in our Town Investment Plan (Market Square and Waterloo House). If this bid is successful, this will reduce our overall ask from Towns Fund by £12.2 million to £25 million.

The Northampton TIP has a range of partners that are essential to its successful delivery. Detailed delivery arrangements are provided in Section 2, but key partners include:

- Northampton Borough Council
- West Northamptonshire Council
- Northamptonshire County Council
- Northampton Forward
- Northampton Digital
- University of Northampton
- Northampton Social Enterprise Town
- NN Contemporary
- South East Midlands Local Enterprise Partnership
- Legal and General
- Northampton Town Centre Business Improvement District
- Tricker’s
- Northamptonshire Chamber of Commerce



4

Engagement and Delivery



Role of the Community and Stakeholder Consultation

The development of the Town Investment Plan has been guided by community and stakeholder consultation throughout its development.

The TIP builds on initial consultation work undertaken to inform the development of the Northampton Town Centre Masterplan which seeks to address many of the challenges outlined in this TIP. The consultation exercise for the masterplan informed the early development of the project longlist.

Since the announcement of the Towns Fund, the following process of engagement and consultation has been adopted to shape its development.

Northampton Forward Board

The development of the Northampton Town Investment Plan has been overseen by Northampton Forward Board, a public / private partnership board established in early 2019. The Board is formed of a wide range of partners including:

- Northampton Borough Council
- Northamptonshire County Council
- Northants Police
- Grosvenor Centre
- Northampton Town Centre BID
- University of Northampton
- Royal and Derngate
- LiftNN (Community representative)
- South East Midlands Local Enterprise Partnership (SEMLEP)
- Tricker's
- Northamptonshire Chamber
- Andrew Lewer MP

The Board is responsible for developing the vision and objectives for the Town Investment Plan. It has agreed the Critical Success Factors and prioritised the longlist of projects. Northampton Forward have also overseen the development of the Future High Street Fund Bid and Northampton Town Centre Masterplan, therefore ensuring that all potential development and funding bids are complimentary and coherent.

Online Consultations

Online consultations on the potential TIP proposals were held in September 2020 to determine the community's priorities for investment, gain feedback and opinions on a range of proposed investment areas and determine the challenges / opportunities for the town. Approximately 434 individuals replied to the questionnaire creating a total of 1,495 pieces of project level feedback. The responses were evenly split between males and females. 18% of respondents were aged under-35 and 15% were over-65.

Overall, the majority of responses were positive about how beneficial the projects would be to improve the town centre. The main challenges highlighted were a lack of quality goods offered in the town centre, poor appearance of the town centre and competition with other areas. The main opportunities were bringing disused buildings / public space back into use and improving the public realm. The initial survey was followed by more detailed questioning of a web community across three days.

This builds on over two years of consultation completed on the ground and through all media channels. The online consultation completed for the Town Centre Masterplan in 2019 informed the development of the longlist of projects developed for this TIP. Key local priorities identified at that stage include the restoration and upkeep of historic buildings, improving the quality of retail, the quality of public realm and greenspace in enhancing the town centre, pedestrianisation in the town centre, and the potential to accommodate new homes.

Consultation Workshops

A series of consultation workshops were completed in October 2020 focusing on Urban Regeneration; Deprivation and Inequality; and Business, Enterprise and Skills. Approximately 150 stakeholders were approached to take part in the workshops. Workshops were attended by key stakeholders in Northampton including local businesses, social enterprises (Northampton Social Enterprise Town), Community Town Safety Teams, Northampton Digital, Northampton Arts and University of Northampton.

Engagement with private sector bodies aided understanding of growth barriers and helped to ensure the plan remains responsive in uncertain times.

Engagement with public sector and community organisations highlighted how social enterprises can be incorporated into projects.

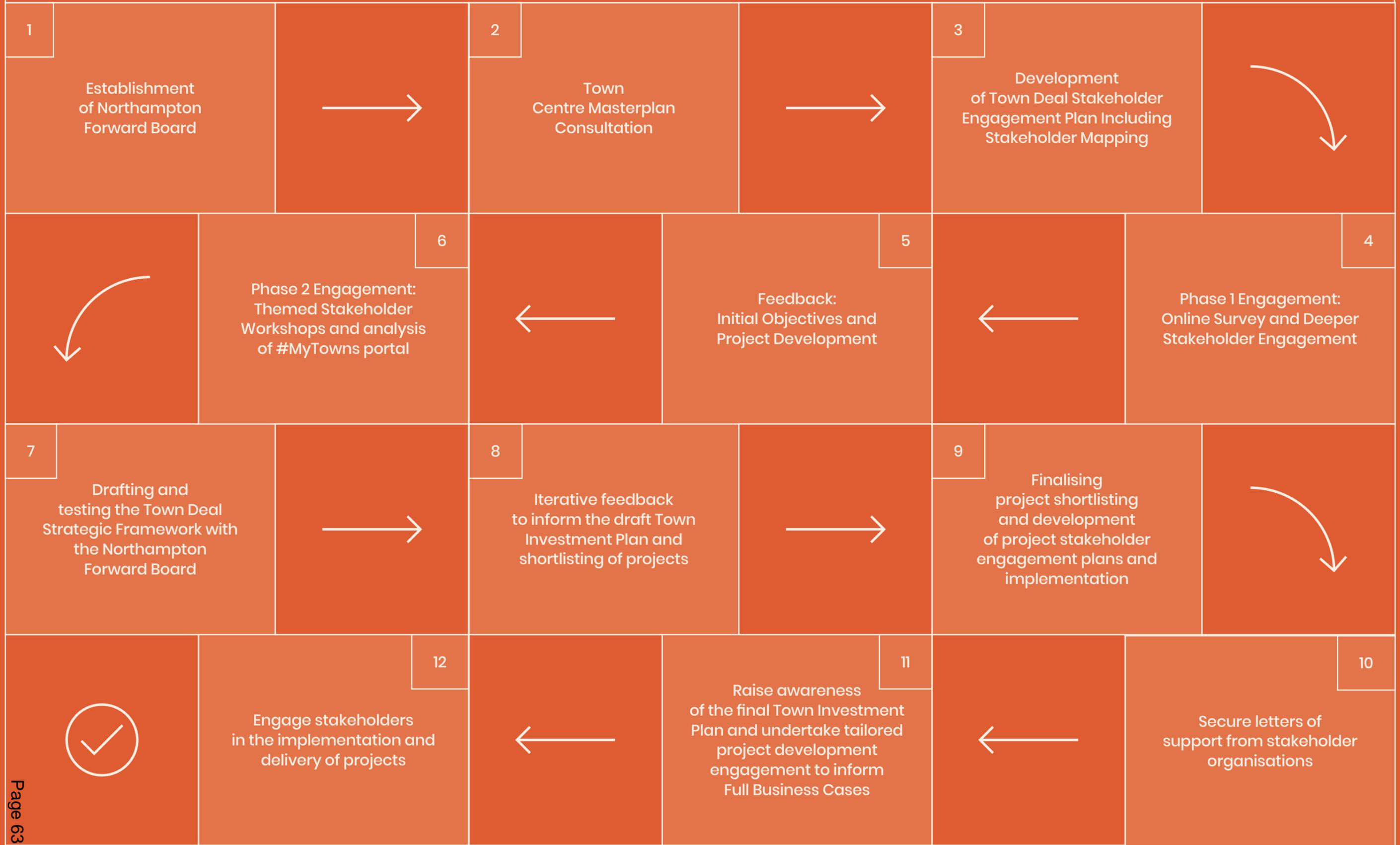
The consultations produced a number of themes for the Town Investment Plan including re-energising cultural and historic assets, diversifying the housing offer to match the needs of the community, make the town centre feel safer and upgrade / improve management of key public spaces.

Stakeholder Engagement Plan

A Stakeholder Engagement Plan has been developed to accompany the Launch of Northampton's finalised Town Investment Plan. This document sets out our commitment to develop ongoing relationships with key stakeholders to ensure implementation of the Town Investment Plan remains responsive to the overarching needs of the town.



Timeline of Stakeholder Engagement



Partner Commitments

As identified above, our Town Investment Plan is supported by a broad range of partners, including those that will have a formal role in delivering or funding the proposed investments. Further detail on each project is provided in Section 2, but overall, the Town Investment Plan will be supported by a match funding from a variety of sources, set out in the table opposite.



Match funding from Northampton Borough Council	Getting Building Fund
£3,735,000	£1,150,000
Enterprise Zone Business Rate Uplift	National Lottery Heritage Fund
£7,000,000	£1,850,000
Other Public and Third Sector	Private Sector Contributions
£254,000	£155,650,000

Town Centre Public Realm

TIP Funding
£4.6 million

Total Funding
£4.6 million

Accountable Body
NBC/WNC

Delivery
September 2023



Rationale	Outcomes
<ul style="list-style-type: none"> • Providing high quality civic space to drive footfall, promote investment and encourage diversified activity in the town centre. • Building on investment in the Market Square and complementing the TIP investments on Abington Street. • A priority investment from the public consultation to address concerns over safety, crime and antisocial behaviour. 	<ul style="list-style-type: none"> • Improved perceptions by residents, businesses and visitors. • Increased number of visitors to arts, cultural and heritage events and venues. • Increased town centre footfall and spend.

Strategic Alignment																
Investment Principles				Objectives												
1		2		4			1	2	3	4	5	6	7	8	9	10

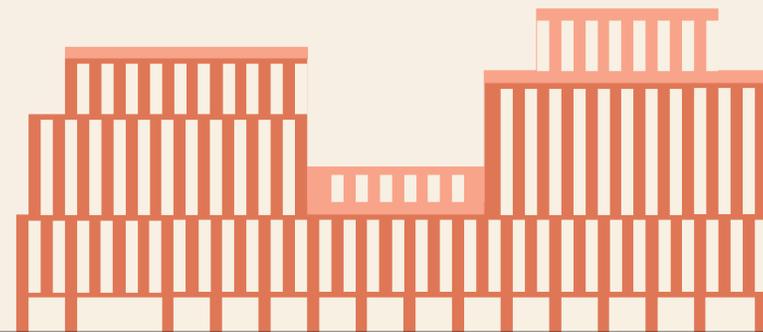
41-45 Abington Street

TIP Funding
£5.5 million

Total Funding
£39 million

Accountable Body
NBC/WNC

Delivery
Spring 2025



Rationale					Outcomes													
<ul style="list-style-type: none"> Public investment will enable the redevelopment of a large, long-term vacant department store. Without investment the strategic site will remain inactive and vacant, exacerbating public concerns of crime and antisocial behaviour and reducing the potential impact of wider TIP investments. The mixed-use development will regenerate the town centre, create new employment opportunities, diversify town centre activity and help strengthen the retail core – a key principle of the Town Centre Masterplan. 					<ul style="list-style-type: none"> Perceptions of Northampton by residence, businesses and visitors. Increase land values. Increased number of enterprises utilising affordable and sustainable commercial workspaces. Increased number of start-ups using co-working space. 													
Strategic Alignment																		
Investment Principles					Objectives													
1		2		3		4			1	2	3	4	5	6	7	8	9	10
									Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	White	Yellow	Yellow	Yellow

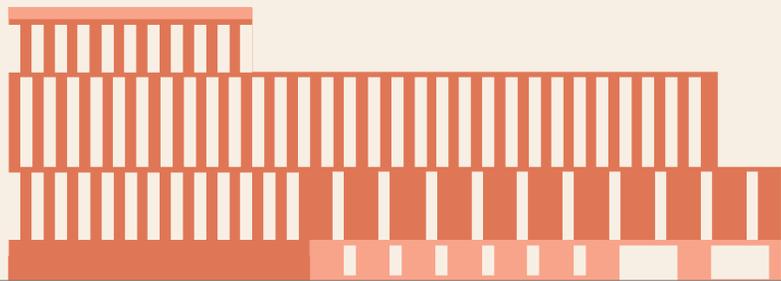
35-39 Abington Street

TIP Funding
£4.2 million

Total Funding
£30.1 million

Accountable Body
NBC/WNC

Delivery
March 2026



Rationale					Outcomes													
<ul style="list-style-type: none"> Public investment will enable the redevelopment of a large, vacant department store. Without investment the strategic site will remain inactive and vacant, exacerbating public concerns of crime and antisocial behaviour, reducing the potential impact of wider TIP investments. Mixed-use development will regenerate the town centre, create new employment opportunities, diversify town centre activity and help strengthen the retail core – a key principle of the Town Centre Masterplan 					<ul style="list-style-type: none"> Perceptions of Northampton by residents, businesses and visitors. Increased land value. Increased number of enterprises utilising affordable and sustainable commercial workspaces. Increased number of start-ups using co-working space. 													
Strategic Alignment																		
Investment Principles					Objectives													
1		2		3		4			1	2	3	4	5	6	7	8	9	10
									Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	White	Yellow	Yellow	Yellow

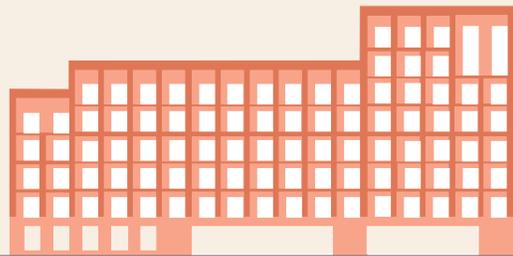
Marefair Heritage Gateway

TIP Funding
£2 million

Total Funding
£34.5 million

Accountable Body
NBC/WNC

Delivery
April 2025



Rationale	Outcomes
<ul style="list-style-type: none"> Public funding will provide a new park and pedestrian connection at the strategic gateway site for Northampton with significant heritage value. Investment will improve connections between town centre, the train station, key employment sites and wider TIP investments – driving footfall to the town and improving the desirability of these locations. Provision of new open space is a priority from our community engagement. Enabled development will incorporate greater family homes to reflect community priorities. 	<ul style="list-style-type: none"> Perceptions of Northampton by residents, visitor and businesses. Increased land values. Increased number of visitors to heritage sites and venues.

Strategic Alignment																	
Investment Principles				Objectives													
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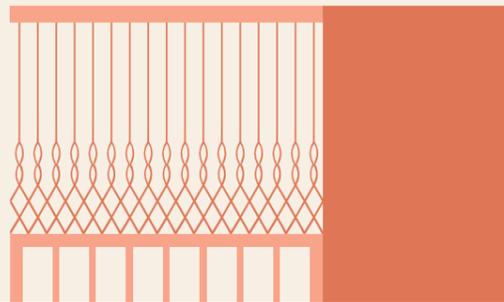
Four Waterside

TIP Funding
£1.5 million

Total Funding
£75 million

Accountable Body
NBC/WNC

Delivery
June 2026



Rationale				Outcomes												
<ul style="list-style-type: none"> The project meets an identified need for high-quality commercial premises in Northampton. Redevelopment of a strategically located vacant plot on the gateway to the town near the station. The project will break the cycle of low office rents constraining commercial development and help accelerate wider development on the Enterprise Zone. 				<ul style="list-style-type: none"> Improved perceptions of Northampton by businesses. Improved land values. New businesses investing in Northampton. Improved business count and survival rates. 												
Strategic Alignment																
Investment Principles				Objectives												
1		3					1	2	3	4	5	6	7	8	9	10

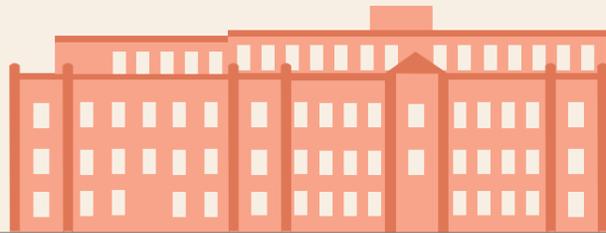
24 Guildhall Road Arts Centre

TIP Funding
£1.75 million

Total Funding
£3.3 million

Accountable Body
NBC/WNC in partnership with NN Gallery

Delivery
Summer 2023



Rationale				Outcomes													
<ul style="list-style-type: none"> Investment will bring a redundant heritage building back into use as a new cultural venue and support regeneration of Northampton Town Centre. Affordable workspace and training facilities will provide much needed support for small and start-up creative businesses, addressing an identified need. A priority investment from the community consultation, investment will facilitate an expanded cultural offer across the town centre. 				<ul style="list-style-type: none"> Improved perceptions of Northampton by businesses, residents and visitors. Improved land values. Increased number of visitors to cultural and heritage venues. Increased number of new learners assisted. Increased number of start-ups and/or scale-ups utilising business incubation, acceleration and co-working spaces. Business count and survival. 													
Strategic Alignment																	
Investment Principles				Objectives													
1		2		3				1	2	3	4	5	6	7	8	9	10

Extension of 78 Derngate – The Charles Rennie Mackintosh Museum

TIP Funding
£400,000

Total Funding
£800,000

Accountable Body
78 Derngate Trust

Delivery
Spring 2022



Rationale				Outcomes												
<ul style="list-style-type: none"> Extending a key visitor destination in the town centre. This will expand the cultural offer in the town – and boosting footfall and spend. A new publicly accessible outdoor space will be created in the town centre, another priority from the public consultation. Support the regeneration of the town by transforming a disused site to the rear of the museum. 				<ul style="list-style-type: none"> Improved perceptions of Northampton by visitors, residents and businesses. Increased number of visitors to cultural and heritage venues. Improved land values. 												
Strategic Alignment																
Investment Principles				Objectives												
1		2		4			1	2	3	4	5	6	7	8	9	10

Emporium Way

TIP Funding
£4.2 million

Total Funding
£4.2 million

Accountable Body
NBC/WNC

Delivery
November 2023



Rationale					Outcomes													
<ul style="list-style-type: none"> Demolition of a poor and underutilised building to support the wider regeneration of Northampton. Enhance connection between Greyfriars and Market Square and support the future development of Greyfriars – a priority long-term investment for residents. Makers Market will support local creative businesses and complement other key cultural investment in the town. 					<ul style="list-style-type: none"> Improved perceptions of Northampton by residents, visitors and businesses. Improved wider land values. Increased number of visitors to cultural and arts events. Increased local businesses trading in town centre. Increased footfall and expenditure. 													
Strategic Alignment																		
Investment Principles					Objectives													
1		2		3		4			1	2	3	4	5	6	7	8	9	10

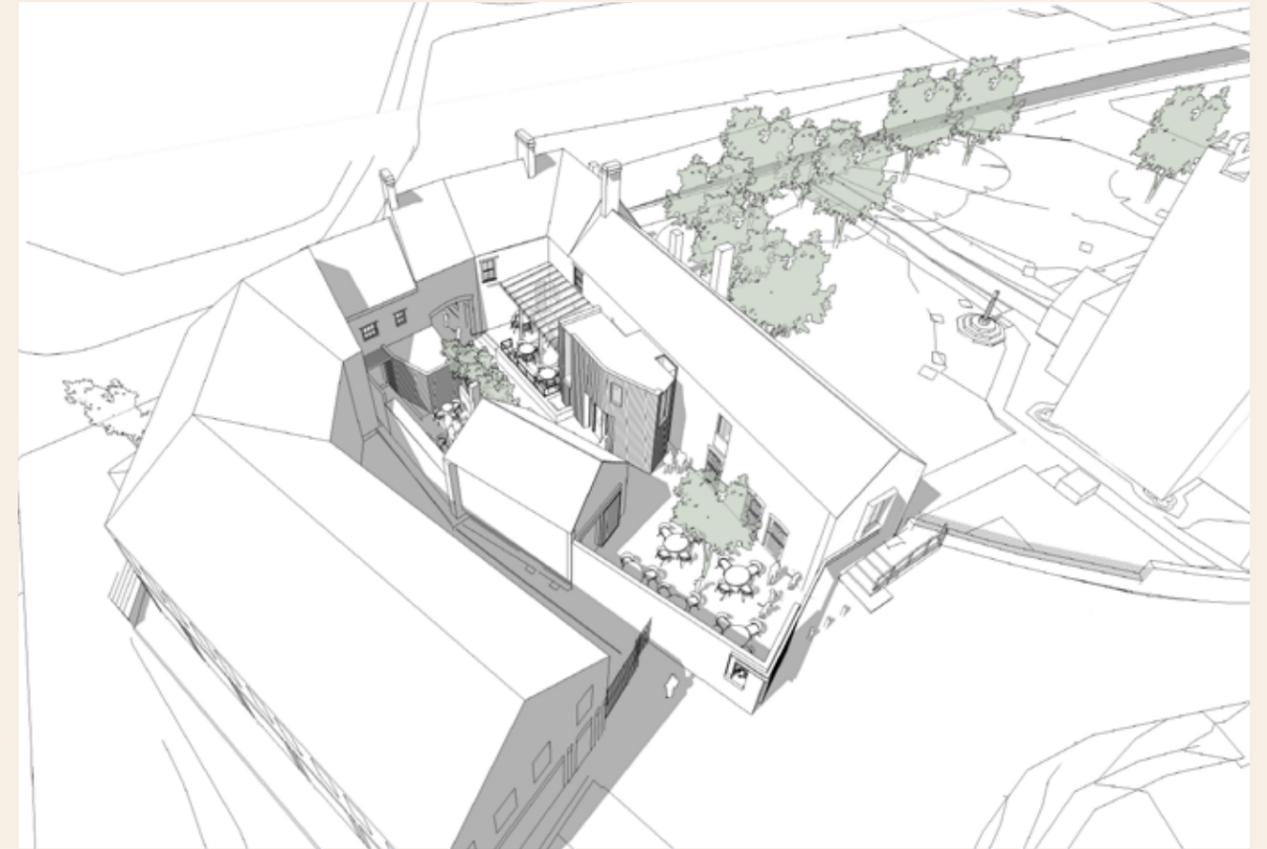
St Peter's and the Old Black Lion

TIP Funding
£315,000

Total Funding
£2.6 million

Accountable Body
Black Lion Heritage

Delivery
June 2023



Rationale				Outcomes													
<ul style="list-style-type: none"> Provision of a new community hub within a deprived part of Northampton. The project will support the regeneration of two historic listed buildings at a gateway location close to other TIP investments. Limited TIP funding can unlock significant investment for regeneration of two heritage assets. 				<ul style="list-style-type: none"> Improved perceptions of the place by residents/visitors. Improved land values. Increased number of visitors to arts, cultural and heritage events and venues. Increased number of new learners assisted. 													
Strategic Alignment																	
Investment Principles				Objectives													
1		2		3				1	2	3	4	5	6	7	8	9	10

Skills and Social Enterprise Development Fund

TIP Funding
£500,000

Total Funding
£500,000

Accountable Body
**Partnership between NBC/WNC
and Northampton Social Enterprise Town
(NSET)**

Delivery
April 2025



Rationale				Outcomes										
<ul style="list-style-type: none"> • Social enterprise support will encourage and strengthen the local enterprise base and maximise community impacts. • Skills support will reduce barriers and improve links between TIP capital investment and our residents. • The potential contribution of social enterprise was identified through our stakeholder contribution. • NSET will help to inform the design and use of wider investments to better meet community needs. 				<ul style="list-style-type: none"> • Learners assisted. • Increased number of social enterprises. • Greater residents from deprived communities benefiting from TIP investments. 										
Strategic Alignment														
Investment Principles				Objectives										
3					1	2	3	4	5	6	7	8	9	10
<p>As a revenue scheme, fewer objectives are directly supported. However, investment will embed community links and participation into the wider TIP investments.</p>														

Market Square

TIP Funding
£8.1 million

Total Funding
£8.1 million

Accountable Body
NBC/WNC

Delivery
April 2023



Rationale	Outcomes
<ul style="list-style-type: none"> Re-establish Market Square as the heart of Northampton town centre. Provide high quality civic space to drive footfall, promote investment and encourage activity in the town centre. Complementing and linking wider TIP investments in the heart of the town centre. Address concerns over safety, crime and antisocial behaviour – a major priority from our public consultation. 	<ul style="list-style-type: none"> Improved perceptions by residents, businesses and visitors. Increased wider land values. Increased town centre footfall and spend.

Strategic Alignment																
Investment Principles				Objectives												
1		2		4			1	2	3	4	5	6	7	8	9	10

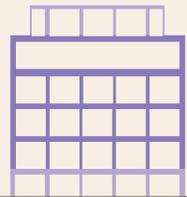
Waterloo House

TIP Funding
£4.1 million

Total Funding
£4.1 million

Accountable Body
NBC/WNC

Delivery
Spring 2023



Rationale				Outcomes												
<ul style="list-style-type: none"> The existing building is in a poor condition and without investment will remain under-utilised. Redevelopment is unviable given prevailing town centre commercial rents. The prominent location and improved active frontages on Market Square will support wider TIP investments. High quality commercial and co-working space in town centre will support local enterprises to collaborate and grow. 				<ul style="list-style-type: none"> Improved perceptions of Northampton by businesses. Improved land values. Increased number of enterprises utilising affordable and sustainable commercial workspaces. Increased number of start-ups using co-working space. 												
Strategic Alignment																
Investment Principles				Objectives												
1		3					1	2	3	4	5	6	7	8	9	10
							Yellow		Yellow	Yellow	Yellow	Yellow	Yellow			Yellow

Programme Delivery

The 12 projects together make a strong contribution to the investment themes and priorities of the towns fund as illustrated below.

Key
 Primary Theme
 Secondary Themes

Projects	TIP Themes				
	Connectivity	Urban Regeneration	Arts, Culture and Heritage	Skills Infrastructure	Enterprise Infrastructure
Town Centre Public Realm					
41-45 Abington Street					
35-39 Abington Street					
Marefair Heritage Gateway					
Four Waterside					
24 Guildhall Road Arts Centre					
Extension of 78 Derngate – The Charles Rennie Mackintosh Museum					
Emporium Way					
St Peter’s and the Old Black Lion					
Skills and Social Enterprise Development Fund					
Market Square					
Waterloo House					

Programme Management

Northampton Borough Council is the accountable body for this TIP on submission (11th December 2020). On 1st April 2021 the new West Northamptonshire Council (WNC) will replace Northampton Borough Council, however the shadow authority overseeing this transition has been consulted at key milestones throughout the preparation of the Town Investment Plan and is committed to its delivery.

Business Case Development

Following agreement of Heads of Terms, NBC via its project management resource will develop full business cases covering the 12 investments, acting as the accountable body but working where necessary in partnership with partners.

Project leads will be responsible for the development of individual business cases, with an assurance role played by the Programme Manager. The Programme Manager will manage this through NBC’s Green Book-compliant assurance processes. The business cases will set out:

- The Strategic Case including demonstration of need and market failure, and alignment with objectives of the Towns Fund
- The Economic Case demonstrating impacts of the scheme and value for money
- The Financial Case demonstrating affordability
- The Commercial Case demonstrating deliverability
- The Management Case outlining capability and management arrangements

The business case development process will draw on support from external consultants as required. In parallel, activities to refine the design and options for projects will continue, as will further community and stakeholder engagement on the proposals and options.

The Critical Success Factors used for the project prioritisation process has ensured that the TIP includes projects that have the potential to satisfy the five cases. In some cases, Business Cases are complete or underway.

We will work with advisers from the Towns Fund Hub to confirm the approach for business case development (for example, the potential to package up complementary investments into a single business case) and to provide assurances that the process adopted is robust and in line with the requirements of the Towns Fund.

Delivery and Management

The Towns Fund project team has a strong and demonstrable track record in delivering major, transformational projects. The Council has put in place the arrangements for successful delivery of the interventions, including: a robust governance structure, risk and change management plan, and a system for monitoring and evaluating post-delivery benefits. The Town Investment Plan will be delivered initially by Northampton Borough Council with support from its partners, and then by the new West Northamptonshire Council. Members of the new authority have been involved in the development of the TIP through the Northampton Forward Board which will continue to act as the Programme Delivery Board for the TIP.

This approach is aligned two quality frameworks – the Council’s Code of Corporate Governance⁹ which is based on national best practice framework developed by CIPFA/SOLACE (2007), and our Performance Management Framework – and will align with all new Unitary frameworks.

9. <https://www.northampton.gov.uk/info/200033/councillors-and-committees/1015/borough-secretary-and-monitoring-officer/3>

TIP Investment Profile

Projects	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Town Centre Public Realm	Yellow	Yellow	Yellow	Yellow		
41-45 Abington Street	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
35-39 Abington Street		Yellow	Yellow	Yellow	Yellow	Yellow
Marefair Heritage Gateway	Yellow	Yellow	Yellow	Yellow	Yellow	
Four Waterside	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
24 Guildhall Road Arts Centre		Yellow	Yellow			
Extension of 78 Derngate – The Charles Rennie Mackintosh Museum		Yellow				
Emporium Way		Yellow	Yellow	Yellow	Yellow	
St Peter’s and the Old Black Lion	Yellow	Yellow	Yellow			
Skills and Social Enterprise Development Fund		Yellow	Yellow	Yellow	Yellow	Yellow
Market Square		Yellow	Yellow	Yellow		
Waterloo House	Yellow	Yellow	Yellow			



Northampton Town Investment Plan



NORTHAMPTON
BOROUGH COUNCIL

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West Northamptonshire Council

Northampton Town's Fund Business Case

St Peters Church and the Old Black Lion Pub

Appendix List:

- Appendix 1 – Northampton Town Investment Plan
- Appendix 2 – Risk Register
- Appendix 3 – Letters of Support
- Appendix 4 - Public Open Day Summary
- Appendix 5 – Town Investment Plan Consultation Findings
- Appendix 6 – Economic Case Data
- Appendix 7 – Subsidy Control Comments
- Appendix 8 - NLHF Approved Purposes
- Appendix 9 – Project Programme
- Appendix 10 – Planning Drawings

Sign Off:

Martin Henry Executive Director Finance (S151 Officer)	
Anna Earnshaw Chief Executive Officer	
Martin Mason Chair of Northampton Forward Board	

1 - Executive summary

1.1 - Introduction and background to Towns Fund

In December 2020, Northampton submitted Northampton's Town Investment Plan to Government and was successful in being awarded £25million.

The submission was overseen by the Northampton Forward Board. Northampton Forward is an informal partnership with the primary role of coordinating and driving forwards the integrated regeneration and growth within Northampton, including Northampton Town Centre. The Board consists of West Northamptonshire Council, South East Midlands Local Enterprise Partnership, The University of Northampton, Private Sector Representatives, Northamptonshire Police, Northamptonshire Chamber of Commerce, Royal and Derngate, Community Representatives, Northampton Town Centre Business Improvement District and other partner organisations as needed.

The projects submitted as part of the Town Investment Plan have a total ask of £25 million. The final list of projects are as follows:

- Town Centre Public Realm
- 41- 45 Abington Street
- 35 -39 Abington Street
- Marefair Heritage Gateway
- Four Waterside
- 24 Guildhall Road Art Centre
- 78 Derngate Extension: The Charles Rennie Mackintosh Museum
- Emporium Way
- St Peters and the Old Black Lion
- Skills and Social Enterprise Fund

The Town Investment Plan sets out an ambitious plan which will deliver:

- 15,600 sqm of new and refurbished commercial floorspace.
- 24,900 sqm of new public spaces.
- 2,300 sqm of new or expanded cultural and heritage venue, including new space for skills facilities; and
- Remediation and enabling works for key sites in the town centre to create new public spaces, new mixed-use urban quarters, and commercial facilities.

The ten-year vision will strengthen Northampton's position at the centre of the Oxford-Cambridge Arc by providing modern spaces for creative businesses to capitalise on the town's manufacturing and entrepreneurial passion.

It will also:

- Build on the rich heritage and cultural offers to rejuvenate the town centre so it once again represents the aspirations of its residents.
- Create high-quality housing, digital infrastructure and open spaces, enabling communities to grow and flourish to meet economic, health and wellbeing, and environmental challenge; and
- Improve access to skills and training while promoting first-rate higher and further education opportunities.

1.2 - Description of the Project

The Old Black Lion has been closed since 2018 and its historic fabric, dating to the 16th- century onwards, is deteriorating. It has been subject to break-ins and criminal activity, and its poor condition has a negative effect on the setting of St Peter's Church, Marefair, and on people's first impressions of Northampton when arriving from the railway station.

The aim of the project is to create a successful enterprise in the Old Black Lion. The idea is to restore it as a 'proper pub', a building rooted in its community, and a place for everyone to eat, drink, meet and enjoy the character of a historic coaching inn.

The listed pub will be restored to the highest conservation standards and the historic carriage passage from Marefair into the inn's courtyard will be reinstated. A new path and gate will connect the pub's courtyard entrance on St Peter's Street to St Peter's churchyard next door.

There will be a new dining room extension at the rear, reinstating the horseshoe plan of the original building, and overlooking the courtyard, which will be a beer garden. The main pub bar and lounge will be for drinks and bar food.

Upstairs will be five guest bedrooms providing bed and breakfast, and a meeting room and function room which will be available for private hire and for use by the community.

The Churches Conservation Trust is exploring a partnership with the Central Council of Church Bell Ringers, which could see a new national training centre for church bellringing based at the Old Black Lion and St Peter's.

The revitalised pub will also provide hospitality facilities for visitors to and users of St Peter's Church, supporting community activities and other beneficial uses of the building.

The pub enterprise will generate funds for the repair and conservation of St Peter's Church and support the work of the Churches Conservation Trust.

The Northampton Town Investment Plan can be found as Appendix 1.

2 – STRATEGIC CASE

This strategic case sets out the rationale for the proposed investment into the St Peters and Old Black Lion project, as set out previously in the Town Investment Plan, including the following:

- Evidence of need
- Key policy context
- Overall vision and objectives including those specific to the project
- Option for investment and how it was identified
- How the project will help achieve outputs and objectives
- Key stakeholder groups and business partners
- Proposed investment
- Outcomes and impacts

2.1 – Introduction

The Old Black Lion has been closed since 2018 and its historic fabric, dating to the 16th- century onwards, is deteriorating. It has been subject to break-ins and criminal activity, and its poor condition has a negative effect on the setting of St Peter’s Church, Marefair, and on people’s first impressions of Northampton when arriving from the railway station.

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There will be a new dining room extension at the rear, reinstating the horseshoe plan of the original building, and overlooking the courtyard, which will be a beer garden. The main pub bar and lounge will be for drinks and bar food.

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The revitalised pub will also provide hospitality facilities for visitors to and users of St Peter's Church, supporting community activities and other beneficial uses of the building.

The pub enterprise will generate funds for the repair and conservation of St Peter's Church and support the work of the Churches Conservation Trust.

The St Peter's Church and Old Black Lion project will not only solve many of the challenges faced by several important heritage assets in Northampton, but it also forms the basis of a wider regenerative vision for the local area and will provide a focal point for much-needed community activity. It will provide an anchor point for the new "Heritage Gateway" area of the town which will link through to, and support, the Northampton Cultural Quarter. It will also generate a sustainable source of income to support the wider charitable aims of the Churches Conservation Trust ([Homepage | The Churches Conservation Trust \(visitchurches.org.uk\)](http://www.visitchurches.org.uk)), as well as a testbed for future multi-faceted sustainable heritage regeneration projects. Further investment of £315,000 to support the project is being sought from the Towns Fund.

2.2 – Case for Change

The Grade 2 Old Black Lion pub sits within one of the most 10% deprived wards in the UK. (*SEMLEP/NCC 2015 & 2018 research based on ONS data & classifications - [2015 English IMD explorer \(communities.gov.uk\)](https://www.communities.gov.uk/explore/2015-english-imd-explorer)*). It has been underused for several years and unused for the last 3 and faces further dilapidation and possible ruin if not addressed. Unused, the pub has attracted criminal and antisocial behaviour – latterly being used as a cannabis farm. Significantly, this negative impact has also affected the Grade 1 listed St Peters church – one of the finest Norman buildings in the country – which, despite its potential to attract a range of visitors and events, has been vandalised and is frequently closed. As identified in the Town Investment Plan (TIP), there is also a lack of available community supporting assets in the area. There is considerable supporting evidence on the positive impact of regeneration on crime, including net additional reduction (as opposed to displacement).

By regenerating and transforming the pub site, there will be a broader positive impact across a range of different areas. The investment will:

- Safeguard two important heritage assets for future generations

- Generate income to support additional community and charitable work
- Provide a space for the community to meet and interact
- Provide employment and job opportunities in the local area
- Reduce crime and anti-social behaviour
- Become a focal point for local pride and improve community wellbeing
- Interest and attract a wider and more diverse audience to heritage
- Incorporate 'clean growth principles' into its design and execution

The project will be delivered by the Churches Conservation Trust (CCT), a national charity saving historic churches at risk. The CCT have saved over 350 buildings which attract almost 2 million visitors a year.

The project requires further public funding as existing sources of funding will not cover the cost of delivery, in addition, shifting work and commuting patterns in light of COVID-19 mean that there will be increased pressure on local assets, particularly for spaces that offer casual meeting space, with plenty of outside space – such as will be offered at the Old Black Lion. Additionally, the scope to offer a wider range of flexible event space for different groups with space to facilitate social distancing will also be important – the project has also incorporated this factor too. Furthermore, the development of the site will help contribute to the economic recovery from COVID-19, both during the capital phase, as local suppliers and contractors are bought in, as well as in the operational phase, via employment opportunities and earned income feeding back into the local economy.

Demographic shifts and changes in Northampton also support the need for broader investment in community assets; the current population of the Northampton is 224,610 (2019). This is estimated to grow by +4.3% over the next 20 years. The population of Northampton has grown at a faster rate than the national average over the past 30 years and is predicted to continue to grow at a greater rate over the medium term to 2043 – to increase by 16.6% (or 123,927 people) over this period. As the area grows, pressure on housing and community space will grow, as will the need for accessible and affordable hospitality sites.

2.3 - Policy Alignment

National policy recognises that despite several years of national economic growth the major benefits have accrued in cities and towns have fared less well. The Towns Fund is designed to

rebalance the economy promoting growth in towns particularly within specific regional growth plans. The funding is to increase economic growth with a focus on regeneration, improved transport, better broadband connectivity, skills, and culture.

The Old Black Lion and St Peters will be a successful cultural destination within Northampton and has the potential to expand its reach and more strongly contribute to the wider offer of the town, complementing other nearby investments celebrating cultural heritage including 24 Guildhall Road, Emporium Way, and the 78 Derngate Charles Rennie Mackintosh museum. This will in turn benefit the strategic need to increase footfall in Northampton town centre which, identified in the West Northamptonshire Council Town Centre Masterplan, has been falling by 14.4% year on year. This project will contribute to the vision of the town achieving its full potential and economic recovery with shops and businesses post COVID-19.

The project fulfils several different objectives against the policies and broader strategies of the stakeholders. As above, the grant investment from the National Heritage Lottery Fund (NHLF) is an Enterprise Grant, designed specifically to support the development of commercial businesses. From the point of view of the Churches Conservation Trust, their main charitable purpose is to conserve and safeguard historic religious buildings – the regeneration of the Old Black Lion will ensure that the building is looked after for future generations; it will return funds to the charity to ensure they are able to look after St Peters and support wider community use of that building, as well as continue supporting their work elsewhere. More broadly, it delivers against their strategy, where they are concentrating their work on to refocusing, revitalizing, and rekindling community interest and ownership around heritage assets in order to ensure a long-term sustainable future for these historic buildings.

This project aligns with the South East Midlands Local Enterprise Partnership (SEMLEP) Local Industrial Strategy, co-produced with Government, shaping economic policy to support clean growth to create attractive, well-designed places where people will want to live and work today and that meet the needs of generations to come.

The project also correlates strongly with the priorities in the West Northamptonshire Council Corporate plan, to achieve a green and clean environment and wellbeing, thriving towns and economic development in terms of growth and prosperity. The project aligns with the strategic objectives of the Town Centre Masterplan in addition as outlined in the table below.

Council Strategic Objective – TCMP Objectives	Outcome
Transforming the Heart	<p>More attractive retail and social offering leading to increased footfall and dwell time</p> <p>Improved commercial space offering boosting business growth in the Town Centre</p>
Smaller and stronger retail core	<p>Increased spend within the Town Centre leading to a larger and more sustainable business rates income stream</p> <p>Improved commercial space offering boosting business growth in the Town Centre</p>
Creating a residential community	Increased animation of the Town Centre making it a more attractive destination for tourists and local population
Culture, history and heritage	Increase tourist/visitor numbers by highlighting the Town's heritage/cultural offering

Government has designated the Oxford-Cambridge Arc 'a globally significant area between Oxford, Milton Keynes and Cambridge [formed] of five ceremonial counties: Oxfordshire, Bedfordshire, Buckinghamshire, Northamptonshire and Cambridgeshire to secure sustainable growth'.

The Northampton Town Investment Plan (TIP) builds on its role within the Oxford-Cambridge Arc and has utilised the results of a policy review and extensive public consultation to create a plan for investment that is based on four cross cutting principles for investment and ten objectives.

The principles are:

- A vibrant heart to the town centre.
- Building on outstanding cultural and heritage assets.
- Inclusive economic growth; and
- Enhancing the town’s green spaces and adopting low-carbon principles.

The investment will further contribute in the following ways:

- A vibrant heart to the town; providing a strengthened cultural destination in the town and regenerating a derelict site in the town centre. The lack of town centre attractions plus competition from other centres is a primary reason provided for the limited use of the town centre by many of Northampton’s residents.
- Celebrating cultural assets; both through the capital investment and ongoing activity of the church and pub. Residents recognise that more can be done to build on the town’s rich cultural assets, creating a town that benefits all communities; and
- Enhancing the town’s green spaces through the provision of a new garden. There was an identified need to deliver a greater diversity of uses within the town centre to better serve Northampton’s residents and visitors. A particular importance was placed on community centres, activity, and community spaces.
- COVID-19 recovery; the restoration/refurbishment and open space improvements create a flexible space and will enable the organisation to be more resilient when responding to unforeseen events in the future.

The project also contributes to the Town Investment Plan objectives in the following ways:

TIP Objective	How addressed
Town centre regeneration	The Old Black Lion Pub is at the entrance to the town centre and the gateway into Northampton’s cultural quarter.

Community	The Old Black Lion will create a focal point for community activity; space for groups to meet and broader community cohesion.
Investing in cultural and leisure uses	The space will also provide a home for the Central Council of Church Bellringers – and a centre for national excellence where Bellringers from all over the UK will come to learn and share knowledge. The space will also offer additional recreational and leisure activities via working with other community groups and organisations.
New life into heritage assets	The two elements of the project will improve visitor experience of a unique heritage asset. The project will
	protect and conserve a Grade 1 and 2 Listed building, the regeneration of two heritage assets.
Addressing deprivation and inequalities	Provision of a new community hub within a deprived part of Northampton to be used by residents, community groups and youth clubs.
Well-designed spaces addressing crime and anti-social behaviour	By renewing these buildings at the heart of the community and revitalising key local assets, Antisocial behaviour will be reduced, and it will help to build a sense of community cohesion.

Clean growth	The reuse of the historic building saves significant embodied carbon and conservation repair techniques and are sustainable, new heating and lighting systems and improved insulation will also improve energy efficiency. The churchyard and pub beer garden will incorporate features that support nature and wildlife.
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The project also links closely with other projects detailed in the Town Investment Plan. The Old Black Lion Pub is located directly outside the Northampton Train Station which is considered the main gateway into the town centre.

The other projects it closely aligns with are:

- Marefair Heritage Gateway – transforming the gateway from the train station to Northampton Town Centre, providing a new heritage park that will address negative perceptions of the town and provide new amenity spaces. The investment will help unlock a new mixed-use development providing co-working and leisure spaces and family homes to reflect the needs of local residents.
- Four Waterside – providing 60,000 sqft of grade A office space, a new hotel and 90 homes at a gateway site close to the train station. Meeting the demands of modern businesses, the accommodation will include flexible co-working space for local SME's and start ups.

The investment also closely aligns with the CCT objectives. The CCT overarching strategy is to empower and support communities to care for historic places of worship. They do this through the following strategic aims:

Churches Conservation Trust Objective	How Addressed
Promoting the value of shared cultural heritage	The project will bring new visitors to St Peter's Church because it will be open more regularly and for longer due to the improved security provided by the revitalised Old Black Lion. Interpretation and connections between the two buildings will also be enhanced.
Supporting communities to use and love their historic places of worship	The Old Black Lion facilities – WCs, food and drink, the function room – will enable the Friends of St Peter's and other local groups to better use St Peter's Church for school visits, events and volunteering. The Friends group has a good track record of both, and the revival of the Old Black Lion would transform their work.
Sharing skills to sustain churches	The Trust are working closely with the community to deliver the project which include apprenticeships, a community archaeology project, open days for schools and the local nursery, and training opportunities in the pub. The Central Council of Church Bellringers Training Centre will also bring this important heritage skill to more people.

2.4 - Vision and Objectives

The primary vision of the project is to realise the full potential of the Old Black Lion pub. The objectives are:

- Establish a profitable and sustainable business on a site with long-standing problems of anti-social behaviour and criminal activity. This requires a major transformation of its physical appearance and reputation, and a completely new approach to trading.
- Conserve two crucial heritage assets. The Old Black Lion is at risk of losing significant heritage features to decay and dereliction. St Peter's, while in better condition, is not fulfilling its potential due to lack of facilities. The project will transform both listed buildings.
- Provide employment and job opportunities in the local area.
- Reduce crime and anti-social behaviour
- Become a focal point for local pride and improve community wellbeing with a new function room and facilities to use for school visits, events and volunteering in St Peter's Church. The Central Council for Church Bellringer will add a further dimension to community activities.
- Interest and attract a wider and more diverse audience to heritage
- Support the wider Charitable aims of the Churches Conservation Trust, by generating a sustainable source of income.

With input from external consultants, a full planning and listed building consent application was submitted for the site in May 2020.

- A suitable operator and delivery partner will be identified and onboard by February 2022.
- A local contractor will be engaged, and the Capital build phase of the project commenced by June 2022
- By July 2023 the Capital phase will be complete, and the pub open for trading.

The measures of success are:

- The project will attract awards for its approach to conservation and regeneration. The contract will have been completed to a high standard. The project will become an exemplar for heritage-led regeneration.
- The pub will provide a sustainable source of income to St Peter's Church and the Churches Conservation Trust.
- This number of activities and participants in community activities – including school visits, events, and volunteering – will increase significantly compared with previous years. CCT keeps figures for all churches.
- Community groups will be using the pub and function room spaces on a regular basis.

- FTE 6-7 jobs will have been created in the pub.
- Zero anti-social behaviour or criminal incidents in church and churchyard or pub.
- The number of annual visitors to the churches will increase significantly as the church is open more often.

2.5 - The Proposed Investment

There were several options considered at the outset; including:

- Installation of facilities into St. Peters – this was deemed to be both too intrusive to the historic fabric of the church, as well as too expensive.
- Transformation of the pub into Heritage Centre – the project impact here was too narrow, and economically unsustainable.
- Renewal of pub into offices – again, not an economically sustainable model.

These all ignored several key factors, not least the flexibility that a more holistic vision will offer, as well as being cost prohibitive. In the end, to realise the vision and to deliver the most impact, the current scheme was settled on. There have been a number of different design iterations worked through to deliver the best scheme possible and these designs were scored against a number of different criteria, including both commercial viabilities, as well as conservation impact. The designs have also undergone a process of value engineering to ensure that they are deliverable against the wider funding mix.

The current plans deliver the following:

- Gross internal area of 521.36 m2 of mixed heritage, commercial and community space
- Gross external area of 638.16 m2 of mixed commercial and public space.
- Separate dining and lounge bar areas, plus snug, small meeting room/private dining room and function room.
- Approx. 124 covers indoors and a further 65 outdoors.
- Five bed-and-breakfast guest bedrooms.
- Conservation repair of deteriorating historic fabric, removing the conservation deficit (around £675k)

- Removal of modern infill to former carriage arch to Marefair and replacement with new set-back, glazed walls connecting Old Black Lion and 3 Black Lion Hill. New extension to the rear of 3 Black Lion Hill, in the location of a historical rear wing, since demolished.
- Demolition of modern WC block, reinstating historical form of courtyard. Improvements to courtyard paving.
- Full accessibility to all levels.
- New path and steps connecting pub to churchyard and church.

The space will be completed remodeled and revitalized, turning the dilapidated and unloved pub into an open and welcoming hospitality space, with facilities that will support a range of different community events in the pub itself as well as St Peters next door.

Theory of Change

Within the investment context the inputs through the activity will create the outputs which in turn will have impacts that can be measured.

Investment Context:

- TIP ambition to create a vibrant and welcoming town centre that benefits all Northampton's communities by improving cultural provision. •
Potential to regenerate a derelict site in the town centre

Inputs:

- £315,00 Towns Fund
- £1.8m National Lottery Heritage Fund
- £200,000 WNC Development Corporation
- £29,000 Churches Conservation Trust plus expertise and staff time in managing the project and lease with the operator
- £150,000 S106 Funding
- West Northamptonshire Council expertise and time in lieu of Council's staff •
Professional project team appointed by the Trust

Activity:

- Investment in a derelict pub to regenerate it into a community asset

Outputs:

- Gross internal area of 521.36m² of mixed heritage, commercial and community space
- Gross external area of 638.16m² of mixed commercial and public space
- Footfall of c.55,000 visitors per annum generated through the pub
- Increased visitor numbers to the church
- Income of approximately £450,000 per annum generated through the project
- 7 permanent jobs created
- 8-10 construction roles created
- Heritage skills supported, and 2 x apprenticeships created
- Support for local suppliers in the construction and F&B sectors.

Impacts

- Better visitor experience
- Wider range of activities
- Ability to generate income
- Enhanced ability to increase footfall in Northampton Town Centre
- The remediation of a disused site
- Upgraded cultural facility in the town that will complement wider investments •
Enhanced public realm

2.6 - Risks, Constraints, and Interdependencies

Considering, mitigating, and managing uncertainty are essential elements of the management of the project in the Management Case and considered in greater detail in the Risk Register – Appendix 2.

There are still risks inherent to the project, but much of the recent focus has been on de-risking both the capital and operational phases as much as possible. However, there is still a major risk from the interdependency coming from multiple stakeholders and the complex array of aims woven into the project. Expectations of all stakeholders need to be managed closely, and the focus should be to simplify and hone the project so that it delivers tightly and successfully against a clearly defined shorter list of outcomes.

Risk	Mitigation
Brexit	<p>Implications of Brexit could cause a delay to the capital phase of the project if there was a lack of specialist trades and/or contractors.</p> <p>Contractors will be identified early in the process, as well as weaving in time and flexibility to the procurement and delivery process to allow for risk.</p>
COVID	<p>Implications of COVID and potential future lockdowns could cause a delay to the capital phase of the project if there was a lack of specialist trades and/or contractors.</p> <p>Contractors will be identified early in the process, as well as weaving in time and</p>

	<p>flexibility to the procurement and delivery process to allow for risk.</p> <p>The Government guidelines will continue to be monitored.</p> <p>COVID could also impact the operational phase, the significant quantity of outdoor place for the site will mitigate this impact.</p>
Chosen contractor goes into liquidation	As part of the tender evaluation a thorough assessment will be made of the financial strength of contractors especially if one tender is significantly cheaper than the others.
Pub Operator withdraws from project	Finalise the agreement before work starts and ensure favourable terms to offer the best chance of success. Fallback options will be considered and created within project operational phase.
Project costs increase and delay to the project	Undertake a further review of RIBA 3 designs and costs, with further value engineering as necessary, as well as plan to seek further uplift funding as necessary.

Conservation area and Listed building conditions	Early engagement with Planning and Conservation Department underway. RIBA 3 design development to ensure compliance and to understand required conditions. Heritage Impact Assessment to be prepared to understand key considerations/impacts, project to be designed according to these
	considerations. WNC Conservation Department to be engaged through informal communications and planning process.

2.7 – Stakeholders

Other than the Trust the following stakeholders have been engaged in the project. Letters of support can be found in Appendix 3.

Stakeholder	Engagement, Interest and views
West Northamptonshire Council	Through their predecessor authority, Northampton Borough Council, provided match funding early in the generation of the project. The authority also initiated the consideration of the project for Towns Fund support.
Northampton Forward	Agreed to include the project in the TIP.

SEMLEP	The South East Midlands Local Enterprise Partnership have advised on the Business Case for the Towns Fund support and guided the strategic objectives.
Charitable funders	Provided early funding when the project was at the concept stage. The trust sends out periodic updates to these funders.
Historic England	Were consulted early in the design process. One of the most important consultees in terms of the detailed design. All their comments were adopted, and they have raised no objections to the proposals for the pub. Liaison with Historic England is continuing on matters relating to the archaeology of the churchyard.
The Project Team	The project team led by the architect were responsible for the detailed design. As part of this process pre-application meetings were held with planners and other consultees and changes were made both before formal application and during the approval process.
National Lottery Heritage Fund	The NLHF are the main funders for the project and are very supportive of the scheme.
The Central Council of Church Bellringers	The Central Council of Church Bellringers are partners on this project and are exploring the possibility of becoming tenants of a section of the project to have their training base.

The Friends of St Peters Church	The Friends of St Peters Church have been very supportive of the project, promoting the public consultation and acting as local community champions.
Staff and Volunteers	Staff and volunteers have been involved in ad hoc discussions throughout the process from initial concept through design and their ideas have helped inform the steering group's decision making. There is enthusiastic support.
Wider public	The scheme has had local coverage. There has also been more formal consultation as part of the planning process. Most comments from the public were supportive.

Regular meetings have been held with key funders (National Lottery Heritage Fund and West Northamptonshire Council) to update on progress as well as discuss risks and address any issues that arise. Furthermore, there has also been considerable community consultation since project inception, culminating recently in several open days at the Church showcasing the project to the local community. These were well attended and attracted some incredibly positive feedback and wide-ranging support.

Given the funding that the project has attracted and the multi-faceted nature of the impact and outcomes that it will have, key stakeholders have been on board for many years, and are keen to see the project delivered. The key grant funder – National Lottery Heritage Fund – allocated an enterprise grant to the project, as they could see both the commercial potential, as well as the positive heritage, community, and wellbeing outcomes.

Some further feedback from the wider public gathered at the open day held 11/12th June 2021 is outlined here:

- “So glad that the church and pub are getting the attention and care they deserve. Really exciting place that places the community at the heart of the plans.”
- “Good for the town, good for the building. Excellent project. Bring it on!”

- “Lovely to see the pub put back to good use. Serving the community in conjunction with the church, complementing each other. Money well spent conserving the heritage of the town.”
- “A great project to revive the significant history of Northampton.”

2.8 - Consultation

The development of the Town Investment Plan was guided by community and stakeholder consultation. The TIP builds on the initial consultation work undertaken to inform the development of the Town Centre Masterplan which seeks to address many of the challenges outlined in the TIP. The consultation exercise for the Masterplan informed the early development of the project longlist.

Online Consultation

Online consultations on the potential TIP proposals were held in September 2020 to determine the community’s priorities for investment, gain feedback and opinions on a range of proposed investment areas and determine the challenges / opportunities for the town.

Approximately 434 individuals replied to the questionnaire creating a total of 1,495 pieces of project level feedback. The responses were evenly split between males and females. 18% of respondents were aged under 35 and 15% were over-65.

Overall, the majority of responses were positive about how beneficial the projects would be to improve the town centre. The main challenges highlighted were a lack of quality goods offered in the town centre, poor appearance of the town centre and competition with other areas. The main opportunities were bringing disused buildings / public space back into use and improving the public realm. The initial survey was followed by more detailed questioning of a web community across three days.

This builds on over two years of consultation completed on the ground and through all media channels. The online consultation completed for the Town Centre Masterplan in 2019 informed the development of the longlist of projects developed for this tip.

Key local priorities identified at that stage include the restoration and upkeep of historic buildings, improving the quality of retail, the quality of public realm and greenspace in enhancing the town centre, pedestrianization in the town centre, and the potential to accommodate new homes.

Consultation Workshops

A series of consultation workshops were completed in October 2020 focusing on urban regeneration; deprivation and inequality; and business, enterprise and skills. Approximately 150 stakeholders were approached to take part in the workshops. Workshops were attended by key stakeholders in Northampton including local businesses, social enterprises (Northampton Social Enterprise Town), Community Town Safety Teams, Northampton Digital, Northampton Arts and University of Northampton.

Engagement with private sector bodies aided understanding of growth barriers and helped to ensure the plan remains responsive in uncertain times.

Engagement with public sector and community organisations highlighted how social enterprises can be incorporated into projects.

The consultations produced a number of themes for the Town Investment Plan including reenergising cultural and historic assets, diversifying the housing offer to match the needs of the community, make the town centre feel safer and upgrade / improve management of key public spaces.

There has been public open days in the Church to gauge the public's views on the project, a summary of this can be found in Appendix 4.

Stakeholder Engagement Plan

A Stakeholder Engagement Plan has been developed to accompany Northampton's Town Investment Plan. This document sets out our commitment to develop ongoing relationships with key stakeholders to ensure implementation of the Town Investment Plan remains responsive to the overarching needs of the town.

The Stakeholder Engagement Plan can be found in Appendix 5.

3 - ECONOMIC CASE

3.1 – Summary

This section sets out the economic case to the St Peters and Old Black Lion Project; and outlines the impact of the proposed investment and the benefits that will arise through delivery. The Old Black Lion is one of Northampton's oldest public houses, it has also laid empty for the past 3 years. The building has been a target for anti-social behavior and criminal activity. The Old Black Lion neighbors St Peter's Church which is one of the country's finest examples of a Norman Church. Investment through the Towns Fund will help establish a new heritage gateway into the Town Centre focusing on the Old Black Lion and St Peter's Church. The project seeks to establish the Old Black Lion as a high-quality public house which amplifies the building's heritage, including accommodation, meeting rooms and community space. The proposal is seeking £315,000 of Towns Fund support.

3.2 – Introduction

The project is seeking total investment of £2,662,417 with £315,000 sought from the Towns Fund to enable the regeneration of the Old Black Lion and its surroundings including St Peter's Church. The project will be delivered by the Churches Conservation Trust. The Old Black Lion public house is thought to date back to the early 1700s.

The Grade 2 Old Black Lion pub has been unused for 3 years and faces further dilapidation if not addressed. The pub has attracted criminal and antisocial behaviour – latterly being used as a cannabis farm. Significantly, this negative impact has also affected the neighbouring Grade 1 listed St Peters church – considered one of the finest Norman buildings in the country – which, despite its potential to attract a range of visitors and events, has been vandalised and is frequently closed.

The project will be return the Old Black Lion into economic use as a public house, in addition the building will form the basis of a wider regenerative vision for the local area and will provide a focal point for much-needed community activity. Provide an anchor point for the new "Heritage Gateway" area of the town which will link through to, and support, the Northampton Cultural Quarter. This area is an important gateway for people travelling in to Northampton by rail, it is especially important given the increased focus on sustainable transport.

The Trust has confirmed that the project will also serve as a testbed for future multi-faceted sustainable heritage regeneration projects across the country, demonstrating the wider strategic importance beyond Northampton Town Centre.

The Towns Fund investment will provide:

- Safeguard two important heritage assets for future generations.
- Generate income to support additional community and charitable work through the reopening of the Old Black Lion as a public house
- Provide a space for the community to meet and interact
- Provide employment and job opportunities in the local area.
- Reduce crime and anti-social behaviour
- Become a focal point for local pride and improve community wellbeing.
- Interest and attract a wider and more diverse audience to heritage

The increase in facilities and size will mean that the Old Black Lion can play a new role for the Town Centre community. Investment will enable a diversification of the offer with a greater focus on the heritage aspects which will help attract and accommodate greater visitor numbers which in turn will generate an increased income. This will enable the facility to be a more viable venue for local events. The investment will help the Trust develop its ability to provide increased numbers of educational visits.

3.3 – Approach to the Economic Case

The Economic Case has been developed using the latest guidance set out in the Green Book and using advice set out in Towns Fund documents. The economic model used to generate outcomes and outputs are based on recognised national benchmarks. These include:

In developing the project, a number of assumptions and forecasts. Individual components of deadweight, displacement, leakage, and multiplier effects have been reviewed to revisit assumptions about additionality. These have then been taken into the revised CBA calculations and Business Case. These sensitivities have been identified below.

Time period considered: The Green Book States “Costs and benefits should be calculated over the lifetime of the intervention or asset. For many interventions, a time horizon of 2 year construction plus 5 years of operation (7 years in total).

Timing of spend: For all scenarios a planned timing of spend was used, relying on the assumption of the project being supported in 2021. A contractor will be appointed and the capital build phase commencing in May 2022. The capital phase will conclude by June 2023 and the Old Black Lion be open for trading.

Discounted rate: a standard **discount rate** of 3.5% per annum has been applied in calculating future benefits arising from the investment.

Deadweight: Concerns the degree to which the effects which produce additional economic activity lead to consequent reductions in activity elsewhere in the economy that would not have occurred if the intervention had not been made. As the Old Black Lion is currently unoccupied, the Church Commissioners Trust have reviewed the costs involved with re-opening the building commercially, at present costs are considered to be beyond the immediate partnership’s ability, hence the need for Towns Fund support. Calculations for the Preferred case have estimated deadweight loss of 10%. The Old Black Lion holds a prominent location, but the surrounding area currently has low footfall. The pub will have to re-establish its market with a new operator.

Displacement: the HM Treasury Green Book states that displacement arises when the benefits of an intervention in terms of increased output or employment are offset by a reduction in output or employment elsewhere. The establishment of the Old Black Lion as a commercial operation will bring displacement impacts through labour, goods and services. The scale of the Old Black Lion’s operation is likely to have a minimal impact on displacement with limited employment and service costs accruing to the project. The Old Black Lion may be able to bring a unique offering to Northampton Town Centre with a range of community activity and events. However within the modelling we have assumed that this will be a difficult position to achieve in the local market. Therefore, the economic case has therefore assumed displacement at 25%.

Inflation and Indexation risk: 2% has been added to costs to recognise the Bank of England’s forecast on conditions during the deliver phase through to Quarter 2, 2023.

Leakage: Leakage measures the number or proportion of outputs (occurring under the reference case and the intervention options) that benefit those outside of the intervention's target area. This could have positive and negative effects on other areas;

The project forecasts that there is a limited chance of leakage due to the focus of the Old Black Lion's operations and potential customers and their purchasing options outside of the immediate Town Centre area. The economic modelling has applied a leakage rate of 10% within the economic impact modelling.

Substitution: In line with standard approaches to substitution, benchmarks suggest this is a negligible issue for this type of development.

Multiplier Effect: Measures economic impact (jobs, expenditure or income) of an intervention is multiplied because of knock-on effects within the local economy.

- Reference Case: As far as the reference case is concerned, the multiplier effect has been set to zero;
- Preferred Case (Option 3: the redevelopment of the Old Black Lion into mixed heritage, commercial and community space). The Multiplier Effect has been forecast to take effect once investment has been made, which in turn will encourage new private sector investment into the Town Centre. Improvements delivered through the Preferred Option will be a further signal of investment in Northampton Town Centre and that partners are proactive in delivering change.

These factors have now been applied to the various options under consideration and the CBAs been updated accordingly. The scheme will also help safeguard jobs within current operators in the Town Centre, these will be addressed appropriately.

Optimism bias: the Green Book guidance has been used to identify a suitable level of optimism bias. The Green Book states that standard building projects are those which involve the construction of buildings not requiring special design considerations i.e. most accommodation projects e.g. offices, living accommodation, general hospitals, prisons, and airport terminal buildings.

Optimism bias has therefore been calculated at the standard rate of 24%. This has subsequently been applied to the model.

3.4 - Options Appraised:

The Churches Conservation Trust has identified three options in relation to the project. These are Do Nothing, Do Minimum – converting the Old Black Lion into Office accommodation and regeneration of Old Black Lion into a mixed heritage, commercial and community space. These have been considered by stakeholders and the outcomes are presented below.

i) Longlist of options appraised

A range of potential solutions to the opportunities and challenges in the Strategic Case were identified during the option generation process. Initial options included a variety of elements that will address the current decline of the fabric of the Old Black Lion. As the project has been in development for some considerable time, there have been many iterations of the budget and programme costs, as well as multiple funders that have contributed over the lifespan of the project.

Scheme Name	Description
Option 1 - Do Nothing	The Old Black Lion would remain unused and at risk of further dilapidation and vandalism.
Option 2 – Convert the Old Black Lion into office accommodation	The Do Minimum scenario would be based on converting the existing building into offices. This would bring forward 520m ² of new space.
Option 3 – Regeneration of the Old Black Lion into a mixed heritage, community, and commercial space	The main option considered has focused on the potential to realise a long-term ambition of re-establishing the Public House as a high quality venue that also provides community space and secures the Old Black Lion and St Peter’s Church’s role as a Heritage Gateway into Northampton Town Centre.

ii) Options shortlisting

To develop a short list of potential options to appraise, a sifting process was undertaken following consultation with stakeholders. A simple matrix has been used to summarise and present evidence on options in a clear and consistent format. This matrix utilises a 4-point red/amber/green (RAG) scoring system for each of the assessment areas, which facilitates the early assessment and comparison of scheme options. A scoring range was developed to establish the influence and effect each option would have on key core issues, which included Strategic Fit, Benefits optimisation, Achievability and Affordability. Using these criteria, the various options and resulting scores are illustrated below in the below table.

Option	Strategic fit	Benefits Optimisation	Potential achievability	Potential Affordability	Impact on Old Black Lion
Option 1 - Do Nothing	0	0	0	5.0	This option does not address the issues facing the empty Old Black Lion
Option 2 – Convert the Old Black Lion into office accommodation	3.0	3.0	3.0	5.0	This option would see increase the number of new jobs in the Town Centre, but would also being achieved and sub-optimal improvements to the build fabric
Option 3 – Regeneration of the Old Black Lion into a mixed heritage, community and commercial space	5.0	5.0	5.0	5.0	This option will ensure that the building will be brought back into community and commercial use and serve as a Heritage Gateway

iii) Options appraisal – short list

The purpose of the business case is to establish an intervention option that supports the reestablishment of the Old Black Lion as a functional building. The building has historic value, being adjacent to St Peter's Church adds to the heritage of the immediate vicinity. Local partners have progressed discussion on the options and have agreed that the final preferred option should assist the Trust to make improvements that will address heritage, community and commercial objectives.

The Reference Case is Option 1: Do nothing.

Without support from the Towns Fund the Old Black Lion the project would not proceed leaving the building standing empty and becoming increasingly derelict. The Churches Conservation Trust have the ambition but have had to secure funds from a range of sources to ensure work can take place.

Option 2: Convert the Old Black Lion into office accommodation

This option would involve the redevelopment of the Old Black Lion into office accommodation. The option would provide over 500m² to Northampton's office market. The pandemic has however impacted the use of offices making this option less desirable. Importantly this option would not deliver the key objectives of enhancing the location's heritage appeal and use of the Old Black Lion as a Heritage gateway for community activity.

Option 2 is deliverable and affordable. However, it would not achieve the objectives which local stakeholders have developed for the site.

Option 3: Regeneration of the Old Black Lion into a mixed heritage, community and commercial space

This option focuses on addressing the current dilapidated building which has attracted criminal activity. Regeneration will realise the full potential of the Old Black Lion pub, as a profitable and sustainable business, which will benefit the wider community and conserve two crucial heritage assets, including the Grade 1 listed St Peters church – one of the finest Norman buildings in the country – which, despite its potential to attract a range of visitors and events, has been vandalised and is frequently closed. The project fulfils a number of different objectives against the policies and broader strategies of the stakeholders. The project has secured funds from the National Heritage Lottery Fund to support the development of commercial aspects of the project. The Churches Conservation Trust purpose is to conserve and safeguard historic religious buildings – the regeneration of the Old Black Lion will ensure that the building is looked after for future generations.

iv. The Preferred Case

Following Options evaluation workshops, local partners and stakeholders quickly discounted Options 1 and 2, due to the limited impact it would have on the Old Black Lion. Option 1 our reference case was quickly dismissed as 'doing nothing' is recognised as not going to address arrest the issues facing the fabric of the building, not address the criminal activity that is facilitated by the building being closed and also miss the opportunity to improve the commercial performance.

Option 2 was also dismissed, as based on experience it would not create address the potential opportunities to establish a commercial operation offering a visible heritage gateway into Northampton Town Centre for arrivals by rail. The option to develop office accommodation is also considered inappropriate due to the change in market conditions since the pandemic. The potential for financial viability via this option is more marginal due to prevailing conditions. The option also does not help realise the heritage benefits connected to the delivery of option 3.

Option 3 enables the Churches Conservation Trust to address all of the issues and opportunities that have been scoped out in the Strategic Case. Option 3 will deliver a range of improvements which will bring the Old Black Lion back into commercial use and provide both heritage and community benefits. This would enable the Old Black Lion to make a positive contribution to the operation of Northampton Town Centre, rather than it being a derelict, undervalued area. Delivery would take place in 2022 with the launch of the new facility in June 2023.

Unintended consequences

The project has been appraised for any beneficial or adverse collateral effects and unintended consequences. Our analysis revealed that the project will not have any negative effect on individual groups within Northampton, indeed investment will make the Old Black Lion more accessible to all of Town's communities.

3.5 – Appraisal Modelling Assumptions

The following assumptions have been made in our modelling;

Benefits Criteria:

The benefits criteria were developed using a range of criteria, the core benefits were calculated using accepted national benchmarks, triangulated wherever possible with secondary data, to provide additional robustness.

- **GVA benefits:** GVA benefits have been modelled over a 7-year period.
- **Fiscal costs:** The fiscal benefits from the project have been calculated using ONS database covering Local Authority GVA per job filled. The modelling uses 2019 data for West Northamptonshire which is £52,279 per job. Within the model deductions for Income Tax (20%) and National Insurance (6%) have been made to avoid potential double counting. This has been used to offset the public costs to give a net fiscal cost/benefit over a 7-year period.
- **Build Costs:** The costs include an allowance for demolition, preliminaries and contingencies. Construction costs for the preferred Option stand at £1,906,008
- **Purchaser's Costs:** No Purchasers cost have been included within the project.
- **Contingency costs:** a contingency of £314,095 has been identified.
- **Professional Fees:** professional fees of £275,228 have been allocated to delivering the project.
- **Equipment and Materials:** costs for the project are £11,000.
- **Return on Capital Employed:** the model uses a GVA per job. ONS data has been used, with 2019 data for West Northamptonshire being utilised. The data reveals a GVA per job of £52,279.
- **Indirect Jobs created and safeguarded:** Indirect jobs have not been included in the model.
- **Monetised benefits:** all benefits have been monetised and that there are no additional benefits included within the economic appraisal.

- **Disbenefits:** there are no disbenefits foreseen as a result of investing in the project. The project focuses on improving the performance of the Old Black Lion which is a heritage asset within Northampton Town Centre and a key part of its heritage offer alongside the neighbouring St Peter's Church. Both buildings are an important gateway and focal point on the route into the Town Centre from Northampton Station.
- **Equality impact:** the project and the overall approach of the project is to serve the wider community irrespective of age, disability or ethnicity. Therefore the project will not be favouring or negatively impacting one community over all others.
- **Profit:** No developers profit has been assumed.

3.6 – Economic Appraisal Report

In preparing the Economic Appraisal a Cost Benefits Analysis of Option 3 has been developed and are broken down into the individual project elements which form the wide project.

4.1 Preferred Option – benefits

i) Employment impact

Delivery of Option 2, the Preferred case will generate benefits of £1,463,812 in additional GVA, and support 35 jobs within the Old Black Lion over a 7-year period from as set out below.

Employment Benefits	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Office Jobs	0	0	0	0	0	0	0	0	0	0	0
Retail Jobs	0	0	7	7	7	7	0	0	0	0	28
Construction Jobs	0	0	0	0	0	0	0	0	0	0	0
Total Jobs	0	0	7	7	7	7	0	0	0	0	28
GVA Per Job	£52,279.00	£52,279.00	£ 52,279.00	£ 52,279.00	£ 52,279.00	£ 52,279.00	£52,279.00	£52,279.00	£52,279.00	£52,279.00	
Direct GVA Generated	0	0	£ 365,953.00	£365,953.00	£365,953.00	£365,953.00	0	0	0	0	£ 1,463,812.00
Supply Chain (assumed within GVA per job)	0	0	0	0	0	0	0	0	0	0	0
Induced (spend)	0	0	0	0	0	0	0	0	0	0	0
Total Gross GVA	0	0	£ 365,953.00	£365,953.00	£365,953.00	£365,953.00	0	0	0	0	£ 1,463,812.00

Fiscal Benefits	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
No. Jobs	0	0	7	7	7	7	0	0	0	0	28
Average salary per job (2019 inflated to 2021)	£52,279.00	£52,279.00	£ 52,279.00	£ 52,279.00	£ 52,279.00	£ 52,279.00	£52,279.00	£52,279.00	£52,279.00	£52,279.00	
PAYE tax uplift	£ 7,956.00	£ 7,956.00	£ 7,956.00	£ 7,956.00	£ 7,956.00	£ 7,956.00	£ 7,956.00	£ 7,956.00	£ 7,956.00	£ 7,956.00	
NI tax uplift	£ 2,614.00	£ 2,614.00	£ 2,614.00	£ 2,614.00	£ 2,614.00	£ 2,614.00	£ 2,614.00	£ 2,614.00	£ 2,614.00	£ 2,614.00	
Total payroll tax uplift	0	0	£ 73,988.00	£ 73,988.00	£ 73,988.00	£ 73,988.00	0	0	0	0	£ 295,952.00

3.7 – Summary of Impact Appraisal – Key Findings

The attached Economic Benefits show the detailed assessment of the Preferred option. Our forecasts indicate that the preferred option would deliver up to £1,463,812 of additional impact by 208 (after Deadweight, Displacement, Leakage, Substitution and Multiplier Effects) as Old Black Lion benefits from investment. Thereby delivering Net Present benefits of £1,463,812 and a Public Value for Money BCR of 2.25:1.

If the project did not proceed, the Churches Conservation Trust would not be able to deliver significant improvement to the fabric and protect the heritage associated with the Old Black Lion and St Peter’s Church. Investment through the Towns Fund will provide an opportunity to create additional services, which would establish a strong, visible heritage gateway into Northampton Town Centre from the West. The fund provides the opportunity to create an environment that can break the current cycle of decline which the Old Black Lion has experienced since becoming empty in 2014. Investment through the Preferred Option will provide help create a new heritage attraction and community space which enhance the vibrancy of the Town Centre.

3.8 – Analysis of Monetised Costs and Benefits (AMCB)

Total Net Benefits	Preferred Option (NPV, 2021-22 Prices)
Benefits for the BCR	
Land Value Uplift	£m
Wider LVU	£m
Amenity Value	£m
Air Quality	£m
Transport Benefits	£m
Other Applicable Benefits	£1,463,812
Total Benefits for the BCR	£1,463,812
Costs	
Towns Fund	£315,000
Total Cost	£2,682,508
Net Present Benefits	£1,463,812
Net Present Public Costs (Net Present Fiscal Costs – Net Present Fiscal Benefits)	£678,545

NPPV (Net Present Benefits – Net Present Fiscal Costs)	£1,915,165
BCR	2.25

4 – FINANCIAL CASE

The Financial Case assesses the affordability of the investment, identifying cost, revenue, and funding sources, with the level of detail should be proportionate to the size of the project.

4.1 – Introduction

This sets out the financial case and background to the St Peters and Old Black Lion Project; and outlines the project costs, revenue and funding sources in more detail as well as considering any financial risks in more depth and mitigating actions. It is important to highlight that there are many benefits outside of the standard financial cost/benefit calculation that should be considered as part of the project and included when reviewing the numbers in isolation.

4.2 – Approach to the Financial Case

As the project has been in development for some considerable time, there have been many iterations of the budget and programme costs, as well as multiple funders that have contributed over the lifespan of the project. Given the scale and aims of the project – that it encompasses several core areas and outcomes – namely heritage conservation, community benefit, regeneration, and income generation, the CCT's experience at delivering regeneration projects meant that a range of different funding sources were decided on, but with one core anchor funder in the National Heritage Lottery Fund. The CCT were successful in being awarded a £1.8million NHLF enterprise grant in 2016, which now underpins the whole project. It is important to note that this is an enterprise grant, so the core focus of the project is not just conservation, but also to create a viable and sustainable business that benefits the community and the wider charity.

Inflation has been woven into cost projections.

4.3 - Costs

Capital Costs

The project has been fully costed off the back of fully comprehensive architect designs which have also had input and oversight from commercial consultants, and planning and listed building consent

is now being sought at RIBA Stage 4. Whilst there is confidence in the broad cost scope of the project, a new Quantity Surveyor has now been appointed with a view to undertaking a more specific detailed cost revision and cost engineering exercise to drive down overall initial estimates.

- **Current total forecast project cost = £2,682,508**

Cost	Projected Amount
Repair & New Build	£1,906,008
Professional Fees	£275,228
Activity Costs	£87,984
Other (Evaluation, Contingency etc)	£413,228
Total	£2,682,508

4.4 – Funding and Revenues

Current project funding sources have been identified from a number of different areas, outlined below.

Source	Value	Status
National Heritage Lottery Fund	£1,841,800	Secured
Public Sector Co-Funding	£350,000	Secured
CCT Contributions (cash and non-cash based)	£85,617	Secured
Towns Fund	£315,000	To Be Secured
Operator Investment	£70,000	To Be Secured
Total	£2,662,417	

The costs and funding do not match exactly, as the numbers are taken from “live” planning budgets – these give the most accurate reflection of what the projected delivery numbers are likely to be. Any shortfall will be covered by CCT Contributions or additional fundraising, the risk will not sit on the Council.

4.5 - Affordability Assessment

The tables below in the affordability assessment map out a projected timeline as to when key spending and funding amounts might fall over the period to 2025 given the current programme. They are not designed to correlate exactly with the costs and funding currently allocated.

Costs Profile

	20/21	21/22	22/23	24/25	Total
Facilitating Works	-	£43,775	-	-	£43,775
Building Works	-	-	£1,817,464	-	£1,817,464
Contingency and Inflation	-	-	£314,095	-	£314,095
Professional Fees	-	£235,513	£50,740	£50,740	£336,993
Activity Costs	-	-	-	£45,931	£45,931
Other	-	-	£70,000	£34,250	£104,250

Funding Profile

	20/21	21/22	22/23	24/25	Total
Towns Fund	-	-	£315,000	-	£315,000
NLHF	-	£129,228	£1,632,331	£80,181	£1,841,800
Section 106	-	£150,000	-	-	£150,000
WNDC	-	-	£200,000	-	£200,000
Other(CCT/Operator)			£112,808	£42,809	£155,617

Sensitivity Assessment:

In developing the project, there are a number of assumptions and forecasts. Individual components of deadweight, displacement, leakage and multiplier effects have been reviewed to revisit assumptions about additionality. These have then been taken into the revised CBA calculations and Business Case. These sensitivities have been identified below.

Time period considered: The Green Book States “Costs and benefits should be calculated over the lifetime of the intervention or asset. For many interventions, a time horizon of 2 year construction plus 5 years of operation (7 years in total).

Timing of spend: For all scenarios a planned timing of spend was used, relying on the assumption of the project being supported in 2021. A contractor will be appointed and the capital build phase commencing in May 2022. The capital phase will conclude by June 2023 and the Old Black Lion be open for trading.

Discounted rate: a standard **discount rate** of 3.5% per annum has been applied in calculating future benefits arising from the investment.

Deadweight: Concerns the degree to which the effects which produce additional economic activity lead to consequent reductions in activity elsewhere in the economy that would not have occurred if the intervention had not been made. As the Old Black Lion is currently unoccupied, the Church Commissioners Trust have reviewed the costs involved with re-opening the building commercially, at present costs are considered to be beyond the immediate partnership’s ability, hence the need for Towns Fund support. Calculations for the Preferred case have estimated deadweight loss of 10%. The Old Black Lion holds a prominent location, but the surrounding area currently has low footfall. The pub will have to re-establish its market with a new operator.

Displacement: the HM Treasury Green Book states that displacement arises when the benefits of an intervention in terms of increased output or employment are offset by a reduction in output or employment elsewhere. The establishment of the Old Black Lion as a commercial operation will bring displacement impacts through labour, goods and services. The scale of the Old Black Lion’s operation is likely to have a minimal impact on displacement with limited employment and service costs accruing to the project. The Old Black Lion may be able to bring a unique offering to Northampton Town Centre with a range of community activity and events. However within the modelling we have assumed that this will be a difficult position to achieve in the local market. Therefore, the economic case has therefore assumed displacement at 25%.

Inflation and Indexation risk: 2% has been added to costs to recognise the Bank of England’s forecast on conditions during the deliver phase through to Quarter 2, 2023.

Leakage: Leakage measures the number or proportion of outputs (occurring under the reference case and the intervention options) that benefit those outside of the intervention's target area. This could have positive and negative effects on other areas;

The project forecasts that there is a limited chance of leakage due to the focus of the Old Black Lion's operations and potential customers and their purchasing options outside of the immediate Town Centre area. The economic modelling has applied a leakage rate of 10% within the economic impact modelling.

Substitution: In line with standard approaches to substitution, benchmarks suggest this is a negligible issue for this type of development.

Multiplier Effect: Measures economic impact (jobs, expenditure or income) of an intervention is multiplied because of knock-on effects within the local economy.

- Reference Case: As far as the reference case is concerned, the multiplier effect has been set to zero;
- Preferred Case (Option 3: the redevelopment of the Old Black Lion into mixed heritage, commercial and community space). The Multiplier Effect has been forecast to take effect once investment has been made, which in turn will encourage new private sector investment into the Town Centre. Improvements delivered through the Preferred Option will be a further signal of investment in Northampton Town Centre and that partners are proactive in delivering change.

These factors have now been applied to the various options under consideration and the CBAs been updated accordingly. The scheme will also help safeguard jobs within current operators in the Town Centre, these will be addressed appropriately.

Optimism bias: the Green Book guidance has been used to identify a suitable level of optimism bias. The Green Book states that standard building projects are those which involve the construction of buildings not requiring special design considerations i.e. most accommodation projects e.g. offices, living accommodation, general hospitals, prisons, and airport terminal buildings.

Optimism bias has therefore been calculated at the standard rate of 24%. This has subsequently been applied to the model.

Financial Risks

Risk has been factored into the project on several different levels – the main risk to the capital phase at the moment is a potential overspend, as well as an element of variance around the conservation needs of the building which we are addressing with the newly appointed Quantity Surveyor and external commercial consultants.

Further risk modelling is outlined in the appended Risk Register.

Key risks can be identified as follows:

Capital:

- Funding falls through – lack of clarity on outcomes and withdrawal of support from funders.
- Budget overspend – materials costs increase dramatically due to impact of Brexit and COVID-19.

Operational:

- Revenue projections fall short. Operator pulls out.
- Business Plan is undeliverable.
- COVID-19 impacts visitor numbers and therefore revenue projections.

All of the above have been mitigated against as much as is possible in the circumstances – mainly by ensuring there is as much information as possible and that a flexible approach to delivery can be adopted.

4.5 - Wider Financial Implications

There are further considerations that need to be made to understand the wider impact of COVID19 on the project – the current analysis suggests that the effect may be limited to the capital phase around availability and pricing of contractors; however, given uncertainty and the unforeseen 'Black Swan' element of the pandemic, further waves or long term restrictions may mean delays or impact to the operational phase – these have been factored in to operational modelling as much as is feasible.

Monthly cashflow projections and budgets to be delivered once the project reaches capital phase, in line with both NHLF and CCT central policies to ensure cost projections are managed and that draw down from grants ensures project liquidity. Annual accounting and auditing procedures to be adhered to also in line with Churches Conservation Trust policies, and with input from the CCT auditors, Mazars.

Subsidy Control Comments can be found in Appendix 7.

5 – COMMERCIAL CASE

5.1 – Introduction

The commercial outcome for the Old Black Lion underpins the entire project; alongside the wider social aims and impact, it is paramount that a sustainable commercial business is created through the site. As outlined elsewhere, NHLF funding comes in the form of an Enterprise grant, so, as well as the non-commercial objectives, the focus should also be to ensure a positive commercial outcome as well. Delivery of this will prove to be a test-bed for future heritage projects, as well as creating a model that can be replicated elsewhere with a view to further safeguarding heritage and community assets.

5.2 – Commercial Deliverability

The commercial strategy for the operational phase of the project has been simplified significantly after recent analysis and review. In essence, the current proposed operating model is a straightforward 'landlord/tenant' one, with a pub operator being engaged as a project partner to deliver the business plan and operate the pub once the capital phase is complete. Given the nature of the project, a local operator will be selected for this. Whilst the deliverables and expectations will be a little different, and slightly broader, than standard commercially focused operations, the project is fortunate to have many positives that make it attractive for potential operators – not least strong local partnerships already in place, funding, and a readymade audience. Evidence of prior trading from the site is also helpful in supporting revenue assumptions and justifying future income projections.

Insight and analysis has also been sought from 3 separate external hospitality sector consultants who have given a range of projected operational outcomes – these range from a general 'break even' worst case scenario, to an expected operational turnover of c. £600,000 net per annum. Again, the consultants were of the opinion that the project was viable, especially given the support and input from the range of existing stakeholders.

Additionally, the risk profile has been revised downwards with the updating of the project operating model – although there is clearly some risk in the operational phase – not least due to the impact of COVID19 on the hospitality sector, the simplification of the operational framework has reduced some of the 'unknowns' and passed much of the operational phase risk on to the pub operator, who will better understand the variables involved, as well as how to approach and mitigate risk in the sector.

Local analysis has also been undertaken to better understand the operational options – local competitors, pricing, business offering etc, but much of this will be predicated on how the chosen operator decides to set this out. As the project develops local insight will continued to be sought to ensure consistency with project purposes, as well as delivery of an asset that works to a variety of community needs.

Professional advice has been sought on the operational risks, from pub operator consultants and agents. All the feedback to date has been that the business and project is viable.

Detailed examination of the resilience of the project considering the COVID-19 restrictions on the hospitality sector has also been undertaken. In so far as it is possible to mitigate these, the project has done so. The site has a large quantity of outdoor space (65 covers) representing a further 50% of the total number of indoor covers (124) which would enable it to weather any further social distancing restrictions.

5.3 – Procurement Strategy

The procurement strategy will differ slightly to other heritage/conservation projects – whilst quality and standard of materials is always important, it is equally important that the project delivers value for money, and that cost/benefit discussions are incorporated into the design and planning phase. To this end, external consultants have been engaged to help advise on how to best cost out the project in a realistic and effective way, and this approach will ensure that the budget is adhered to. Strategy will also have to take into account long-term inflationary issues in the construction sector, both in materials as well as labour. Additionally local contractors and consultants will be engaged where possible to ensure the project supports the regional economy.

Procurement timescales for the project follow the existing project delivery timeframe, with contractors being sought to commence build in June 2022; and a suitable operating partner will be engaged from March 2022.

As well as the involvement of local contractors for the capital phase, apprenticeships and support for crafts skills have also been woven into the project plan. The project itself, as well as creating employment opportunities directly, through both capital and operational phases, will also have wider ranging positive implications for local suppliers as further development opportunities arise through the regeneration of the area. Social value will be woven into the procurement process both through the more tangible incorporation of new job roles, apprenticeships and training created through the build phase, as well as sourcing goods and services locally, but also through the regeneration of an asset that itself has social value. Community outreach and social work will continue through the operational phase – with community groups being sought for partnership to help deliver project activity.

5.4 – Wider Considerations

Further considerations around the commercial approach to the project might be:

- Ongoing project partnership arrangements – eg between WNC and the CCT – how these are structured and managed commercially over time. Asset ownership is primarily in the hands of WNC, with an option to purchase being included in the lease at the end of the project term.
- Incorporation of flexible use of the building into the design and delivery plans so that project pivots can be made according to both community feedback and response to other external variables.
- Ongoing support and use of a sector consultant as a “critical friend” to ensure commercial aims are delivered, and that the operator is given the best chance of success.

6 – MANAGEMENT CASE

6.1 - Introduction

The Management Case assesses the deliverability of the investment, identifying timescales and project responsibilities, building on the delivery plan outlined in the TIP for the St Peters and Old Black Lion scheme and proportionate to the size of the project. It also identifies the key stakeholders and include a strategy and plan laying out a programme of stakeholder engagement activities that will help deliver the project.

The CCT approach involves drawing together a full professional team of architects, conservation architects, structural engineers, mechanical engineers, quantity surveyors, ecologists, and archaeologists. These consultants are managed by a project manager based at the CTT, alongside the conservation projects manager and project director; they report to a project board, the senior management team of the CTT, and the board of trustees. In addition, this project is scrutinized by the CTT's Finance & Audit Committee and the Board of CCTEL (the Trust's trading subsidiary).

In addition, the project is closely monitored by the other funding partners, the National Lottery Heritage Fund. This governance structure ensures proper management of scope, cost, programme, and risk; the professional team ensures full compliance with regulations and duties.

West Northamptonshire Council monitors the project via a project manager and programme manager.

6.2 – Project Organisation and Governance

The project management of the project will be undertaken by the Churches Conservation Trust and their appointed consultant team. The team have a demonstrable track record of delivering capital projects of a similar value.

The project team is made up of trustees, architects, quantity surveyors, structural engineers, mechanical and electrical engineers and construction contractors.

The table below shows the key participants, roles, accountability, and responsibilities of each of the participants to date through to completion of the project.

Role	Project Director (Client)
Responsibilities	<ul style="list-style-type: none"> • Oversee project programme, budget and quality • Represent project at strategic level within client organisation • Oversee JCT contracts
Organisation	Churches Conservation Trust

Role	Project Manager (Client)
Responsibilities	<ul style="list-style-type: none"> • Overall project lead, responsible for programme and budget • Manage project team • Manage budget and cash flow • Manage grant reporting and claims process • Manage change control procedure, risk register, quality assurance • Manage insurances • Report to CCT's Finance and Audit Committee, Conservation Committee, Regional Management Team, Senior Management Team and Board of Trustees as required.
Organisation	• Churches Conservation Trust

Role	Conservation Project Manager (Client)
Responsibilities	<ul style="list-style-type: none"> • Advise on technical issues arising from construction programme • Review and sign off construction design management • Manage quality control alongside Project Manager
Organisation	Churches Conservation Trust

Role	Architect
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Responsibilities	<ul style="list-style-type: none"> • Prepare design specification RIBA Stage 3 - 5 • Work with the wider technical team (Quantity Surveyor, Mechanical & Electrical Engineer, Structural Engineer, Archaeologist and other consultants) to deliver the contract to RIBA Stage 7 • Attend technical and project meetings with the wider team • Deal with pre commencement planning conditions and building control approval • Ensuring compliance with the HSE and CDM 2015
Organisation	OMI Architects

Role	Contract Administrator
Responsibilities	<ul style="list-style-type: none"> • Issue Contract Instructions to the Principal Contractor • Prepare construction progress reports • Co-ordinate and instruct site inspections • Chair site meetings • Agree commissioning and testing procedures • Agree defect reporting procedures • Issue interim certificates for payment • Issue certificate of making good defects • Issue final certificate
Organisation	OMI Architects

Role	Quantity Surveyor
Responsibilities	<ul style="list-style-type: none"> • Prepare RIBA 3-5 cost plan • Produce monthly cost report • Co-ordinate tendering of main contractor and make recommendations on appointments • Advise on cost variations • Prepare and make recommendations for interim payments and release of retention
Organisation	PMP Consultants

Role	Mechanical and Electrical Consultants
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Responsibilities	<ul style="list-style-type: none"> • Produce technical specifications and advise for RIBA Stages 4-7 • Attend client, design, project, site meetings as required • Contribute to the preparation and refinement of tender documentation • Attend pre and post-tender interviews
Organisation	ESDP

Role	Structural Engineer
Responsibilities	<ul style="list-style-type: none"> • Producing technical specifications and advise for RIBA Stages 4-7 • Attend client, design, project, site and other meetings as required
Organisation	DP2

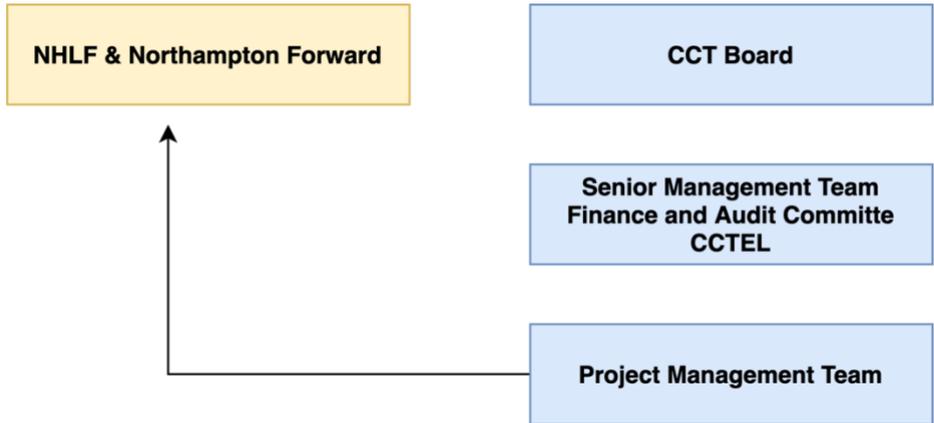
Role	Principal Building Contractor
Responsibilities	<ul style="list-style-type: none"> • Plan, manage, monitor and co-ordinate the construction programme • Prepare construction phase plan of the start of site works • Manage site health and safety • Provide adequate welfare facilities
Organisation	To be appointed

The plans have been drawn by Manchester-based OMI Architects, with conservation architects Crosby Granger.

They have been supported by DP Squared (Structural Engineers), ESDP (mechanical and electrical engineers), Austin Newport Group (quantity surveyors), John Buglass (archaeologist), Jen Deadman (historic building specialist) and Philip Parker Associates (ecologist).

The Old Black Lion will be repaired to the best conservation standards.

Governance Structure



West Northamptonshire Council

West Northamptonshire Council will oversee the delivery of all Towns Fund projects and manage the programme of activity.

West Northamptonshire Council's projects team has a strong and demonstrable track record in delivering major, transformational projects. The Council has put in place the arrangements for successful delivery of the interventions, including: a robust governance structure, risk and change management plan, and a system for monitoring and evaluating post-delivery benefits. The Northampton Forward Board acts as the Programme Delivery Board and the Town Deal Board for West Northants.

Northampton Forward is an informal partnership with the primary role of coordinating and driving forwards the integrated regeneration and growth within Northampton, including Northampton Town Centre. It acts as the Town Deal Board for Northampton and shall be responsible for establishing a strategy and delivery framework for the future development to achieve this vision. The delivery of the regeneration framework shall be carried out by Northampton Forward's core partners – West Northamptonshire Council, South East Midlands Local Enterprise Partnership, The University of Northampton, Private Sector Representatives, Northamptonshire Police, Northamptonshire Chamber of Commerce, Royal and Derngate, Community Representatives, Northampton Town Centre Business Improvement District and other Partners as and when needed.

The Council will have a dedicated internal team to oversee and monitor the project, this will include:

- Project Sponsor
- Client Project Manager
- Programme Manager

Monitoring and Oversight

West Northants Council is the Accountable Body for the Towns Funding. As the Accountable Body WNC will be responsible for discharging all obligations with MHCLG. WNC will be responsible for overseeing the financial management and accountability monitoring of the project.

Regular monitoring will be undertaken, and the project team will comply with all requests from the Council for information regarding the progress of the project. This will include a project monitoring form which is required quarterly. The monitoring form will record information on expenditure and the progress being made towards delivery of the outputs as well as risk management and communication plans.

A full evaluation of the project will be carried out once completed to inform lessons learned as well as presenting the output information to Government.

Representatives from the Council and Government will have the right to inspect the project and all information.

All reporting information will be reported into the Council's Capital and Assets Board which monitors all capital projects being undertaken. The Northampton Forward Board will also receive the same updates as the Board responsible for the strategic direction of the regeneration activity in Northampton and the Town Deal Board.

National Lottery Heritage Fund

The NLHF manages the project management via an independent monitor, in this case Mark Holden of Invigour, regular scrutiny from the Investment Manager (Mark Dykes) and reports to

its own committees and boards. The monitor reports to the NLHF investment manager, with whom the CCT project team meets at regular intervals to report on progress and to enable key milestones (for example 'Permission to Start', on the award of the building contract).

6.3 - Assurance

Within the CCT, the project assurance and approval process is streamlined, with regular project team meetings which report to the Senior Management Team and then receive independent scrutiny from the Finance & Audit Committee, CCT Enterprises Ltd Board of Trustees and CCT Board of Trustees. This is the same process for decision-making.

Project team meetings and SMT meetings take place monthly, and Finance & Audit Committee, CCTEL Board of Trustees and CCT Board of Trustees take place quarterly.

The CCT has an independent monitor, appointed by the National Lottery Heritage Fund, with whom it meets every fortnight. The NLHF also assesses the project on a quarterly basis, with progress reports delivered at funding milestones, for example at each RIBA stage, and before approval of tenders for the building contract.

Matters of design and conservation are also assessed by the independent Conservation Committee. The planning process also examines the suitability of design and conservation, as well as questions of drainage, public amenity, highways, and other public matters and includes full public consultation.

6.4 – Scope Management

The scope of the project is focused on the Old Black Lion pub. The scope does not extend to St Peter's Church, apart from where work is needed to realise the potential of the investment in the pub (remedial works to deal with damp in the eastern wall of the pub and a new path from the pub to the church).

The scope is set out in the NLHF Approved Purposes, which are included in Appendix 8. These have evolved since the grant was agreed, in consultation with the NLHF, but the scope has not expanded beyond the original Approved Purposes and nor should it in the future.

Third parties include the Friends of St Peter’s Church, the Central Council of Church Bellringers and the Parochial Church Council of All Saints, Northampton who own the churchyard. These parties have been fully involved in the project as it develops and understand its scope.

6.5 – Schedule Management

The project programme sets out the key milestones and the timetable for approvals, shown in Appendix 10.

The programme is as follows:

Date	Milestone
October 2021	Planning Permission and Listed Building Consent Granted
December 2021	Enabling Works Contract
March 2022	Selection of Preferred Operator
June 2022	Tender for Main Contract Completes
June 2022	Lease between WNC and CCT begins
July 2023	Practical Completion / Occupancy

There are no dependencies with other projects.

6.6 – Risk and Opportunities Management

The risk register is included in Appendix 2.

The main risks to the programme, with the strategy for mitigation, are:

Risk	Mitigation
Delays in planning process.	Active chasing by PM and architect. Liaison with WNC partners. Full application documentation submitted, to aid validation. Pre-application discussions took place.

Delays in appointing a contractor due to high demand and shortages of workers.	Allowed time in programme. Enabling works contract will give a good indication of any likely delays, which can then be managed.
Delays in management agreement with an operator due to low interest from the market.	Marketing opportunity early. Proactive approach to marketing opportunity. Fleurets engaged as agents.
Costs of capital works exceeding budget.	This will be managed during the tender process. Reduction of scope, value engineering or fundraising (or a combination of all three) could make up shortfalls.

The risk management and change management strategy is to ensure that that most risks are reduced or mitigated before key decisions are taken. This is a requirement of the Churches Conservation Trust governance, in particular of trustees. Milestones for proceeding with the project will minimize risks, for example not signing a building contract until an operator has been selected and a management agreement entered into. Risk is also being managed through the design process, for example early investigations into the building fabric to specify repair details before going to tender. Most risks are being assessed qualitatively as the nature of historic building regeneration projects requires this.

The project presents a significant opportunity to enable two heritage assets in Northampton (St Peter's Church and the Old Black Lion) to work together for the mutual benefit of each building, the community, and the wider Heritage Gateway area. The project also presents an opportunity to generate funds to support building conservation and people's access to heritage in the area, by creating a sustainable source of income via the pub business which will fund heritage work to, in and about the church.

6.7 – Project Management

The project is being managed according to Churches Conservation Trust and NLHF processes. This involves a project manager reporting to a project director and a project team, which are overseen by the governance structures of the CCT including the Finance & Audit Committee, CCTEL Board of Trustees and CCT Board of Trustees; regular monitoring and reporting by the

NLHF also takes place. This approach has delivered a number of major projects over the last decade (see [Regenerating communities | The Churches Conservation Trust \(visitchurches.org.uk\)](https://www.heritagefund.org.uk/good-practice-guidance/writing-brief-procurement-goods-or-services)) and the CCT does not envisage the need for any new approaches or processes to deliver the OBL.

The CCT will follow the usual NLHF processes for procurement, set out here: <https://www.heritagefund.org.uk/good-practice-guidance/writing-brief-procurement-goods-or-services>. It will follow a two-stage process to eliminate risk, by having an enabling works/strip out contract followed by a main contract.

Scope is controlled by focus on the NLHF Approved Purposes, which set out the core aims of the project from the majority funder. The programme and cost are controlled by regular design and project team meetings, attended by all key consultants and staff.

The design team includes a CDM coordinator appointed to oversee risk and HSE matters. Also, the Principal Designer is responsible for planning managing and monitoring of health and safety during the pre-construction phase, supporting the compilation of pre-construction information for the design team and principal contractor; and preparing, managing and updating the health and safety file. Asbestos and ecology consultants are advising on the project and are responsible for compliance in their respective areas, as are the structural engineer, M&E engineer and architects in their areas of responsibility.

Information is stored in CCT Cloud-based project files. Information is shared, as necessary, with third-party funders and partners.

Change is managed through the same governance structures as the project delivery.

Professional service contracts are actively managed through regular meetings, reporting and financial accounting.

Contingency plans to cope with project failure are that the CCT would not sign a lease for the pub or with an operator and, presumably, WNC would then sell the building on the open market.

If the CCT selects appoint an operator, and the operator fails, the CCT would seek a new pub company operator. The CCT has taken commercial advice on the risk this entails.

6.8 – Stakeholder Engagement

Key stakeholders are the Churches Conservation Trust, the National Lottery Heritage Fund, West Northamptonshire Council, the Heritage Gateway Board, the Friends of St Peter's Marefair, the PCC of All Saints, Northampton, the Central Council for Church Bellringers and – in due course – the pub operator, local residents, the neighboring nursery, and the wider community are also important stakeholders.

The PM holds regular update meetings with the NHLF, WNC and the Friends. Other groups are met on an ad-hoc basis.

There is also a Facebook page where members of the public can follow the progress of the project. The CCT has held open days at St Peter's Church and intend to appoint to a events/activities manager post when the pub is operational, to support community engagement in the project and enterprise.

6.9 - Benefits, Monitoring and Evaluation

The principal benefit of the project will be sustainable enterprise in the Old Black Lion. The other benefits will be that St Peter's Church will be able to be open more often (frequency to be decided) depending on security requirements and host more activities for the local community. Events hirers at St Peter's and other users of the building will have access to better facilities. The Friends group will be better supported.

The specific benefits are to:

- Safeguard two important heritage assets for future generations. Beneficiaries: local community, wider community, future generations, CCT members, natural environment.
- Generate income to support additional community and charitable work. Beneficiaries: local community, wider community, future generations, national community, CCT members.
- Provide a space for the community to meet and interact. Beneficiaries: local community, wider community of church bellringers.
- Provide employment and job opportunities in the local area. Beneficiaries: job seekers in the local area, local government, national government.
- Reduce crime and anti-social behaviour. Beneficiaries: local community, wider community, police force, local government.
- Become a focal point for local pride and improve community wellbeing in the future. Beneficiaries: local community, wider community, other local businesses, local health providers, local government.

The benefits will be monitored and evaluated by the CCT and the NLHF, in the following way (the numbers correspond to the benefits above):

- CCT will sign off practical completion with contractor, ensuring work has been undertaken to agreed conservation standards. Income generated from pub will support church. This will be monitored by the CCT as part of its management agreement with the operator. CCT conservation committee monitors conservation standards on major projects.
- This will be monitored by recording number of activities and participants in community activities and comparing with previous years. CCT keeps figures for all churches.
- CCT will review number of community group bookings in pub and function room spaces to ensure management agreement terms are fulfilled.
- CCT regular reviews of management agreement will include data on jobs provided in pub. Aim is for FTE 6-7 jobs.
- Liaison with local police and community support officers will evidence this and allow monitoring. Aim is for zero incidents in church and churchyard or pub.
- This is hard to monitor, as the church is already a significant source of local pride and the connections between historic buildings and wellbeing, while documented, are difficult to quantify. CCT monitors the number of annual visitors to its churches, which should increase as the church is open more often. More events should also indicate greater community use, as well as greater attendance at events; these are included in CCT annual recording.

The NHLF process includes a budget to appoint a monitor to assess the project for two years post completion, to assess progress and evaluate it against the approved purposes. This will be the principle approach to benefits realisation.

CCT as landlord will undertake regular monitoring and review of the lease, as well as of the condition of the building.

After the project is completed, the following will be conducted:

- A review of the benefits detailed to assess whether they have been achieved. This will measure the project's achievements against the baseline and target data. This will be reviewed 6,12 and 24 months after project completion
- A survey assessment with residents, businesses and other key stakeholders to establish their views on whether success has been delivered
- A review of the capital costs to confirm that the capital costs were robust and adhered to

Project Assessment Report

Key requirements of the business case have been identified and assigned a RAG rating. A headline description of each of the ratings is provided below.

Risk Rating Key	
Red	The gap in information or issue raised fundamentally undermines the overall case or specific, critical elements being assessed. Without resolution, approval would not be recommended.
Amber	The information provided demonstrates the business case has the potential to be compliant subject to specific conditions being met.
Amber - Green	The information provided does not fully align with the requirements, but in the assessor's view, this is not sufficient to undermine the overall case. For example, the assessor believes a reasonable case could be made against the relevant assessment criteria or the information provided is proportionate to the investment sought. These are highlighted for information to the Northampton Forward Board.
Green	The information required is fully compliant with the assessment criteria; no further action required.

Project Details

Project Name	St Peters Church and the Old Black Lion Pub
Project Applicant	Churches Conservation Trust and West Northamptonshire Council
Project Manager	Churches Conservation Trust and West Northamptonshire Council
Total Project Cost	£2,682,508
TIP Request	£315,000
Proposed Construction Start Date	July 2022
Proposed Construction End Date	July 2023
Project Description	<p>The Old Black Lion pub is a listed building in the Marefair area of Northampton dating back to the 16th century. It was forced to close in 2018 and has been vacant since then. In this time, its condition has worsened and has been subject to break-ins and criminal activity. The condition of the building has had a negative effect on the setting of St Peter's Church, which is a Grade 1 listed building and a fine example of Norman architecture adjacent to the pub but has been vandalised and is frequently closed.</p> <p>The condition of the pub also impacts the wider Marefair area and, given its location close to Northampton Station, the first impressions of the town for residents and visitors.</p>

Towns Fund investment is sought to reinstate the Old Black Lion as a focal point for much needed community activity. It will be a ‘proper pub’ with its roots in the community, bringing people together to eat, drink, meet, and enjoy the character of the historic coaching inn.

It will also provide an anchor point for the new ‘heritage gateway’ area of the town which links and supports the Northampton Cultural Quarter.

The listed pub will be restored to the highest conservation standards and the historic carriage passage from Marefair into the inn’s courtyard will be reinstated. A new path and gate will connect the pub’s courtyard entrance on St Peter’s Street to St Peter’s churchyard next door.

There will be a new dining room extension at the rear, reinstating the horseshoe plan of the original building, and overlooking the courtyard, which will be a beer garden. The main pub bar and lounge will be for drinks and bar food. Upstairs will be five guest bedrooms providing bed and breakfast, and a meeting room and function room which will be available for private hire and for use by the community.

The revitalised pub will also provide hospitality facilities for visitors and users of St Peter’s Church, supporting community activities and other beneficial uses of the building. The pub enterprise will generate funds for the repair and conservation of St Peter’s Church and support the wider charitable aims of the Churches Conservation Trust.

Appraisal Summary

Project recommended to proceed.

Overall Position

- **Strategic Case** – Overall, the strategic case presents a clear rationale for investment and considers the need and opportunity around this scheme and the ‘heritage gateway’ area of Northampton. There is good evidence of project testing with independent consultants to assess demand and to maximise success of the scheme, as well as considerable stakeholder engagement to shape its development.
- **Economic Case** - The proposed approach is reasonable and appropriate for a scheme of this size and can be considered as delivering value for money as part of a place-based initiative. An adjustment has been made for fiscal benefits but its impact on the scheme’s value for money is very small, therefore we are satisfied that the scheme will deliver good value for money.
- **Financial Case** - The business case presents the required information around project costs and funding. Assumptions underpinning any cost estimates have been clearly articulated. The project looks to provide ongoing financial sustainability. A contingency and inflation budget of £314,004 has been secured for the programme and the proposed strategy for meeting additional costs is through the Churches Conservation Trust contributions or fundraising efforts coordinated by the Trust. West Northamptonshire

Council should seek assurances that any variance and funding shortfall over and above the contingency budget is met by the Churches Conservation Trust.

- **Commercial Case** - The commercial approach is clearly outlined and follows a landlord and tenant procedure. The business case includes clear asset ownership and a risk register with mitigated actions, including consideration of operational risks, particularly in light of COVID-19. As well as demonstrating the applicant's capacity to deliver the scheme, the commercial case indicates that professional advice has been sought to maximise success of the scheme. Independent subsidy control advice indicates that the project complies with the regime.
- **Management Case** - The management case clearly presents the project management and governance arrangements to deliver a scheme of this nature. Project delivery timescales are clearly set out and appear realistic. A risk register with appropriate mitigations is provided as well as a risk and change management plan. This acknowledges risks associated with potential delivery barriers. The approach to monitoring and evaluation and benefits realisation are set out and are appropriate for a scheme of this size.

Outstanding Comments

There are no outstanding comments on the business case.

Strategic Case

Project Details	Comments	RAG Rating
Strategic fit to the Town Investment Plan	Strategic fit to the four cross cutting principles for investment and the 10 objectives identified in the Town Investment Plan is considered. Links to other projects in the Town Investment Plan are explored.	
Confirmation of the Strategic Objectives and Critical Success Factors	Strategic objectives and measures of success have been identified with regards to the project.	
Strength of the market failure evidence and rationale	Market failures of positive externalities, coordination failure and heritage deficit arising from the buildings Grade II listing have been identified as barriers to the private sector taking forward the delivery.	
Evidence of demand, need and additionality	The project team have engaged four different consultants in the commercial and hospitality sector to advise on the sustainability of the business plan and expected demand from commercial operators. The views provided indicate that the way the project is structured maximises the chances of success and the expectation is that the works undertaken would enable the Trust to secure a tenant operator for the Old Black Lion following open marketing.	

Stakeholder buy-in to the project	Detailed evidence of stakeholder engagement, scheme development and testing are evident from the business case.	
Integration/links with other projects/programmes	Integration with other projects in the TIP has been considered, particularly in relation to the train station and gateway to the town centre. The project closely aligns with the Marefair Heritage Gateway and Four Waterside.	
Implications of any strategic risks and dependencies	Strategic risks and dependencies are considered and mitigating actions proposed.	
Assessor Comments	Overall, the strategic case presents a clear rationale for investment and considers the need and opportunity around this scheme and the gateway area of Northampton. There is good evidence of project testing with independent consultants to assess demand and to maximise success of the scheme, as well as considerable stakeholder engagement to shape its development.	
Clarifications	No outstanding clarifications.	
Overall Strategic Case RAG Rating		

Economic Case

Project Details	Comments	RAG Rating
Range and credibility of options (including the do-nothing and do minimum case)	Several project options have been considered and shortlisting provided against critical success factors and project objectives. The costs and benefits of alternative options have not been provided; however, this is considered proportionate to the level of investment sought.	
<p>Scheme delivers value for money</p> <ul style="list-style-type: none"> • Implications of reference case / do nothing option considered for additionality • Assumptions underpinning the economic model and sensitivity test the output • Appropriateness of risk assessment and adjustments for optimism bias • Assessment of additionality and adjustment of gross benefits to account for deadweight, displacement, substitution, 	The initial economic case used a non-standard methodology, capturing the economic contribution of the new jobs generated using HCA guidance on 'cost per job', derived from evaluations of public sector interventions and a future revenue stream from pub sales. This sought to avoid double counting between the two benefits identified but limited justification was provided to support using this non-standard approach. We suggested the use of GVA per job to capture the economic contribution of additional jobs created. The economic case has been reworked in line with	

leakage and economic multipliers	this suggestion. An adjustment has been made for fiscal benefits but its impact on the scheme's value for money is very small, therefore we are satisfied that the scheme will deliver good value for money.	
<ul style="list-style-type: none"> Benefits appraisal aligns with refreshed Green Book and departmental guidance 		
Assessor Comments	The proposed approach is reasonable and appropriate for a scheme of this size and can be considered as delivering value for money as part of a place-based initiative. For future schemes, we will seek to resolve some aspects of the value for money assessment to ensure a robust methodology is in place for appraising projects.	
Clarifications	There are no outstanding clarifications.	
Overall Economic Case RAG Rating		

Financial Case

Project Details	Comments	RAG Rating
Robustness of the project costs	The total project cost is £2,682,508. This has been identified using comprehensive architect plans and input from commercial consultants. Cost information is provided over the project lifetime and high-level sensitivity testing has been undertaken proportionate to the proposed scheme.	
Scheme funding	<p>Scheme funding by type has been identified, including:</p> <ul style="list-style-type: none"> National heritage Lottery Fund Church Conservation Trust West Northamptonshire Council Towns Fund Operator investment <p>There is a minor discrepancy between project costs and project funding as project budgets are subject to minor variations over time. The business case proposes a strategy for securing funding to fill the gap through Churches Conservation Trust contributions or additional fundraising.</p>	
Project viability assessment (where appropriate)	<p>Project viability is demonstrated via profiles of project costs and funding on a year-by-year basis. The profile of funding is in line with expenditure.</p> <p>Additionally, there is a £314,004 allowance for contingency and inflation.</p>	

Assessor Comments	<p>The business case presents the required information around project costs and funding. Assumptions underpinning any cost estimates have been clearly articulated. The project looks to provide ongoing financial sustainability.</p> <p>A contingency and inflation budget of £314,004 has been secured for the programme and the proposed strategy for meeting additional costs is through the Churches Conservation Trust contributions or fundraising efforts coordinated by the Trust. West Northamptonshire Council should seek assurances that any variance and funding shortfall over and above the contingency budget is met by the Churches Conservation Trust.</p>
Clarifications	There are no outstanding clarifications.
Overall Financial Case RAG Rating	

Commercial Case

Project Details	Comments	RAG Rating
Appropriateness of procurement arrangements	Timescales allow for development of a procurement strategy and a competitive tendering process. Advice from external consultants is being sought to develop the procurement strategy. However, at this stage it is not possible to assess the procurement strategy which is still in development.	
Rationale for and appropriateness of the commercial structure and delivery arrangements	Commercial structure follows a landlord and tenant procedure with the project partner delivering the business plan and operating the pub.	
Depth and appropriateness of the risk assessment and adequacy of approaches to risk transfer and management	A thorough risk register has been provided for design team risks. Professional advice from pub operator consultants and agents has been sought on operational risks and mitigations have been put in place. This has included examination of the project considering the risks of COVID-19 restrictions on the hospitality sector. The business case also deals with the allocation of risk to different parties and highlights that any operational risks will be passed onto the pub operator.	
Capacity of applicant to deliver the investment (where applicable)	There is sufficient evidence to demonstrate that the applicant has capacity to deliver the	

	project. A contingency of £314,004 has been identified.	
Asset ownership after project completion	Asset ownership is in the hands of West Northamptonshire Council and an option to purchase is included in the lease at the end of the project term.	
Comment on subsidy control position of the project and whether advice has been sought	Subsidy control advice has been sought from an independent source. The view provided is that public sector funding for the project is lawful and in compliance with the subsidy control regime.	
Assessor Comments	<ul style="list-style-type: none"> The commercial approach is clearly outlined and follows a landlord and tenant procedure. The business case includes clear asset ownership and a risk register with mitigated actions, including consideration of operational risks, particularly in light of COVID-19. As well as demonstrating the applicant's capacity to deliver the scheme, the commercial case indicates that professional advice has been sought to maximise success of the scheme. Independent subsidy control advice indicates that the project complies with the regime. 	
Clarifications	<ul style="list-style-type: none"> A procurement strategy for the project is not currently in place, therefore it is not possible to review it, however there is allowance in the project plan for its development. 	
Overall Commercial Case RAG Rating		

Management Case

Project Details	Comments	RAG Rating
Effective governance and management arrangements	Governance and management of the multi-disciplinary project teams are clearly set out. Reporting lines are outlined in the participant tables.	
Availability of capacity and capability to deliver the project effectively	The project will be delivered by the Churches Conservation Trust and their appointed consultant team. The team have a track record of delivering capital projects of a similar value.	
Realism of delivery plan and milestones	The delivery plan and gateway decision to reach milestones are clear and realistic. <ul style="list-style-type: none"> 6-month design 7-month operator fit out 	
Existence of particular barriers such as planning consent, land purchase etc.	Barriers include: <ul style="list-style-type: none"> In principle lease to be agreed - Team has allowed for 7 months to agree the lease 	

	<ul style="list-style-type: none"> • Procure contractor - Team plans to publish expressions of interest next month. • Planning permission and a listed building consent - Application was submitted for the site in May 2020 and full planning permission has been granted. 	
Delivery risks and mitigation	A detailed risk register is provided which covers major delivery risks and consideration of operational risks are outlined elsewhere in the section. Appropriate mitigations are proposed. The section also sets out a clear risk management and change management strategy.	
Ongoing management costs and risks to benefit realisation	List of specific benefits have been included along with an explanation of how these will be monitored and evaluated.	
Monitoring and evaluation plan	Clear methodology in place for the realisation of benefits and descriptions of how the benefits will be evaluated / monitored have been included. A budget is in place to monitor and assess the project post completion.	
Assessor Comments	<ul style="list-style-type: none"> • The management case clearly presents the project management and governance arrangements to deliver a scheme of this nature. Project delivery timescales are clearly set out and appear realistic. A risk register with appropriate mitigations is provided as well as a risk and change management plan. This acknowledges risks associated with potential delivery barriers. The approach to monitoring and evaluation and benefits realisation are set out and are appropriate for a scheme of this size. 	
Clarifications	<ul style="list-style-type: none"> • There are no outstanding clarifications. 	
Overall Management Case RAG Rating		



The Churches Conservation Trust
 Society Building
 8 All Saints Street
 London
 N1 9RL

XX October 2021

Dear Hannah Parham,

Towns Fund - Grant offer 2021/22

I am pleased to inform you that, subject to the Specific and General Conditions set out in this Grant offer letter, West Northamptonshire Council (the **Council**) will provide you with a Grant from the Towns Fund provided to the Council. The amount of the Grant offer and the Specific Conditions in respect of it are set out in Section 1 to this Grant offer letter. The General Conditions in respect of the Grant offer are set out in Section 2.

1. Specific Conditions

1.1	The Project:	St Peter’s Church and Old Black Lion Pub
1.2	Earliest eligible expenditure date	13 th October 2021
1.3	Total grant offered	£315,000
1.4	Eligible costs which the grant may be used to pay for	
	The St Peter’s Church and Old Black Lion project will restore the Old Black Lion pub to the highest conservation standards back in to a successful enterprise. It will deliver 521m2 of mixed heritage, commercial and community space, 638m2 of external mixed commercial and public space, dining and lounge bar areas and five bed and breakfast guest rooms.	
1.5	Subsidy Control	
	<p>This funding is made available subject to the grant recipient demonstrating, to the Council’s satisfaction, that the receipt and use of the funding by the grant recipient will not amount to an unlawful State Subsidy.</p> <p>State Subsidy means a financial contribution granted by a public authority or through State resources in any form whatsoever which confers a benefit on the recipient, which shall include, but not be limited to, the definition of a subsidy contained in the Trade and Cooperation Agreement between the European Union and the European Atomic Energy Community and the United Kingdom, signed on 30 December 2020, including such amendments as are agreed between the parties from time to time.</p>	

	<p>This will, in the first instance, be based on any legal advice provided to the grant recipient and forwarded to the Council, which the Council will then consider. The grant recipient will remain responsible for compliance with State Subsidy control laws, notwithstanding the Council's acknowledgement of the grant recipient's State Subsidy control compliance proposals.</p> <p>The details in the second column of box 1.6 set out the basis on which the grant recipient considers the funding for the project as defined above either is not a State Subsidy or, if it is a State Subsidy, is not an unlawful State Subsidy and the grant recipient must comply with any conditions that reduce or eliminate the risk that there is a State Subsidy or an unlawful State Subsidy.</p>
	<p>An independent legal opinion has been provided with respects to Subsidy Control. The opinion is that the subsidy is lawful and in compliance with the requirements of the TCA. More information can be found in the advice document made available by the law firm.</p>

The Grant will be paid in four instalments subject to satisfactory progress being made in meeting the agreed milestones and outputs. A Funding and Milestone Schedule is attached at the Schedule to this letter.

2. **General Conditions**

2.1 **The Grant offer**

- 2.1.1 The Grant offer may not be used for any expenditure which does not qualify for assistance under the terms and conditions set out by the Council as the funding body.
- 2.1.2 If the total eligible expenditure is less than the Grant offer, or the Grant is used in breach of paragraph 2.1.1, the Council will reduce the final amount of Grant paid or require repayment of any Grant already paid.
- 2.1.3 The Grant is only to be spent on the project approved above and on capital items as part of the above Project within the 2021/22 and 2022/23 financial year.

2.2 **The Project**

- 2.2.1 The Project should be implemented fairly and without unlawful discrimination and you should have due regard to the Public Sector Equality Duty as set out in the Section 149 of the Equality Act 2010. You must comply with all applicable laws and obtain and maintain and supply and retain copies of all applicable consents, licenses, and approvals in implementing the Project.
- 2.2.2 The Project should be carried out in accordance with the Project business case proposal submitted to the Council, subject to any variations permitted or required by the Council, and you need to ensure that you have taken account of State Subsidy and appropriate procurement legislation. You will also need to ensure that any necessary approvals are in place. Any changes of greater than 10% of costs,

financial profile or outputs must be agreed by the Council. You should notify the Council about any likely changes greater than 10% and then seek agreement as early as practicable.

- 2.2.3 If you incur any additional expenditure to the original business case in respect of the Project no additional grant will be payable.

2.3 **Payment of Grant**

- 2.3.1 The first instalment of the Grant monies of the total Grant offer for 2021/22 will be released upon receipt of a signed Funding Agreement or achievement of the first milestone (whichever is later). Claims and evidence of the achievement of milestones for release of further payments should be made to the Council as part of reporting to the progress on the Project and in accordance with the Specific Conditions. An audit trail of progress against milestones and financial reporting should be maintained. A governance process to ensure effective project management must be in place and reported to the Council.

- 2.3.2 Subsequent instalments of Grant monies will be released to you when you have demonstrated that you have fulfilled the milestone and output requirements set out in the Schedule. The evidence will be gathered by the Council using quarterly monitoring forms and approval of the Grant payments will be considered by the Council. The Council reserves the right to seek any further information that it deems necessary to satisfy itself that the funding has been spent appropriately.

- 2.3.3 The Council can accept no liability in respect of the loss attributable to any delay in the payment of claims or to any suspension, reduction or cancellation of the Grant.

2.4 **Milestones and monitoring**

- 2.4.1 The Grant is dependent on achieving the milestones and outputs by the dates stated in the Schedule and the Business Case for the Project. If these milestones and outputs are not achieved in full, the Council may reduce the final amount of the Grant already paid and/or require repayment of any grant already paid.

- 2.4.2 You may seek to vary milestones or outputs by seeking written consent from the Council. Variation will only be considered where you have not met (or do not believe that you will meet) the milestones or outputs as a result of events or circumstances beyond your reasonable control and you have sought a variation as soon as reasonably practicable. The Council may discuss varying milestones or outputs with you, but any oral consent is indicative only, consent will not formally be given other than in writing and is at the Council's sole discretion.

- 2.4.3 Regular monitoring will be undertaken and you must comply with all requests from the Council and from MHCLG for information regarding the progress of the Project. This will include a Project monitoring form which is currently required every quarter. Failure to return the forms by the deadlines may result in loss of and/or delays to the Grant funding.

- 2.4.4 The monitoring form will record information on expenditure and the progress being made towards delivery of the outputs as well as risk management and

communication plans. It will contain a project summary section which may be used to update the Council's website and HM Government websites.

- 2.4.5 You will be required to carry out a full evaluation of the Project once completed and keep records of outputs achieved until the later of the date when the agreed targets have been met and 10 years following completion of the project. You must provide monitoring information as required by the Council and/or MHCLG from time to time during this period.
- 2.4.6 You will be required to retain all original documents and an audit trail relating to the implementation of the Project for a period of 10 years following completion of the Project.
- 2.4.7 Representatives from HM Government and the Council shall have the right to inspect the Project and all information held and you must permit such inspections on the receipt of reasonable notice. You must also provide copies of any documents they require. You should invite the Council for site visit inspections at least once during the duration of the build, as well as on completion.

2.5 **Assurance and Compliance**

- 2.5.1 You will be required to confirm that you have complied with State Subsidy control and procurement requirements.
- 2.5.2 If you are required to comply with the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016, you must comply with the relevant Regulations and with your internal procedures where procuring goods, services or works which are funded or part funded by a Grant. If you are not required so to comply, you must confirm with the Council the procedures that you must implement for procurement and you must comply with these. The Council also asks that in all procurement you are mindful of using locally based supply chains.
- 2.5.3 The Council shall not be required to pay part or all of the Grant and may require you to repay part or all of it, together with any interest at the rate required by law, if the Council considers that payment of the Grant would be, was or is in breach of any law of the United Kingdom limiting State Subsidy including the European Union (Future Relationship) Act 2020.

2.6 **Freedom of information and confidentiality**

- 2.6.1 Nothing in the Grant offer or this Grant offer letter shall prevent the Council from disclosing any information which the Council is required (in the Council's opinion) to disclose under the Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004 (as each has been amended) and/or under any other legal and/or regulatory requirement whether or not existing at the date of this Grant offer.
- 2.6.2 You must provide the Council with any assistance it reasonably requires if it receives a request under the Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004 (as each has been amended).

2.6.3 Each party shall keep confidential all confidential information which it has obtained as a result of your application for a Grant. This will not apply to confidential information which: is lawfully otherwise obtained; is already in the recipient's possession; is in the public domain other than as a breach of this paragraph or is required to be disclosed by law.

2.7 **Publicity**

2.7.1 The Council will publish the amount of Grant offered with the name of the recipient and a brief description of the Project after the acceptance of this Grant offer letter. This will be available on the Council's website and you will provide regular written and photographic evidence to ensure that the Council's website remains up to date on your project progress. HM Government may also publish information about the Project.

2.7.2 If you issue any publicity or make any announcement regarding the Project you will ensure that the assistance of the Towns Fund and the Council is fully acknowledged. You must co-operate with any publicity arranged by the Council. You will supply updated communications plans with monitoring forms.

2.7.3 Any hoardings or display boards will acknowledge the Towns Fund monies and contain a Council logo in equal prominence and in full colour.

2.7.4 Invites will be sent to the Council for any events or openings for the Project with sufficient notice to attend. Press releases must be shared with the Council for events. Any social media about the project must acknowledge the Towns Fund and the Council.

2.7.5 In all publicity, you must follow the Council's communications and branding protocols, policies and procedures and all media must be run past the Council's communication lead – Craig Forsyth, craig.forsyth@westnorthants.gov.uk

2.8 **Withholding Payment or Requirement for Repayment of Grant**

2.8.1 Without limiting the Council's other rights and remedies, this paragraph sets out circumstances in which the Council may decline to pay all or part of the Grant and/or may require repayment of part or the entire Grant:-

2.8.1.1 assistance for the Project is received from another institution, government department, local authority or charitable fund unless this assistance was taken into account in making this Grant offer,

2.8.1.2 in the Council's opinion progress on the Project including reaching the milestones or outputs is not satisfactory, though the Council may (but is not required to) take into account mitigating circumstances,

2.8.1.3 any information provided on the application for in supporting documentation or subsequent correspondence is found to be incorrect or incomplete,

2.8.1.4 you are in breach of any term of this Grant offer letter or

2.8.1.5 any financial mismanagement has been identified following investigation.

2.9 **Amendments to this Grant offer letter and assignment**

2.9.1 No amendment or variation to this Grant offer letter will be effective unless approved by the Council in writing and then agreed as a contract variation to this document.

2.9.2 The Council may assign and/or novate this Grant agreement or any part of it without your consent.

2.9.3 You may not assign or novate this Grant agreement or any part of it without the Council's prior consent in writing.

2.10 **Disposal of assets**

2.10.1 You must not dispose of the whole or part of your interest in any capital assets funded or part funded by the Grant or change their use within five years of the completion of the Project without first obtaining the consent of the Council (at its sole discretion). Any consent may be conditional.

2.11 **Acceptance**

2.11.1 This Grant offer can only be accepted by an authorised signatory signing the enclosed copy letter and returning a PDF copy by e-mail to Deven Efde, devem.efde@westnorthants.gov.uk within two weeks of this Grant offer letter. If the acceptance is not received within the indicated timescale, the Grant offer will be deemed to have lapsed and the Grant offer will be deemed to be withdrawn.

2.11.2 No payments will be made under this Grant offer until the Council has received written acceptance of it.

If you have any queries regarding Towns Fund and your Project please contact Deven Efde, devem.efde@westnorthants.gov.uk

Yours sincerely

Kevin Langley

Head of Major Projects and Regeneration

Annex 1

Schedule 1	Date & estimated Payment amount	Activity to be completed
Milestone 1	By 01/01/22 £50,000	Completion of a strip out/enabling works contract and removal of asbestos from stairwells.
Milestone 2	By 31/12/2022 £150,000	Removal of asbestos from roof, conservation repairs to roof and external envelope.
Milestone 3	By 31/03/2022 £115,000	New extension to dining area completed.

Schedule 2 – Outputs	Numbers to be achieved	By when
Internal mixed heritage, commercial and community space	521m ²	2023
External mixed commercial and public space	638m ²	2023
Increase in visitor numbers	C55,000per annum	2024
Increased visitor numbers to Church		2023
New direct job roles created	7	2023
Construction jobs created	8	2023
Income generated through the pub	£450,000 per annum	2024

I confirm that I accept the Grant offer letter.

Authorised Signatory

Name

Position

Organisation

Date

Bank Account Name	
Sort Code	
Account Number	
Bank	



WEST NORTHAMPTONSHIRE COUNCIL CABINET

12TH OCTOBER 2021

CABINET MEMBER WITH RESPONSIBILITY FOR PLANNING, BUILT ENVIRONMENT AND RURAL AFFAIRS: COUNCILLOR REBECCA BREESE

Report Title	Local Enforcement Plan for West Northamptonshire
Report Author	Paul Seckington Head of Development Management, Enforcement and Land Charges (Interim) paul.seckington@westnorthants.gov.uk

Contributors/Checkers/Approvers

Catherine Whitehead	Director Legal and Democratic and Monitoring Officer	17/09/2021
Martin Henry	Executive Director Finance (S151 Officer)	21/09/2021
Councillor Rebecca Breese	Portfolio Holder for Planning, Built Environment and Rural Affairs	17/09/2021
Stuart Timmis	Executive Director Place and Economy	17/09/2021
Jim Newton	Assistant Director Growth, Climate and Regeneration	17/09/2021
Theresa Boyd	Planning Solicitor Legal Services	17/09/2021
Antony Russell	Senior Finance Business Partner Finance Team	26/08/2021
Craig Forsyth	Marketing and Communications Manager Communications Team	24/08/2021

List of Appendices

Appendix A – Draft West Northamptonshire Council Local Enforcement Plan

1. Purpose of Report

1.1 To adopt the Draft West Northamptonshire Council Local Enforcement Plan.

2. Executive Summary

2.1 A Local Enforcement Plan details the Council's approach to planning enforcement.

2.2 Currently Daventry, Northampton and South Northants all have different Local Enforcement Plans in place, as these were introduced prior to Vesting Day.

2.3 The Draft WNC Local Enforcement Plan has been produced by officers from all former local authority areas and includes aspects from each of the existing plans. It also covers enforcement by the Minerals and Waste Planning Service.

3 Recommendations

3.1 It is recommended that the Executive Leadership Team:-

- Adopt the Draft WNC Local Enforcement Plan

4. Reason for Recommendations:-

- It outlines a consistent approach to Planning Enforcement across West Northants.
- It is written in a style that easy is for the public to read and understand.
- It identifies clear targets and timeframes for dealing with Planning Enforcement cases.

5. Report Background

a. The WNC Local Enforcement Plan addresses the following questions:-

- What do we aim to accomplish through planning enforcement?
- What is a breach of planning control?
- How are suspected breaches of planning control investigated?
- How do we determine the appropriate course of action for addressing a breach?
- What powers are available to enforce compliance with planning control?
- What is the approximate timeframe for dealing with an enforcement matter?

b. The overarching aim of our enforcement plan is to deal with suspected breaches of planning control in an effective, proportionate, consistent and helpful manner. This includes:-

- Providing an accessible service that maintains public confidence in the planning system
- Providing a response that is prioritised according to the harm caused by the breach
- Achieving a balance between protecting amenity and allowing acceptable development to remain or continue in the absence of permission
- Monitoring our own performance in delivering the service

6. Issues and Choices

a. Issues

- i. As there are separate enforcement plans in place in Daventry, Northampton and South Northamptonshire there is an inconsistent approach to planning enforcement across the area.
- ii. We want people to understand how enforcement works and how we will carry out the enforcement function. Currently residents will receive different guidance based on which local area website they access, and they may not understand why there are different policies in place across West Northamptonshire.
- iii. This may also cause confusion as to where to find the correct guidance, as it might not be clear that there are different policies for each area.
- iv. Some of the existing plans are not clear on how enforcement works and the priorities of when, how and why we investigate potential breaches of planning control. The enforcement process is not clearly mapped out on all existing enforcement plans.
- v. Some of the existing plans go into lots of technical detail, making them harder to understand and less accessible to the public.

b. Choices

- i. We can either carry on as we are with three separate enforcement plans in place, or we can adopt a new, unified approach across West Northamptonshire.

7. Implications (including financial implications)

a. Resources and Financial

- i. By having a set process for dealing with potential breaches of planning control, it should save officers time as they will have a clear understanding of how to triage cases and the steps to follow to complete the investigation.
- ii. By providing clearer guidance to officers and residents on when Enforcement Notices are issued, it is likely that there will be less appeals.
- iii. Having a clear Local Enforcement Plan which manages expectations and sets out timescales should limit the number of complaints from residents, as they will have more clarity on the planning enforcement process.

b. Legal

- i. The National Planning Policy Framework recommends that Local Planning Authorities publish a Local Enforcement Plan to manage enforcement proactively and in a way that is appropriate to their area. Adoption of the West Northamptonshire Local Enforcement Plan will ensure the Council as Local Planning Authority is consistency in the prioritisation, consideration and determination of enforcement action.
- ii. Enforcement Officers will liaise with Legal colleagues when drafting Enforcement Notices.

c. Risk

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

d. Consultation

- i. No requirement for statutory consultation. The priority of the Local Enforcement Plan is to ensure a consistent approach is put in place based on existing best practice.

e. Consideration by Overview and Scrutiny

- i. This document was considered and approved by the WNC Executive Leadership Team.

f. Climate Impact

- i. None as a direct result of this report, which is concerned with WNC procedures and responsibilities.

g. Community Impact

- i. Having a single Local Enforcement Plan, written in language that is easier for residents to understand, will provide West Northamptonshire residents with a better understanding of the planning enforcement process and enable them to better understand why action is / isn't taken.
- ii. The Local Enforcement Plan considers the implications of the Human Rights Act 1998, specifically the impact of the proposed action (or inaction) on the human rights of all relevant parties. When assessing new cases, due regard is taken to WNC's equality duty as contained within the Equalities Act 2010.

8. Background Papers

- a. N/A

WEST NORTHAMPTONSHIRE COUNCIL

Local Enforcement Plan

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1 Introduction

- 1.1 The West Northamptonshire Council Local Enforcement Plan provides an outline of the planning enforcement process and the service that you can expect to receive.
- 1.2 This plan has been written in accordance with the Government guidance contained in the National Planning Policy Framework (NPPF), which states:
“Effective enforcement is important to maintain public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. They should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate.”
- 1.3 The Plan will provide information on the following:
- Enforcement priorities
 - Defining a breach of planning control
 - Investigating an alleged breach
 - Determining appropriate action
 - Discretionary enforcement powers
 - Monitoring our own performance
 - Reporting a suspected breach
 - Customer complaints procedure
- 1.4 We aim to provide timely and effective procedures for investigating suspected breaches of planning control, as we believe this is essential in maintaining public confidence in the town and country planning system.

2 Enforcement priorities

- 2.1 The aim of our local enforcement plan is to **deal with suspected breaches of planning control in an effective, proportionate, consistent and helpful manner.**
- 2.2 Our key objectives are to:
- provide an accessible service that maintains public confidence in the planning system
 - provide a response that is prioritised according to the harm (or potential harm) caused by the breach
 - achieve a balance between protecting amenity and other interests and allowing acceptable development to remain (or continue) in the absence of permission
 - monitor performance in delivering the service

3 Defining a breach of planning control

What do we mean by a breach of planning control?

- 3.1 Section 171A of Part VII of the Town and Country Planning Act 1990 defines a breach of planning control as:
“the carrying out of development without the required planning permission, or failing to comply with any condition or limitation subject to which planning permission has been granted”

What do we mean by ‘development’?

3.2 Development is defined by section 55 of the Act as:

“the carrying out of building, engineering, mining or other operations in, on, over, or under land, or the making of any material change to the use of any buildings or other land”

Planning Enforcement in West Northamptonshire

3.3 The most common breaches of planning control in West Northamptonshire are:

- development without (or not in compliance with) planning permission
- failure to comply with a condition attached to planning permission
- unauthorised change of use of family homes to Houses in Multiple Occupation
- unauthorised change of use of land and buildings

3.4 The Planning Enforcement Team in West Northamptonshire are also responsible for control of the following matters, which also fall within the term “planning control”:

- works carried out to listed buildings
- the demolition of buildings in conservation areas
- works to protected trees (the subject of Tree Preservation Orders) and trees in conservation areas
- display of outdoor advertisements which require consent under the Town and Country Planning (Control of Advertisements) Regulations 2007
- the removal of hedges in the open countryside

3.5 There are time limits within which we can take planning enforcement action against breaches of planning control:

- For building, engineering, mining or other operations in/on/over/under land without planning permission, the development becomes immune from enforcement action **four years** after the works are substantially completed.
- For the change of use of a building (or part of a building) to use as a single dwelling house, the development becomes immune from enforcement action **four years** after the date the change of use first occurred.
- For all other changes of use and breaches of conditions, the development becomes immune from enforcement **10 years** after the date the breach of planning control first commenced.

3.6 Planning enforcement cannot control all aspects of the building process and there are several common issues we are unable to deal with. These include:

- boundary/ownership disputes
- Party Wall Act issues
- covenant issues

These are private issues which a solicitor or the Citizens Advice Bureau may be able to help you with.

4 Investigating an alleged breach

4.1 When a suspected breach of planning control comes to our attention, each case is assigned a priority level according to its potential to cause harm. The priority level dictates the timeframe for:

- a site visit/initial investigation to be carried out
- investigating the case to the extent that we can make a decision on the likely course of action moving forwards

Priority Level	Alleged Breach	Site Visit (Working Days)	Investigating the Case
1	<p>Breaches that cause harm over a wide area, impact on a number of people, or cause irreversible harm to historic buildings, areas or trees.</p> <p>For example:</p> <ul style="list-style-type: none"> • a breach that causes (or has the potential to cause) an immediate danger to public health and/or public safety • a breach that causes immediate, serious and potentially irreversible harm to the environment • unauthorised alteration or demolition to a listed building or a building in a conservation area • unauthorised works to protected trees or trees in a conservation area, or removal of a rural hedgerow 	2	2 weeks
2	<p>Breaches that have a wide impact on the surrounding area and residents but do not require immediate action.</p> <p>For example:</p> <ul style="list-style-type: none"> • a breach that causes harm through loss of amenity to residents within the locality of the breach • unauthorised work which has already been completed to a listed building or a building in a conservation area • a building that is erected either a) without planning permission or b) that fails to comply with the terms of a planning permission • unauthorised advertisements displayed in a conservation area or in the open countryside • a development in breach of an Article 4 direction (<i>see paragraph 6.18</i>) 	5	1 month
3	<p>All other breaches.</p> <p>For example:</p> <ul style="list-style-type: none"> • extensions, outbuildings, fences, etc. erected without planning permission • unauthorised advertisements displayed with limited adverse visual impact • any other breach not falling within priority levels 1 and 2 (e.g. untidy land, change of use on a small scale) 	10	3 months

4.2 When a person provides information to us relating to a breach of planning control, they will receive an acknowledgement within three working days. The acknowledgement will include a short description of the suspected breach based on the information provided. We will advise the enquirer of the officer who will carry out the investigation and the priority level that it has been assigned.

4.3 Our first step in an investigation is to research the planning history (if any) relating to the land or building.

- 4.4 An Enforcement Officer will then visit the site, normally unannounced, to establish the facts and to decide whether there has been a breach of planning control. This usually includes a discussion with the person(s) involved in the suspected breach and may also include a discussion with the enquirer.
- 4.5 The Enforcement Officer may serve a Planning Contravention Notice (*see paragraph 6.3*) on the owner, occupier or anyone else with an interest in the land if accurate information is required about the breach that they have been unable to obtain by other means. They may also decide to consult others (including legal, environmental health and housing staff) before decisions are made about the breach and the remedial action(s) that may be appropriate.
- 4.6 The Enforcement Officer may sometimes require the enquirer to provide additional information to assist with their investigation. Should this be the case, they will contact them outlining what information would be of use. A timeframe (usually a period of 28 days) will be given for your response.
- 4.7 The matter under investigation might involve the enforcement responsibilities of more than one function of the Council, in which case every effort will be made to ensure that joint visits are made. Our commitment is to work with others to identify the most appropriate and effective statutory power or powers.
- 4.8 We aim to resolve breaches as quickly as the law will allow and, when appropriate, we notify enquirers of the progress with our investigations.

5 Determining appropriate action

- 5.1 Once it has been established that a breach has taken place and harm is being caused, action may then be taken.
- 5.2 Government guidance states that local councils must act 'proportionately' in responding to suspected breaches of planning control. Our response will always reflect:
 - the seriousness of the breach
 - the risks involved
 - the costs involved
 - the benefits involved
- 5.3 We will consider the provisions of the development plan, policy and guidance issued by central government and any other material considerations.
- 5.4 We will also consider the implications of the Human Rights Act 1998, specifically the impact of the proposed action (or inaction) on the human rights of all relevant parties. We will act in a way that is proportionate to the seriousness of the alleged breach and its impact on the person(s) affected.
- 5.5 In deciding the most appropriate course of action, we must consider the effects of the breach and what harm is caused to the amenity of the area. This includes forming a view as to whether planning permission would be granted (if applied for) and considering the evidence and any claims of immunity.

Assessing Harm

- 5.6 In assessing the effects of a breach and the harm caused, Enforcement Officers will first consider what harm is being caused, which may include whether the breach is causing harm by way of adverse impact on:
- the character and appearance of a conservation area or listed building
 - the character of the area or existing property
 - the residential amenity of neighbouring properties
 - potential impact on protected species or habitat
 - trees in a conservation area or protected by a Tree Preservation Order
- Also, whether the breach is:
- contrary to local planning policies
 - causing a statutory nuisance or a safety issue
- 5.7 Officers would then look at the scale and impact of that harm, which may include:
- whether the harm caused by the breach is widespread or local
 - whether the harm by the breach is irreversible
 - the significance and scale of the harm
 - the urgency to address the breach (i.e. whether the breach is within 6 months of statutory immunity)
 - whether the breach is stable or worsening
 - whether a planning application for the development would be viewed favourably
- 5.8 The main issue should be whether, if left unaddressed, the breach of planning control would unacceptably affect amenity or the existing use of land and buildings to the extent that it merits protection in the public interest.
- 5.9 It is important to note that not all breaches of planning control will result in formal action. We will only take formal action when we can demonstrate that the breach causes serious harm to amenity and it is expedient to do so.
- 5.10 Because our enforcement powers are discretionary, the emphasis will be on attempting to negotiate a resolution in the first instance.

No further action

- 5.11 Following our initial investigation, we may decide that there has been no breach of planning control. In such cases we cannot take any further action.
- 5.12 Even if there is a breach of planning control, we may decide not to pursue an enforcement investigation if it is not expedient to take action. This might be because the harm it causes is not significant, and in our opinion formal action would not be in the public interest.
- 5.13 In reaching a decision we must always balance the harm being caused against the likely success of any formal action and the availability of resources.

Retrospective applications

- 5.14 Rather than immediately resorting to formal powers, we will try to negotiate wherever possible. A retrospective planning application is often the most appropriate solution, as it allows us to consider the merits a development and its impact on interested parties. If the development can be made acceptable by imposing conditions, we will do that rather than refuse permission.

- 5.15 We aim to deal with retrospective applications within 8 weeks of receiving them. If an application is not received within 28 days of us asking for it, we will consider whether formal enforcement action would be expedient.

Formal action

- 5.16 If we refuse a retrospective application, we will usually attempt to remedy the breach through negotiation. However, where negotiations have been tried and failed or negotiation is not an option, we must consider whether formal action is appropriate.
- 5.17 We will only proceed to formal action when there is clear evidence of harm and serious conflict with planning policy or other controls which cannot be overcome by the imposition of conditions.

The right of appeal

- 5.18 An appeal can be made to the Secretary of State against the serving of an enforcement notice and a listed building enforcement notice. An appeal must be lodged before the date on which the notice is to take effect. The appeal has the effect of suspending the notice until the appeal is determined.
- 5.19 An appeal against a Section 215 notice can be made to the Magistrates Court but must be done before the notice takes effect.
- 5.20 There is no right to appeal a decision (by us) to take no further action.

6 Discretionary powers

- 6.1 Planning legislation provides a number of discretionary powers for enforcing compliance with planning controls. Although we will almost always try to negotiate or invite a planning application in the first instance, if a solution cannot be reached action may be taken.

The power to gather information

- 6.2 Our Enforcement Officers have the **power to access land** to obtain information they need (they must give at least 24 hours' notice to enter a house). If a resident refuses to let an Enforcement Officer in, a warrant of entry can be obtained.
- 6.3 A **Planning Contravention Notice (PCN)** can be issued if there is a suspected breach of planning control. It describes the breach and requires information about it to be provided, including the person(s) involved and their interest in the land. It will set out a time for compliance with the notice.
- 6.4 A **Section 330 Notice** (under section 330 of the Town and Country Planning Act 1990) can be served if we have obtained enough information about the breach but do not know who owns the land.

The power to enforce

- 6.5 A **Temporary Stop Notice** can be issued where we consider that a breach of planning control has occurred and deem it necessary to stop the breach immediately. This notice expires 28 days (or any shorter period set out) after it has been displayed on the land. During this period, we must decide whether to take enforcement action. There are some restrictions on a Temporary Stop Notice, such as that it cannot prohibit the use of a building as a dwelling house.

- 6.6 A **Breach of Condition Notice** can be issued to ensure full compliance with a condition imposed on a planning permission. The notice sets out the steps to be taken and provides a timeframe (of at least 28 days) for compliance.
- 6.7 A **Planning Enforcement Notice** can be served to remedy an actual (but not an anticipated) breach of planning control. It can require an unauthorised use of land to stop, or for unauthorised building or engineering works to be removed. It will set out the reasons for issue and will state a compliance period. The compliance period starts on the day that the notice takes effect and must be a period of at least 28 days.
- 6.8 A **Listed Building Enforcement Notice** may be issued where works affecting the character of a listed building are carried out in the absence of listed building consent. The notice can specify steps to be taken to restore the building to its former state, to alleviate the effect of the unauthorised work, or to bring the building to the state that it would have been in had any listed building consent been fully complied with.
- 6.9 A **Conservation Area Enforcement Notice** may be issued where unauthorised work or demolition to a building has taken place in a conservation area in the absence of appropriate consent. The notice can specify steps to be taken to restore the building to its former state, to alleviate the effect of the unauthorised work, or to bring the building to the state that it would have been in had any conservation area consent been fully complied with.
- 6.10 A **Stop Notice** requires any activity within the scope of a breach alleged in an Enforcement Notice to be immediately minimised, reduced or ceased. The notice must be served in conjunction with a full Enforcement Notice, but can be served before an Enforcement Notice has taken effect and regardless of whether an appeal has been lodged.
- 6.11 A **Section 215 Notice (Amenity Notice/Untidy Land)** can be served if we consider that the condition of land or buildings is causing harm to the amenity of an area. The notice will specify steps that must be taken to remedy the condition of the land. The notice will state a compliance period but cannot take effect until 28 days after its issue.
- 6.12 A **Community Protection Notice** (under anti-social behaviour legislation) allows us to take action against behaviour which has the potential to cause distress. This notice can prohibit people from undertaking certain operations or force land to remain in a certain condition.
- 6.13 **Prosecution** can be brought in cases where any of the following offences have been committed:
- the conditions of a formal notice have not been complied with to our satisfaction or within the specified timescales
 - works are carried out to a listed building in the absence of necessary listed building consent
 - demolition of a building in a conservation area takes place in the absence of conservation area consent
 - works are carried out to a tree which is the subject of a tree preservation order without the necessary consent
 - an advertisement is displayed in the absence of the express consent required
 - the removal of a countryside hedgerow without consent

We will only instigate proceedings if there is a realistic prospect of conviction and it is in the public interest to do so.

- 6.14 A person convicted could be subject to a fine and may receive a criminal record. If the breach is not remedied following conviction, we have recourse to further prosecutions which could result in more substantial fines and/or imprisonment.
- 6.15 Where prosecution does not remedy a breach or the harm caused by it, we have the power to take **Direct Action (Default Powers)**. This enable us to enter land and carry out works contained within a formal notice. We will then charge the landowner for these works.
- 6.16 An **Enforcement Injunction** can be sought where we consider it necessary or expedient for any actual or anticipated breach of planning control to be restrained. If the terms of an injunction are breached the relevant party or parties are in contempt of court and an application can be made by the Council for their committal to prison.
- 6.17 Where it appears that the offender has benefited from their criminal conduct, we will consider issuing proceedings for confiscation under the **Proceeds of Crime Act 2002**.

Other powers

- 6.18 An **Article 4 Direction** (under the Town and Country Planning Act (General Permitted Development) Order 2015) may be used to remove ‘permitted development’ rights, including:
 - the right to erect fences and other means of enclosure
 - temporary uses of land (e.g. temporary buildings, moveable structures, plant or machinery required in connection with operations being carried out on the land)

7 Monitoring our own performance

- 7.1 To enable the performance of the enforcement team to be monitored (and to provide some consideration of the likely timescales for dealing with enquiries) we strive to achieve the following standards:

Task	Target
Formally acknowledge all enquiries.	Within three working days.
Visit a Priority Level 1 Case.	Within two working days.
Visit a Priority Level 2 Case.	Within five working days.
Visit a Priority Level 3 Case.	Within 10 working days.
Action* a Priority Level 1 Case.	Within two weeks.
Action* a Priority Level 2 Case.	Within one month.
Action* a Priority Level 3 Case	Within three months.
Respond to communications that are received from interested parties.	Within 10 working days.
Advise the enquirer of the outcome either in writing, email or via telephone at the conclusion of the investigation.	Within three working days.

**Action is defined as the officer having investigated the case to the extent that we can make a decision on the likely course of action going forwards.*

- 7.2 We are committed to acting in a fair and reasonable manner and these standards, taken in conjunction with the [priorities](#) listed previously in this document, are intended to ensure that we have an open and consistent approach to enforcement action.

8 Reporting a suspected breach

- 8.1 We rely greatly on the town and parish councils and the public to report suspected breaches of planning control.
- 8.2 If you think that a breach of planning control has taken place, you can inform us at: <https://www.westnorthants.gov.uk/planning-and-building-control/planning-enforcement>
- 8.3 Please note we do not accept anonymous enquiries, but all reports will be dealt with in accordance with the West Northamptonshire Council Development Management Privacy Notice: <https://www.westnorthants.gov.uk/service-privacy-notice/development-management-regulatory-service-privacy-notice>

9 Customer complaints procedure

- 9.1 If you feel that we have not dealt with your enquiry in a manner consistent with the standards contained within this plan, then you are able to make a formal complaint.
- 9.2 In order to register a formal complaint, please visit: <https://www.westnorthants.gov.uk/your-council/comments-compliments-and-complaints>

10 Further information and guidance

- 10.1 Further information and guidance on the planning enforcement process is available online, at: <https://www.gov.uk/guidance/ensuring-effective-enforcement>

Appendix 1: Minerals and Waste Monitoring

Section 19 of The Waste (England and Wales) Regulations 2011 makes it a duty that where a planning authority has planning functions in relation to establishments or undertakings carrying out disposal or recovery of waste, the planning authority must ensure that appropriate periodic inspections of those establishments or undertakings are made. Provision is also made in legislation to allow the Council as a Minerals & Waste Planning Authority to charge for monitoring visits to mining sites and landfill sites under The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012.

Therefore, the Council will seek to prioritise the monitoring and enforcement of sites that are monitored under The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and under The Waste (England and Wales) Regulations 2011. Before each monitoring year the Council will assess the frequency that sites should be monitored, based upon the following criteria:

- i. the size of the site
- ii. the number and the complexity of conditions
- iii. the number of issues requiring monitoring
- iv. the stage of development at the site
- v. whether the operator has ISO 14001 or EMAS accreditation
- vi. the progressive nature of working/restoration
- vii. the number of breaches of planning control observed
- viii. the number of complaints received for a site, which have proven to be justified

In practice using these criteria active minerals and landfill sites would be likely to be subject of between 2 to 4 visits per year, and sites for the recovery, transfer and recycling of waste are likely to be the subject of 1 to 2 visits per year.

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WEST NORTHAMPTONSHIRE COUNCIL CABINET

12 OCTOBER 2021

**COUNCILLOR RESPONSIBLE FOR PLANNING, BUILT ENVIRONMENT AND
RURAL AFFAIRS – COUNCILLOR REBECCA BREESE**

Report Title	Hackleton Neighbourhood Development Plan
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List of Appendices

Appendix 1 - Proposed Decision Statement including Table A, Examiner's recommended modifications and further editorial changes to the Hackleton Neighbourhood Development Plan and actions to be taken

1. Purpose of Report

- 1.1. For members to consider the recommendations of the independent examiner following the examination of the Hackleton Neighbourhood Development Plan, and to seek approval to put the plan to referendum.

2. Executive Summary

The report summarises the process which has been followed to produce the Hackleton Neighbourhood Development Plan (“Hackleton NDP”) and presents the outcomes of the independent examination, including the examiner’s recommendations.

3. Recommendations

- 3.1 It is recommended that the Cabinet:

- a) Notes and welcomes the significant progress in making the neighbourhood development plan (NDP) by the Hackleton community.
- b) Accepts the examiner’s recommended modifications in respect of the Hackleton NDP.
- c) Accepts the examiner’s recommendation that the Hackleton NDP, as modified in accordance with recommendation (b) above, should proceed to a referendum of voters within Hackleton Parish.
- d) Approves the proposed decision statement set out in Appendix 1, subject to recommendations (b) and (c) above and any necessary factual alterations.
- e) Agrees that delegated authority be given to the Interim Head of Planning and Climate Change Policy to make further minor editorial changes to the NDP to address any factual and typographical errors and to reflect the fact that the document will be in its intended final form.
- f) Agrees that the costs of the referendum be met from the existing budget for neighbourhood planning.

4. Reason for Recommendations

- 4.1 In order for a Neighbourhood Development Plan (“NDP”) to be ‘made’ (adopted) the Neighbourhood Planning (General) Regulations 2012 (SI 2012 No. 637) require the Council to make a decision regarding the examiner’s recommendations before agreeing to subject the NDP to a referendum.

5. Report Background

- 5.1 The Localism Act 2011 introduced three types of neighbourhood planning. This includes a NDP, which is a plan making power allowing local communities to shape development in their area and neighbourhood development orders, which are a mechanism for granting planning permission. When “made” (or adopted), NDPs will form part of the development plan alongside the Council’s Part 1 and Part 2 Local Plans.

- 5.2 The Neighbourhood Planning Regulations 2012 set out the statutory process a qualifying body (“QB”) (i.e. a parish council, town council or forum) must follow when preparing a NDP or order, following designation of a neighbourhood area.
- 5.3 A draft NDP is drawn up and consulted on by the QB and then submitted to the local planning authority for further formal consultation. This is followed by an examination undertaken by an independent examiner, who makes recommendations. The recommendations can be that the plan should proceed to referendum unchanged, that it should not proceed to referendum or, the usual course of action, that it should proceed to referendum with certain modifications. The local planning authority (West Northamptonshire Council) has to consider whether to accept the examiner’s recommendations. In doing so, the Council has to decide if, with the proposed modifications, the plan would meet the basic conditions and would not contravene convention rights or European Union obligations. The examiner will also recommend and WNC will decide, what area should be used for the referendum if one is held; this may be larger than the neighbourhood area if the impacts are important to a wider area.
- 5.4 There would need to be a good reason not to accept the examiner’s recommendations and the greater the divergence of WNC’s decision is from the recommendations the stronger the justification would need to be.
- 5.5 If a NDP proceeds to referendum, and if it is approved by a majority of those voting, the council has a duty to have the plan “made”, at which point it becomes part of the statutory development plan for the council when deciding planning applications. The council must then publish a decision statement explaining what it has done.

6. Issues and Choices

6.1 Plan preparation

- 6.2 The Hackleton neighbourhood area which covers the entire Hackleton Parish, was subject to an application by Hackleton Parish Council on 16 May 2017 and was approved on 18 October 2017.
- 6.3 A draft NDP was published by Hackleton Parish Council for public consultation under Regulation 14 between 06 March 2020 and 24 April 2020. Following submission of the Hackleton NDP to South Northamptonshire Council on 18 January 2021 the plan was published for formal Regulation 16 consultation. The consultation period ran from 10 February 2021 to 26 March 2021. With the agreement of the Parish Council, the independent examiner, Andrew Matheson MSc, MPA, DipTP, MRTPI, FCIH was appointed to review whether the plan met the basic conditions (see below) and should proceed to referendum.
- 6.4 NDPs are not tested for their soundness, but are tested to ensure they meet the “basic conditions” set out in paragraph 8(2) of Schedule B of the Town and Country Planning Act 1990, which are that:
- Having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan.
 - The making of the neighbourhood plan contributes to the achievement of sustainable development.

- The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area).
- The making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations.
- The making of the neighbourhood development plan is not likely to have a significant effect on a European site (as defined in the Conservation of Habitats and Species Regulations 2010) or a European offshore marine site (as defined in the Offshore Marine Conservation (Natural Habitats, &c.) Regulations 2007) (either alone or in combination with other plans or projects).

6.5 Examination outcomes

6.6 The examiner's report on the NDP was received by West Northamptonshire Council on 31 July 2021 and has been published on the council's website. In his report, the examiner concludes that, subject to a number of modifications, the plan has met all the legal requirements and should proceed to referendum. He noted that the NDP has been underpinned by community support and engagement.

6.7 A schedule of the examiner's recommendations is set out in Table 1 to the Proposed Decision Statement, which is Appendix 1 of this report. These consist mainly of minor changes that are necessary for clarity and accuracy with a more significant changes of note being the deletion of Village Green Spaces from Policy HN1 and the policies map accompanying the Neighbourhood Plan and the removal of proposed Policy HN12 'Supporting Local Employment' as the matters that this raised are considered to already be adequately addressed in the South Northamptonshire Local Plan Part 2.

6.8 The recommendations made by the examiner and the reasons for them are set out in Table 1 to the proposed Decision Statement. It is considered that the recommended modifications (including accuracy changes) should be approved to ensure that the NDP meets the basic conditions. The revised NDP should then proceed to referendum in the Hackleton Neighbourhood Area (Hackleton Parish) to determine if local people support it.

6.9 Decision making process

6.10 The council is required to issue its final decision on the NDP within five weeks of the receipt of the Examiners report. In the case of the Hackleton NDP, The Examiners report was received on 31 August 2021. Agreement was sought from the QB (HPC) to an extension of time to allow this decision to be made at Cabinet on 12 October 2021 with the decision issued on the 13 October. Hackleton Parish Council are in agreement with this.

6.11 Referendum

6.12 The referendum should be carried out for Hackleton Parish. This is recommended by the examiner and there are no reasons to differ from his recommendation. As set out in the proposed decision statement the date for the referendum is provisionally set for 02 December 2021. Prior

to the referendum the suggested changes would be made to the NDP for it to be published as one of the specified documents in respect of the referendum.

6.13 The referendum would follow a similar format to an election. All those registered to vote within the neighbourhood area would be given the opportunity to vote. Voters would be given a ballot paper with the question (the wording of which is specified in the Regulations) “Do you want West Northamptonshire Council to use the Neighbourhood Plan for Hackleton to help it decide planning applications in the neighbourhood area?”. Voters would be given the opportunity to vote “yes” or “no”.

6.14 Making the Plan

6.15 If more than 50% of those voting in the referendum vote “yes” then the council is required to “make” the plan. If the referendum is unsuccessful then the council takes no further action and HPC would have to decide what is wished to do.

7. Implications (including financial implications)

7.1 Resources and Financial

7.1.1 The council is required to fund the examination and referendum. It is not expected that the cost of the referendum will exceed £3600. The council receives some financial support from the government to support neighbourhood planning, which is paid into an earmarked reserve.

7.2 Legal

7.2.1 In accordance with the Neighbourhood Planning Regulations (Regulation 17A) the council is required to consider the report of the independent examiner and decide what actions to take in response to each recommendation. It must also decide what modifications to make, whether to extend the area to which the referendum is to take place, to take the plan to referendum and to ‘make’ the plan if there is a successful vote.

7.3 Risk

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

7.4 Consultation

7.4.1 Not applicable.

7.5 Consideration by Overview and Scrutiny

7.5.1 Not applicable.

7.6 Climate Impact

7.6.1 The Hackleton NDP contains policy on climate change (HNDP4 Sustainable Design and constructions and this also features under Objective 1 of the Plan. This requires development to seek to make a contribution towards reducing the effects of climate change.

7.7 Community Impact

7.7.1 The Hackleton NDP has been subject to formal and informal consultation in accordance with the Neighbourhood Planning (General) Regulations 2012. A consultation statement was produced by the QB which sets out the consultation and engagement activity undertaken, what comments were received and how the plan responded to these.

8. Background Papers

- 8.1 Hackleton Neighbourhood Development Plan – Submission Draft
<https://www.southnorthants.gov.uk/info/47/neighbourhood-plans/284/hackleton-neighbourhood-plan>
- 8.2 Report of the independent examiner into the Hackleton Neighbourhood Development Plan, August 2021
<https://www.southnorthants.gov.uk/info/47/neighbourhood-plans/284/hackleton-neighbourhood-plan>

Appendix 1 – Proposed Decision Statement

Hackleton Neighbourhood Development Plan Decision Statement

Regulation 18 of the Neighbourhood Planning (General) Regulations 2012 (as amended)

1. Summary

- 1.1 Following an independent examination, West Northamptonshire Council (the “Council”) now confirms that the Hackleton Neighbourhood Development Plan will proceed to a neighbourhood planning referendum.
- 1.2 This decision statement and copies of the Hackleton Neighbourhood Development Plan and its supporting documentation, including the Examiner’s report are available to view on the Council’s website at:

<https://www.southnorthants.gov.uk/info/47/neighbourhood-plans/284/hackleton-neighbourhood-plan>

- 1.3 Hard copies of this decision statement and the modified version of the Neighbourhood Plan are available for inspection at the following locations during normal opening hours:
 - West Northamptonshire Council, South Northamptonshire Office, The Forum, Moat Lane, Towcester, NN12 6AD
 - West Northamptonshire Council, Northampton Area Offices, St Giles’ Square, Northampton, NN1 1DE

2. Background

- 2.1 Hackleton Parish Council, as the qualifying body, applied for the whole of Hackleton Parish to be designated as a Neighbourhood Area on 16 May 2017. This was approved by South Northamptonshire Council on 18 October 2017.
- 2.2 The draft Neighbourhood Development Plan was published by Hackleton Parish Council for public consultation on 06 March 2020 and closed on 24 April 2020.
- 2.3 Following submission of the Hackleton Neighbourhood Development plan to the Council on 18 January 2021, the plan was published for consultation by the Council. The consultation period ran from 10 February 2021 to 26 March 2021.
- 2.4 Following the submission consultation, the Council, with the agreement of the Parish Council, appointed an independent examiner, Andrew Matheson Msc, MPA, DipTP, MRTPI, FCIH to review whether the plan met the basic conditions required by the legislation and should proceed to a referendum.

2.5 Following the examination, the Examiner's Report was completed in August 2021 and made available on the Council's website. The report concludes that subject to the making of the modifications recommended in his report the plan meets the basic conditions set out in legislation and should proceed to a referendum.

3. Decision and Reasons

3.1 The Council has agreed the modifications proposed by the Examiner, to ensure that the plan meets the basic conditions. Table 1 below sets out these modifications and the action to be taken in respect of each of them. Depending on the recommended change, these are illustrated differently in the Decision Statement and set out below. All deletions will also be shown with a ~~strikethrough~~.

- Modifications of wording by the Examiner are shown as underlined or ~~strikethrough for deletions~~.
- Where the Examiner has not recommended specific wording and the Council has had to interpret the recommendation and identify specific wording this is double underlined or double ~~strikethrough for deletions~~. This includes accuracy changes.

3.2 The Council has considered whether to extend the area in which the referendum is to take place and agrees with the Examiner that there is no reason to extend the referendum area beyond the Hackleton Neighbourhood Area.

3.3 The Examiner has concluded that with the specified modifications the Hackleton Neighbourhood Development Plan meets the basic conditions and other relevant legal requirements.

3.4 To meet the requirements of the Localism Act 2011, a referendum will be held which poses the question; 'Do you want West Northamptonshire Council to use the Neighbourhood Plan for Hackleton to help it decide planning applications in the neighbourhood area?'

3.5 The referendum will take place on 02 December 2021 and will be held in Hackleton Parish.

R Wood
Interim Head of Planning and Climate Change policy
13 October 2021

Table 1 Examiner’s Recommended Modifications to the Hackleton Neighbourhood Development Plan and the reasons for them (set out in plan order)

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner’s Report	Examiner’s Recommendation	Details of further editorial changes	Reason	Action to be taken
1	Front cover Examiner modification reference 1.1	Amend the Plan period to ‘2021 to 2029’ on the front cover and here and on the page headings simply reference ‘Hackleton Neighbourhood Development Plan’.	As detailed	For clarity and accuracy	Make the suggested modification.
2	Foreword Page 3 Examiner modification reference 1.2	Under the heading “Foreword” correct the formatting error in the 4 th paragraph of page 3.	As detailed	For clarity and accuracy	Make the suggested modification.
3	Contents Page 4 Examiner modification reference 1.3	Once the Plan text has been amended, review the “Contents” page to accommodate as required the recommended modifications from this Report.	As detailed	For clarity and accuracy	Make the suggested modification.
4	Page 7 Para 1	Under the heading “1.0 Background”: Delete the last sentence of	The steps in preparing a Neighbourhood Plan are set out in	For clarity and accuracy	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
	Examiner modification reference 2.1.1	paragraph 1.4.	Figure 2 below. The HNDR has now reached the second stage of formal consultation: the Regulation 16 consultation.		
5	Page 7 Para 1.5 Examiner modification reference 2.1.2	Delete paragraph 1.5.	The Regulation 16 consultation runs for six weeks from Wednesday 10 February to 5pm on Friday 26 March 2021. Planning can be full of technical phrases and jargon, so we have also included a Glossary on page 133 to help you when reading the plan. We welcome your comments on the HNDR and these can be returned to South Northants Council: •By email to planning.policy@southnorthants.gov.uk •By post to Planning Policy, South Northants Council, The Forum, Moat Lane, Towcester, Northants, NN12 6AD	For clarity and accuracy	Make the suggested modification.
6	Page 15 Figure 3 Examiner modification reference 2.2.1	Under the heading "3.0 Hackleton Neighbourhood Area": Amend Figure 3 to show the current site with planning permission,	As detailed	For clarity and accuracy	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		annotated as such.			
7	Page 27 Figure 7 Examiner modification reference 2.2.2	Amend Figure 7 to provide detail comparable with the other Figures including the current major site for 300 dwellings.	As detailed	For clarity and accuracy	Make the suggested modification.
8	Page 28 Para 4.1 Examiner modification reference 2.3.1	4.0 Planning Policy Context": In paragraph 4.1 replace "as the HNDP is prepared, the Regulation 16 draft" with 'the HNDP'	Neighbourhood Development Plans must be consistent with national planning policies and advice; and be in general conformity with the strategic planning policies for the area. It is therefore important that as the HNDP is prepared, the Regulation 16 draft policies reflect this higher-level planning framework.	For clarity and accuracy	Make the suggested modification.
9	Page 28 Para 4.2 Examiner modification reference 2.3.2	In paragraph 4.2 replace "February 2019" with "July 2021"	National planning policy is set out in the National Planning Policy Framework (NPPF) ¹ published in February 2019 <u>July 2021</u> .	For clarity and accuracy	Make the suggested modification.
10	Page 29 Figure 8 Examiner modification reference 2.3.3	Improve the reproduction of Figure 8 so that the key can be deciphered and provide the web source reference so that the original can be accessed.	As detailed	For clarity and accuracy	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
11	Page 30 Para 5.1 Examiner modification reference 2.4	Under the heading "5.0 Neighbourhood Plan Policies" in paragraph 5.1 replace "set of Policies Maps (available separately) that cross-reference with the relevant policy, where applicable" with 'Policies Map with a key cross-referencing to individual Policies'.	This section of the HNBP sets out the planning policies (green boxes) to manage development in the Parish of Hackleton up to 2029. The policies are defined below each HNBP objective. Whilst the policies are divided between the objectives the policies of the plan should and will be read as a whole. This written document is also accompanied by a set of Policies Maps (available separately) that cross-reference with the relevant policy, where applicable <u>Policies Map with a key cross-referencing to individual Policies</u>	For clarity and accuracy	Make the suggested modification.
12	Page 31 Para 5.3 Examiner modification reference 3.1.1	Under the heading "HNBP Objective 1, Introduction": In paragraph 5.3 replace "to be" with 'as'.	Policy R1 of the WNJCS states that development in the rural area will be guided by a rural settlement hierarchy (to be as determined in the South Northamptonshire Part 2 Local Plan).	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.
13	Page 31 Para 5.4 Examiner modification reference 3.1.2	Delete paragraph 5.4 and renumber subsequent paragraphs accordingly.	In terms of the current development plan Hackleton, Horton and Piddington remain restricted infill villages. Development within the existing village confines is considered acceptable. Development outside the three	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			village confines is severely restricted. So, for example, in Preston Deanery, where there is no identified village confines boundary, development is treated as being in the open countryside.		
14	Page 31 Para 5.5 Examiner modification reference 3.1.3	In paragraph 5.5, second sentence, delete "to be".	The SNC Part 2 Local Plan includes revised village confines boundaries for Hackleton, Piddington and Horton. The three villages are to be designated "Secondary Service Villages – third category, Secondary Villages (A)". The planning policy associated with this designation - Policy LH1: Development within Town and Village Confines accepts, in principle, that new development within these revised village confines is acceptable. There is no need for the HNDP to repeat or duplicate this policy. The Draft HNDP supports and works to the village confines boundaries (see the Policies Map accompanying the HNDP) .	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
15	Page 31 Para 5.5 Examiner modification reference 3.1.4	After paragraph 5.5 add a new paragraph: 'In Preston Deanery where there is no identified village confines boundary, development is treated as being in the open countryside.'	5.5 <u>In Preston Deanery where there is no identified village confines boundary, development is treated as being in the open countryside.</u>	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.
16	Page 31 Para 5.6 Examiner modification reference 3.1.5	In paragraph 5.6 delete "As already stated,".	As already stated, d Development outside of the three village confines is considered to be in the open countryside. Such development will not be acceptable unless it:	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.
17	Page 32 Policy HNPD1 Examiner modification reference 3.2.1	Within Policy HNPD1 – Village Character and Village Greenspace: In the opening sentence, replace “, and will be assessed against,” with ‘the relevant Village Design Guide (www.southnorthants.gov.uk/downloads/download/662/village-design-guides-and-guidance-notes)’ and replace “criteria” with ‘key characteristics’.	To retain the character and identity of the villages of Hackleton, Horton and Piddington, planning proposals should have regard to, and will be assessed against, the relevant Village Design Guide <u>(www.southnorthants.gov.uk/downloads/download/662/village-design-guides-and-guidance-notes the following criteria key characteristics’ identified for each village.</u>	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
18	Page 32 Policy HNDP1 Examiner modification reference 3.2.2.1	Under the heading "Hackleton": In the first sentence after "historic core of the village" insert ', around Pine Tree Farmhouse on the B526(see Policies Map),'.	Within the historic core of the village around Pine Tree Farmhouse on the <u>B526(see Policies Map)</u> , new development should use traditional, local materials for walls, windows, doors and roofing.	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.
19	Page 32 Policy HNDP1 Examiner modification reference 3.2.2.2	In the last sentence replace "that significantly disrupts the integrity and uniformity of these areas by reason of building form will not be supported" with 'a more uniform pattern of development is sought'.	Away from the historic core, on these surrounding estates, new development that significantly disrupts the integrity and uniformity of these areas by reason of building form will not be supported <u>a more uniform pattern of development is sought.</u>	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.
20	Page 32 Policy HNDP1 Examiner modification reference 3.2.3	Under the heading "Horton", in the second sentence, delete "(see Policies Map)".	New development in Horton should conserve or enhance the historic setting of Horton Hall Park. In particular, new development within that part of the village confines that also falls within the Park (see Policies Map) and along The Drive should retain the spacious layout of buildings. Infilling and garden	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			development in these areas will not be supported.		
21	Page 32 Policy HNDP1 Examiner modification reference 3.2.4	Under the heading "Piddington", in the first sentence, after "older historic core of Piddington" insert ', centred on Church Road(see Policies Map)'	New development within the older historic core of Piddington <u>centred on Church Road(see Policies Map)</u> should seek to retain and reinforce this area's character by protecting the existing network of lanes and footpaths	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.
22	Page 32 Policy NNDP1 Examiner modification reference 3.2.5	Replace the last paragraph with: 'Green spaces on the edge of village confines can be a similarly important key characteristic of a rural settlement. Particularly where spaces separate settlements, assure a distinctive village edge or afford significant views, the retention of open aspects to villages should be regarded as a vital part of respecting local character.'	To maintain each village's character, the village green spaces shown on the Policies Map will be protected. New development in these areas will only be acceptable when it retains their openness. <u>Green spaces on the edge of village confines can be a similarly important key characteristic of a rural settlement. Particularly where spaces separate settlements, assure a distinctive village edge or afford significant views, the retention of open aspects to villages should be regarded as a vital part of respecting local character</u>	For clarity and accuracy and to meet Basic Conditions 1 & 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
23	<p>Page 37 Policy HNPD2</p> <p>Examiner modification reference 4.1</p>	<p>Reword Policy HNPD2 as follows:</p> <p>'The non-designated heritage assets and their settings, including those identified below which are detailed in Appendix 3 and shown on the Policies Map, will be protected from loss or substantial harm according to their significance, weighing the public benefit of the proposed development against the loss of or harm to the asset. Development proposals will be supported when they conserve or enhance these assets.'</p>	<p>Non-designated heritage assets, including those identified below, and shown on the Policies Map, will be protected according to their significance.</p> <p>Development proposals affecting these assets will be supported when they conserve or enhance these assets. Development that would result in the loss of, or have a significant adverse impact on, these assets will only be supported in the following circumstances:</p> <p>a) Where renovation or alteration of non-designated heritage assets require planning permission, such changes are designed sensitively and with careful regard to the heritage asset's historical and architectural value and paying appropriate regard to the asset's setting; or</p> <p>b) Where a development proposal would result in the loss of, or substantial harm to a locally non-designated heritage asset, such development will only be supported when the public benefit of</p>	<p>For clarity and accuracy and to meet Basic Condition 1</p>	<p>Make the suggested modification.</p>

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<p>the proposed development outweighs the loss of or harm to the asset and its setting; and</p> <p>c) Where such development is permitted, this will be conditioned in such a way so as to ensure the proposed development takes place after the loss, or harm, has occurred (e.g. demolition or removal of a building feature); and that appropriate recording of the heritage asset takes place prior to any loss or harm.</p> <p><u>The non-designated heritage assets and their settings, including those identified below which are detailed in Appendix 3 and shown on the Policies Map, will be protected from loss or substantial harm according to their significance, weighing the public benefit of the proposed development against the loss of or harm to the asset. Development proposals will be supported when they conserve or enhance these assets.</u></p>		

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
24	Page 38 Policy HN2P2 Examiner modification reference 4.2	Under the sub-heading "Background/Justification" replace the two references to "Policy HN2P3" with 'Policy HN2P2'.	As detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
25	Appendix 3 Examiner modification reference 4.3	In the related Appendix 3, correct the reference in the first introductory sentence to read 'HN2P2' in place of "HN2P3".	As detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
26	Page 39 Policy HN2P3 Examiner modification reference 5.1	Under the heading "Policy HN2P3 – Archaeology": Merge paragraphs 1 & 2 of Policy HN2P3 as follows: 'Development proposals should demonstrate that they have had appropriate regard to known or potential surface and sub-surface archaeology, including that listed in Appendix 1, the Historic Environment Record and as identified in Figures 3-6. Heritage assets with archaeological interest, including ridge and furrow,	Development proposals should demonstrate that they have had appropriate regard to known surface and sub-surface archaeology, including that listed in the Historic Environment Record. Heritage assets with archaeological interest should be conserved in situ or recorded according to their degree of significance. Where a site on which development is proposed has the potential to include heritage assets with archaeological interest, developers will be required to submit an appropriate desk-based assessment and, where necessary, a	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>should be conserved in situ or recorded according to their degree of significance.'</p>	<p>field evaluation. Where such work identifies heritage assets with archaeological interest these should be conserved in situ or recorded according to their degree of significance.</p> <p><u>Development proposals should demonstrate that they have had appropriate regard to known or potential surface and sub-surface archaeology, including that listed in Appendix 1, the Historic Environment Record and as identified in Figures 3-6. Heritage assets with archaeological interest, including ridge and furrow, should be conserved in situ or recorded according to their degree of significance</u></p> <p>Where possible, and appropriate, development proposals should seek to incorporate archaeology in such a way that any conserved remains can be accessed by the public and that suitable signage and information is provided to and on the site to promote such access and aid interpretation of the asset.</p>		

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
27	Page 39 Policy NNDP3 Examiner modification reference Para 5.2	Under the following sub-heading "Background/Justification", add to the first sentence of paragraph 5.18 'as illustrated in Figures 3 – 6'.	The neighbourhood area contains significant archaeological remains <u>as illustrated in Figures 3 – 6</u> . These range from evidence of Iron Age, Roman and medieval settlement including deserted villages at Preston Deanery and Horton, ridge and furrow, through to more recent archaeology associated with the social development of the area (Appendix 1).	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
28	Page 40 Policy HNDP4 Examiner modification reference 6.1.1	Under the heading "Policy HNDP4 – Sustainable Design and Construction": Within Policy HNDP4: Delete the first paragraph which repeats Policy HNDP1.	All new development will be expected to respond positively to the key attributes of the neighbourhood area and the key local design features of the village in which it is to be situated.	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
29	Page 40 Policy HNDP4 Examiner modification reference 6.1.2	In the second paragraph replace "should seek" with 'is encouraged' and replace "To ensure good design is achieved development should be designed to	Development should seek <u>is encouraged</u> to exceed minimum standards for energy efficiency and resource use and seek to be carbon neutral, thereby making a contribution to reducing the effects of climate change. Development will not be supported	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		take account of, and will be assessed against, the following criteria, where relevant it:" with 'Sustainable design will be achieved if, where relevant, it:'.	where it is of poor design that has an adverse impact on the character of the area. To ensure good design is achieved development should be designed to take account of, and will be assessed against, the following criteria, where relevant it: <u>Sustainable design will be achieved if, where relevant, it:</u>		
30	Page 40 Policy HNPD4 Para 6.1.3	Replace element (a) with: 'responds positively to the key attributes of the neighbourhood area and the key local design features of the village in which it is to be situated.'	(a) promotes or reinforces local distinctiveness by demonstrating that appropriate account has been taken of existing good quality examples of street layouts, blocks and plots, building forms and styles, materials and detailing and the vernacular of the settlement; <u>responds positively to the key attributes of the neighbourhood area and the key local design features of the village in which it is to be situated</u>	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
31	Page 40 Policy HNPD4 Examiner modification reference 6.1.4	Within element (i) delete "seek to improve pedestrian facilities and linkages in the Parish and beyond to".	(i) includes measures that seek to improve pedestrian facilities and linkages in the Parish and beyond to encourage walking and cycling, wherever possible;	For clarity and accuracy and to meet Basic Conditions	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
				1 and 3	
32	Page 40 Policy HNDP4 Examiner modification reference 6.1.5	Delete element (j) since it adds nothing to element (a); renumber subsequent elements accordingly.	(j) makes a contribution to local identity, and sense of place. Proposals should not feature generic designs and should set out how they take account of the locally distinctive character of the area in which they are to be located within any submitted Design and Access Statement;	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
33	Page 41 Policy HNDP4 Examiner modification reference 6.1.6	In element (m) replace "contributes to reducing carbon emissions by incorporating measures" with 'addresses the need'.	(m) contributes to reducing carbon emissions by incorporating measures <u>addresses the need</u> to reduce energy consumption (e.g. building orientation, siting, areas for outdoor drying of domestic washing) and, where possible, sources of renewable energy (e.g. solar, domestic wind turbines etc.). Where such features are included, they should be appropriate in scale to the building of good design and well sited. Such features should also be sympathetic to the surrounding area;	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
34	Page 41 Policy HNDP4 Examiner modification reference 6.1.7	Replace element (o) with: 'all proposed development should be located within Flood Zone 1 and should follow the drainage hierarchy and install sustainable drainage systems (SuDS) having considered risk from all sources of flooding and local ground conditions. Consideration should be given to SuDS, ponds, basins etc as areas of multiple benefit creating amenity and encouraging biodiversity.'	(o) uses existing watercourses and ditches, sustainable drainage systems (SuDS, such as swales) to hold rainwater in storms. SuDS should be planted with native vegetation to support wildlife. All paving (including pavements) should be semi-permeable to allow run-off to drain away; all proposed development should be located within Flood Zone 1 and should follow the drainage hierarchy and install sustainable drainage systems (SuDS) having considered risk from all sources of flooding and local ground conditions. Consideration should be given to SuDS, ponds, basins etc as areas of multiple benefit creating amenity and encouraging biodiversity.	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
35	Page 41 Policy HNDP4 Examiner modification reference 6.1.8	In element (p) replace "includes features to minimise" with 'minimises'.	(p) includes features to minimise <u>minimises</u> light pollution;		Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
36	Page 41 Policy HNDP4 Examiner modification reference 6.1.9	Within element (r) provide in-text or footnote source references for the documents as titled.	As detailed	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
37	Page 41 Policy HNDP4 Examiner modification reference 6.1.10	Delete element (u); renumber subsequent elements accordingly.	(u) provide external wall mounted charging points for plug in and other ultra-low emission vehicles for each dwelling that is to have a private drive or garage. Where communal car parking is provided this should also contain charging points. Larger homes, such as those with 3 bedrooms or more, should consider providing facilities to charge more than one vehicle at once;	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
38	Page 41 Policy HNDP4 Examiner modification reference 6.1.11	Delete element (v) which is over prescriptive compared with element (c); renumber subsequent elements accordingly.	(v) ensures there is no loss of, or damage to, existing trees or woodland. Where trees or woodland cannot be retained, they are to be replaced at a ratio of at least 2:1 native trees. Three new native trees will be planted for each new dwelling; and	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
39	Page 41 Policy HNPD4 Examiner modification reference 6.1.12	Delete the last paragraph which is a negative version of what the Policy is expressing positively.	Poor design when assessed against the above criteria will not be supported.	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
40	Page 41 Para 5.21 Examiner modification reference 6.2.1	In paragraph 5.21 provide in-text or footnote source references for the documents as titled.	As detailed	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
41	Page 42 Para 5.24 Examiner modification reference 6.2.2	In paragraph 5.24 correct the reference to "HNPD5" with 'HNPD4'.	As detailed	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
42	Page 42 Para 5.26	In paragraph 5.26 correct and update the reference to the NPPF by replacing the last sentence with 'National policy	5.26 In seeking to achieve good design it can often be the small details that result in a development achieving or failing to achieve this objective. This	For clarity and accuracy and to	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
	Examiner modification reference 6.2.3	states: "Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes" (NPPF para 134).'	<p>can be the result of a single poor choice, for example the wrong brick colour, or use of the wrong window shape. In these days of mass production and standardised house types the temptation to produce a "could be anywhere" solution is strong. But such solutions fail to undertake a proper analysis of local context. In doing this, such an approach is not in line with national planning policy which states that "development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions" (para. 64, NPPF) if this results in poor design it should be refused.</p> <p><u>National policy states:</u> <u>Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary</u></p>	meet Basic Conditions 1 and 3	

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<u>planning documents such as design guides and codes (NPPF para 134).</u>		
43	Page 43 Policy HN5P5 Examiner modification reference 7.1	Under the heading "Policy HN5P5 – Wildlife Corridors": 7.1 Reword Policy HN5P5 as follows: 'Development proposals should have appropriate regard for the integrity of wildlife corridors shown indicatively on the Proposals Map and the natural features (such as trees, hedges, watercourses and important habitats) within them; proposals will only be supported when the benefits of development clearly outweigh adverse impacts and appropriate levels of mitigation can be provided.'	Where development may adversely affect the effective functioning or connectivity of the Wildlife Corridors, shown on the Policies Map, proposals should: a) Where practicable, retain or enhance existing landscape and natural features (such as trees, hedges, watercourses and important habitats); and b) Where corridors are disrupted, such proposals ensure an alternative corridor can be provided to ensure equivalent connectivity is maintained. <u>Development proposals should have appropriate regard for the integrity of wildlife corridors shown indicatively on the Proposals Map and the natural features (such as trees, hedges, watercourses and important habitats) within them; proposals will only be supported when the benefits of development clearly outweigh adverse impacts and appropriate levels of mitigation can be provided</u>	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
44	Page 44 Para 5.30 Examiner modification reference 7.2.1	Under the following sub-heading "Background/Justification": In paragraph 5.30 update the NPPF paragraph reference from "170(d)" to '174(d).	As detailed	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
45	Page 44 Para 5.31 Examiner modification reference 7.2.2.1	In paragraph 5.31: At the beginning of the first sentence correct "HNDP6" with 'HNDP5'.	As below	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
46	Page 44 Para 5.31 Examiner modification reference 7.2.2.2	At the end of the second sentence replace "on the Policies Map" with 'in Appendix 6'.	5.31 Policy HN DP6 ⁵ supports WNJCS Policy BN1 Green Infrastructure Connections that identifies a network of sub-regional green infrastructure (Figure 6 of the WNJCS) this network, in part, helps support and maintain ecological processes. Two sub-regional corridors (4, Yardley, Salcey and Whittlewood Ridge and 7. Northampton to Salcey) run through the neighbourhood area and are	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			shown on the Policies Map in Appendix 6. Policy HNPD5 also complements WNJCS Policy BN2 Biodiversity that protects the existing hierarchy of biodiversity designations in the area. Policy HNPD5 will also complement the natural environment policies in South Northamptonshire's Local Plan Part 2. A wide variety of sources of information have been used to develop the natural environment policies in the HNPD, these are set out in Appendix 5 6.		
47	Page 44 Para 5.31 Examiner modification reference 7.2.2.3	At the end of the last sentence replace "Appendix 5" with 'Appendix 6'.	As above	For clarity and accuracy and to meet Basic Conditions 1 and 3	Make the suggested modification.
48	Appendix 6 Examiner modification reference 7.3.1.1	Within the related Appendix 6: Under the heading "Our Parish and the wider environment": Add methodology detail as provided by the Qualifying Body to me in their email dated 12th July 2021.	As detailed	For clarity and accuracy and to meet Basic Conditions 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			Development of the designated Local Green Spaces will only be permitted when consistent with national planning policy for Green Belt.		
52	Page 45 Para 5.32 Examiner modification reference 8.2.1	Under the following sub-heading "Background Justification": In paragraph 5.32 update the NPPF reference from "99" to '101'.	As detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
53	Page 45 Para 5.33 Examiner modification reference 8.2.2	In paragraph 5.33 update the NPPF reference from "100" to '102'.	As detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
54	Page 46 Policy HNPD7 Examiner modification reference 9	Within "Policy HNPD7 - Protecting Other Open Spaces" reword element (b) as follows: 'the community benefits gained from the loss of the space clearly outweighs its current amenity value'.	Policy HNPD7 - Protecting Other Open Spaces Development that would result in the loss of the open spaces within the Village Confines and identified on the Policies Map will be only supported when: a) Equivalent or better provision is provided elsewhere within a suitable location within the same Village Confines boundary; or b) It can be clearly demonstrated by the applicant that the open space no longer performs a useful open space function in terms of the local environment, amenity, or active public recreation use. <u>The community benefits gained from the loss of the space clearly outweighs its current amenity value</u>	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
55	Page 48 Policy HNPD8 Examiner modification reference 10.1.1	Under the heading "Policy HNPD8 - Conserving and Enhancing the Landscape": Within Policy HNPD8: Delete element (b) the "ridge and furrow" reference having	Policy HNPD8 - Conserving and Enhancing the Landscape New development should conserve or enhance the local landscape by: (a) Maintaining and enhancing the landscape setting, landscape features, field and settlement pattern of the neighbourhood area;	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		been picked up appropriately in Policy HNPD3.	(b) Seeking to conserve in situ known heritage assets of archaeological value, including "ridge and furrow";		
56	Page 48 Policy HNPD8 Examiner modification reference para 10.1.2	As recommended by the Environment Agency, add to element (d): 'and takes into consideration opportunities to work with natural processes, slowing the flow of water throughout the river catchment;'	(d) Where new planting and landscaping is proposed it should use native species and be designed in such a way so as to ensure that it is suitable when considered in the wider local landscape, and where appropriate, links to existing woodland and hedgerows; <u>and takes into consideration opportunities to work with natural processes, slowing the flow of water throughout the river catchment</u>	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
57	Page 48 Policy HNPD8 Examiner modification reference 10.1.3	In element (e) replace "Taking account of" with 'Assess and address', provide an in-text or footnote source references for the Village Design Guides and delete the second sentence.	e) Taking account of <u>Assess and address</u> the impact of the development on the views identified in the relevant Village Design Guide and those views identified in Appendix 2 of the HNPD. Development affecting these views and vistas should be designed in such a way so as not to have a significant adverse impact on their visual quality and amenity;	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
58	Page 48 Policy HNPD8 Examiner modification reference 10.1.4	Replace element (g) with: 'Promote high quality residential design that respects local townscape and landscape character and reflects local vernacular building styles, layouts and materials.'	(g) Promote high quality residential design that respects local townscape and landscape character and reflects local vernacular building styles, layouts and materials; <u>Promote high quality residential design that respects local townscape and landscape character and reflects local vernacular building styles, layouts and materials.</u>	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
59	Page 48 Policy HNPD8 Examiner modification reference 10.1.5	Delete element (j).	(j) Seeking to conserve and enhance the integrity and fabric of historic buildings and their settings, particularly where new uses are proposed through the use of appropriate styles and sustainable locally distinctive materials.	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
60	Page 48 Policy HNPD8 Examiner modification reference 10.1.6	At the end of element (h) add 'and' and at the end of element (i) delete "and by".	h) Seek to minimise the encroachment of development into visually exposed landscapes and where development is proposed on the edge of the village, it enhances views of the settlement edge from the surrounding countryside and does not lead to inappropriate incursion into the surrounding countryside by reason of its siting, design, materials or use of landscaping; <u>and</u>	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			(i) Maintaining and improving access to the surrounding countryside; and by		
61	Page 51 Para 5.47 Examiner modification reference 10.2.1	Under the following sub-heading "Background Justification": In paragraph 5.47 replace the first two sentences with: 'Policy HNPD8 provides criteria against which the impact of development proposals can be assessed and addressed.'	5.47 Policy HNPD8 seeks to identify the key landscape features of the neighbourhood area that should be conserved and enhanced. Policy HNPD9 should be used by applicants and developers when designing planning proposals and will be used by those assessing and making decisions on planning proposals. <u>Policy HNPD8 provides criteria against which the impact of development proposals can be assessed and addressed</u>	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
62	Page 51 Para 5.48 Examiner modification reference 10.2.2	In paragraph 5.48 delete the first "are" in the first sentence.	A series of views are identified through fieldwork are set out in Appendix 2.	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
63	Appendix 2 Page 67 Examiner modification Reference 10.3.1	Amend the related Appendix 2 as follows: Delete the sub-heading "Wider Parish Views".	Wider Parish Views	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
64	Appendix 2 Page 67 Examiner modification Reference 10.3.2	Amend the opening text to read as follows: 'In addition to the views identified in the SNC Village Design Guides there are a number of other views around the Parish which have been identified as important to local people. These views would be diminished or lost if insensitive developments were carried out. The methodology for selecting the views to be included for protection was as follows: • Each view included in the Village Design Guides produced by SNC was visited, photographed and included in the Appendix for discussion within the team. • Further views were identified by walking sections of the parish to record views further way from the villages which were not included in the Village Design Guides. Each was photographed and some	In addition to the views identified in the SNC Village Design Guides there are a number of other views around the Parish which have been identified for protection. In each case the view is towards a specific building, these views would be diminished or lost if insensitive developments were carried out. <u>important to local people. These views would be diminished or lost if insensitive developments were carried out. The methodology for selecting the views to be included for protection was as follows:</u> • <u>Each view included in the Village Design Guides produced by SNC was visited, photographed and included in the Appendix for discussion within the team.</u> • <u>Further views were identified by walking sections of the parish to record views further way from the villages which were not included in the Village Design Guides. Each was photographed and some suggestions were rejected after further consideration.</u>	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>suggestions were rejected after further consideration.</p> <ul style="list-style-type: none"> • The view maps were drawn up to show each view's location and orientation. • Discussions were also held with residents during our presentations and many commented on the importance to them of particular views identified 	<ul style="list-style-type: none"> • <u>The view maps were drawn up to show each view's location and orientation.</u> • <u>Discussions were also held with residents during our presentations and many commented on the importance to them of particular views identified</u> <p>Photographs all taken at various points in Spring/Summer 2019</p>		
65	Examiner modification Reference 10.3.3	Add for each view a brief statement about the nature/value of each view so as to highlight issues potential developers would need to address in their proposals.	As detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
66	Policy HNPD9 Page 52 Examiner modification reference 11	Within Policy HNPD9 reword element 2 as follows: 'Satisfactory evidence is produced, which may include viability data and/or an active marketing exercise as agreed with the local planning authority, which demonstrates there is no longer a demand for the facility.'	2.Satisfactory evidence is produced which <u>may</u> includes <u>viability data and/or</u> an active marketing exercise to be as agreed with the local planning authority, which demonstrates there is no longer a demand for the facility. The marketing exercise will usually be required for a minimum period of 12 months.	For clarity and to meet Basic Conditions 1 & 3	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
67	Policy HNDP10 Page 53 Examiner modification reference 12	Within Policy HNDP10 add an additional facility as follows: 'HNDP10/4 – Playing Fields at the Caroline Chisholm School, Wootton Fields'.	The following sport, recreation and leisure facilities, also identified on the Policies Map, will be protected: HNDP10/1 - Recreation Ground and Children's Play Area, Hackleton HNDP10/2 - Horton House Cricket Club, Horton HNDP10/3 – Allotments, Piddington <u>HNDP10/4 – Playing Fields at the Caroline Chisholm School, Wootton Fields</u>	For clarity and to meet Basic Conditions 1 & 3	Make the suggested modification.
68	Policy HNDP11 Page 55 Examiner modification reference 13.1	Under the heading "Policy HNDP11 - Traffic Management and Transport Improvements": 13.1 Retitle Policy HNDP11 as 'Transport Improvements' and reword the Policy itself as follows: 'Development proposals should, appropriately to their location and scale, provide for the extension and/or improvement of local cycling facilities and routes. Particular local initiatives include an off-road cycleway to be created	Policy HNDP11 – Traffic Management and Transport Improvements Proposals to improve road safety and traffic management throughout the Parish will be fully supported, examples include: <ul style="list-style-type: none"> • Improved provision for walking and cycling particularly through development of the Public Rights of Way network. • Safety of cycle and walking routes by improving signage, maintenance and lighting. • Denton Road should be improved (at least) to the standard of Brafield Road. 	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>linking the neighbourhood villages to Northampton (avoiding the B526) and new cycle links (also accommodating other users) along a "parish spine" to be created linking the Neighbourhood Area's settlements.'</p>	<p>New off-road cycleway to be created linking the villages to Northampton (avoiding the B526).</p> <ul style="list-style-type: none"> • Adequate car parking to be included in planning proposals. • New foot and cycle links along a "parish spine" to be created linking the neighbourhood area's settlements, this should be accessible for all users. • The opening/use of closed railway lines to be developed. <p><u>'Development proposals should, appropriately to their location and scale, provide for the extension and/or improvement of local cycling facilities and routes. Particular local initiatives include an off-road cycleway to be created linking the neighbourhood villages to Northampton (avoiding the B526) and new cycle links (also accommodating other users) along a "parish spine" to be created linking the Neighbourhood Area's settlements</u></p>		

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
69	Para 5.53 Page 56 Examiner modification reference 13.2.1	Under the following sub-heading "Background Justification": Reword the second sentence of paragraph 5.53 as follows: 'Policy HNDP11 identifies a particular issue that could be improved through the planning system and should be considered for inclusion in larger planning applications.'	5.53 The neighbourhood area has a number of transport, traffic and accessibility issues. Policy HNDP11 identifies <u>a particular issue that could be improved through the planning system and should be considered for inclusion in larger planning applications.</u> a number of areas where such issues can be improved through the planning system and should be considered for inclusion in planning applications.	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
70	Para 5.54 Page 56 Examiner modification reference 13.2.2	Delete from the beginning of paragraph 5.54: "As well as the transport issues that are highlighted in Policy HNDP11".	5.54 As well as the transport issues that are highlighted in Policy HNDP11 There are also a number of non-planning related traffic and transport issues.	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
71	Supporting Actions Page 57	Consider adding to the "Supporting Actions" box for "Proposals to improve road safety and traffic management throughout	As detailed	For clarity and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
	Examiner modification reference 14	the Parish", references to "Safety of cycle and walking routes by improving signage, maintenance and lighting", "Denton Road should be improved (at least) to the standard of Brafield Road" and "The opening/use of closed railway lines to be developed".			
72	15	Delete Policy HN12 and its supporting material.	<p>Policy HN12— Supporting Local Employment Development proposals that would help retain and foster the growth of existing sources of local employment (this includes those existing uses in Use Class E) will be supported when it would not lead to significant adverse impact on: a) Existing and future amenity; and b) Traffic conditions and on-street car parking. To support all local businesses improvements to communications infrastructure will be supported. Background/Justification</p>	For clarity and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<p>5.55 There are four types of businesses in the parish. Those providing goods and services including the pubs, store, butchers, and motor vehicle servicing and repairs at Station Farm, Horton. Offices situated in Grange Park, Preston Deanery and Station Farm, Horton. Smaller local businesses e.g. at Deanery Court, Grange Farm, Preston Deanery and Station Farm, Horton, including a machine shop and locksmith. And finally, businesses being run by people working from home. These range from building and construction, landscaping, gardening and tree surgery; plumbers, carpenters, electricians, plasterers, roofers and tilers; IT services and support and media consultants; beauty therapist, podiatrists; accountants, solicitors and legal services.</p> <p>5.56 Ensuring that there is a continued level of local employment helps to make the neighbourhood area a more balanced, sustainable community. Providing local employment, opportunities for less</p>		

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<p>travel and supporting economic growth in the area. To help retain existing sources of local employment and to support their growth Policy HN12 will be used to assess planning proposals.</p> <p>5.57 All of these businesses are dependent on modern communications infrastructure. Although broadband speeds have improved recently, they are still slow — coverage is patchy — and very poor in some parts of the neighbourhood area.</p>		
	<p>Section 6 Page 59</p> <p>Examiner modification reference 16</p>	<p>Delete Section 6.0.</p>	<p>6.0 How to comment on this document</p> <p>6.1 The Regulation 16 Draft HN12 has been published for consultation from Wednesday 10 February to 5pm Friday 26 March 2021. We welcome your comments on the Regulation 16 Draft HN12 and these can be returned in writing to the South Northants Council in one of the following ways:</p> <ul style="list-style-type: none"> • By email to planning.policy@southnorthants.gov.uk • By post to Planning Policy, South 	<p>For clarity and accuracy</p>	<p>Make the suggested modification.</p>

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<p>Northants Council, The Forum, Moat Lane, Towcester, Northants, NN12 6AD</p> <p>6.2</p> <p>6.3 Following the SNC consultation the Plan will be subject to an independent examination by a jointly appointed Examiner. This will consider if the HNDP meets the basic conditions. In assessing if the HNDP meets the basic conditions, it is likely that the Examiner will recommend further changes. This amended plan will then be the subject of a local Referendum. A straight majority vote (50% of turnout +1) of those on the Electoral Register will be required, before SNC "make" the Plan. The made HNDP will then be used to help determine planning decisions in the Hackleton neighbourhood area alongside SNC and National Planning Policies.</p>		
73	Policies Map Examiner modification reference 17.1	On the Policies Map accompanying the Neighbourhood Plan: Include only content arising from the revised Neighbourhood Plan Policies, the key being used to	The Policies Map will be amended as detailed	For clarity and accuracy and to meet Basic	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		indicate to which Policy each feature relates.		Condition 1	
74	Policies Map Examiner modification reference 17.2	Ensure that the Map encompasses the whole Neighbourhood Area whilst being scaleable to allow for detail to be discerned with accuracy; also ensure that the Map title box is complete.	The Policies Map will be amended as detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
75	Policies Map Examiner modification reference 17.3.1	In relation to Policy HN1: Add, as dotted lines only, the indicative "historic core" boundaries for Hackleton and Piddington as supplied by the Qualifying Body with their email of Thursday 26th August.	The Policies Map will be amended as detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
76	Policies Map Examiner modification reference 17.3.2	Delete the green spaces originally identified for this Policy but now no longer specified within it (see earlier amendment).	The Policies Map will be amended as detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
77	Policies Map Examiner modification reference 17.4	As indicted in Policy HNPD5, whilst not suggesting false accuracy by being specific about the width of the corridors, in keeping with the Core Strategy and Local Plan representations, show on the Map up to 4 indicative (dashed line) wildlife corridor routes that might tend to coalesce along the south-east edge of the Parish.	The Policies Map will be amended as detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
78	Policies Map Examiner modification reference 17.5	In relation to Policy HNPD6, ensure that the revised boundary for LocalGreen Space HNPD6/1 is shown accurately, in accordance with the email sent by the Qualifying Body to me on 17th August 2021.	The Policies Map will be amended as detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.
79	Policies Map Examiner modification reference 17.6	In relation to Policy HNPD9 ensure that there are accurate Map representations for HNPD9/3, /11 & /12.	The Policies Map will be amended as detailed	For clarity and accuracy and to meet Basic Condition	Make the suggested modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
				1	
80	Policies Map Examiner modification reference 17.7	In relation to Policy HN10 ensure that the playing field of the Caroline Chisholm School, Wootton Fields is shown on the Map.	The Policies Map will be amended as detailed	For clarity and accuracy and to meet Basic Condition 1	Make the suggested modification.

WEST NORTHAMPTONSHIRE COUNCIL CABINET

12 OCTOBER 2021

**PORTFOLIO HOLDER FOR PLANNING, BUILT ENVIRONMENT AND RURAL
AFFAIRS: REBECCA BREESE**

Report Title	Overstone Neighbourhood Development Plan
Report Author	Jane Parry, Senior Policy Officer (Planning), jane.parry@westnorthants.gov.uk

Contributors/Checkers/Approvers

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ELT	Stuart Timmiss	Emailed 15 September 2021
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List of Appendices

Appendix 1 - Proposed Decision Statement including Table A, Examiner’s recommended modifications and further editorial changes to the Overstone Neighbourhood Development Plan and actions to be taken

Appendix 2 - Responses received to the proposed deletion of important view V6

1. Purpose of Report

- 1.1. For members to consider the recommendations of the independent Examiner following the examination of the Overstone Neighbourhood Development Plan (NDP), to consider the

representations received in respect of the additional post-examination consultation on deletion of important view V6 and to seek approval to put the plan to referendum.

2. Executive Summary

- 2.1 The report summarises the process which has been followed to produce the Overstone Neighbourhood Development Plan (NDP) and presents the outcomes of the independent examination, including the Examiner's recommendations. It recommends that the plan, with suggested recommendations and a further change which has been subject to consultation, proceeds to referendum.

3. Recommendations

- 3.1 It is recommended that the council:

- a) Notes and welcomes the significant progress in making the neighbourhood development plan (NDP) by the Overstone community
- b) Agrees the Examiner's recommended modifications in respect of the Overstone NDP with the exception of the recommendation relating to important view V6
- c) Considers the responses to the consultation on proposed deletion of important view V6 and confirms deletion of the view
- d) Agrees the Examiner's recommendation that the NDP, as modified in accordance with recommendation b) and c), should proceed to a referendum of voters within Overstone Parish
- e) Approves the proposed decision statement set out in appendix 1, subject to recommendations b) and d)
- f) Agrees that delegated authority be given to the Interim Head of Planning and Climate Change Policy to make further minor editorial changes to the NDP to address any factual and typographical errors and to reflect the fact that the document will be in its intended final form
- g) Agrees that the costs of the referendum be met from the earmarked reserve for neighbourhood planning.

4. Reason for Recommendations

- 4.1 In order for a NDP to be "made" (adopted) the Neighbourhood Planning (General) Regulations 2012 ((SI 2012 No. 637) require the council to make a decision on the Examiner's recommendations before agreeing to send it to referendum. In this case, the council is required to decide whether it is appropriate to make a different decision to the examiner in respect of one issue.

5. Report Background

- 5.1 The Localism Act 2011 introduced three types of neighbourhood planning. This includes a NDP, which is a plan making power allowing local communities to shape development in their area, and neighbourhood development orders which are a mechanism for granting planning

permission. When “made” (or adopted), NDPs will form part of the development plan alongside the council’s Part 1 and Part 2 Local Plans.

- 5.2 The Neighbourhood Planning Regulations 2012 set out the statutory process a qualifying body (QB, in other words a parish council, town council or forum) must follow when preparing a NDP or order, following designation of a neighbourhood area.
- 5.3 A draft NDP is drawn up and consulted on by the QB and then submitted to the local planning authority for further formal consultation. This is followed by an examination undertaken by an independent Examiner, who makes recommendations. The recommendations can be that the plan should proceed to referendum unchanged, that it should not proceed to referendum or the usual course of action, that it should proceed to referendum with certain modifications. The local planning authority (West Northamptonshire Council) has to consider whether to accept the Examiner’s recommendations. In doing so, the council has to decide if, with the proposed modifications, the plan would meet the basic conditions and would not contravene convention rights or European Union obligations. The Examiner will also recommend, and WNC will decide, what area should be used for the referendum if one is held; this may be larger than the neighbourhood area if the impacts are important to a wider area.
- 5.4 There would need to be a good reason not to accept the Examiner’s recommendations and the greater divergence of WNC’s decision from the recommendations the stronger the justification would need to be.
- 5.5 If a NDP proceeds to referendum, and it is approved by a majority of those voting, the council has a duty to “make” the plan, at which point it becomes part of the statutory development plan for the council when deciding planning applications unless material considerations indicate otherwise. The council must then publish a decision statement explaining what it has done.

6. Issues and Choices

6.1 Plan preparation

- 6.2 There have been three versions of the neighbourhood area. On 15 April 2014 Overstone Parish Council (OPC) as the QB, applied for the southern part of the parish surrounding Overstone village (excluding the area allocated as the Northampton North Sustainable Urban Extension (SUE) and the area to the north, beyond the SUE), to be designated as a neighbourhood area. This was approved on 4 September 2014.
- 6.3 On 18 July 2017 OPC applied to amend the neighbourhood area to include the area to the north of the SUE; this was approved on 12 October 2017. The current neighbourhood area which covers the entire Overstone Parish, including the SUE and area to the north, was subject to an application by OPC on 27 July 2020 and was approved on 31 July 2020.
- 6.4 A draft NDP was published by OPC for public consultation under Regulation 14 between 19 October 2020 and 1 December 2020. Following submission of the Overstone NDP to Daventry District Council on 20 January 2021 the plan was published for formal Regulation 16 consultation. The consultation period ran from 1 February 2021 to 22 March 2021. With

agreement of OPC, the council appointed an independent Examiner, Andrew Ashcroft BA (Hons) MA, DMS, MRTPI, to review whether the plan met the basic conditions (see below) and should proceed to referendum.

- 6.5 NDPs are tested to ensure they meet the “basic conditions” set out in paragraph 8(2) of Schedule B of the Town and Country Planning Act 1990:
- Having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan
 - The making of the neighbourhood plan contributes to the achievement of sustainable development
 - The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area)
 - The making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations
 - The making of the neighbourhood development plan is not likely to have a significant effect on a European site (as defined in the Conservation of Habitats and Species Regulations 2010) or a European offshore marine site (as defined in the Offshore Marine Conservation (Natural Habitats, &c.) Regulations 2007) (either alone or in combination with other plans or projects)

6.6 Examination outcomes

6.7 The Examiner’s report on the NDP was received in July 2021 and has been published on the council’s website. In his report, the Examiner concludes that, subject to a number of modifications, the plan has met all the legal requirements and should proceed to referendum. He noted that the NDP has been underpinned by community support and engagement.

6.8 A schedule of the Examiner’s recommendations is set out in table 1 to the proposed decision statement, which is appendix 1 of this report. The main changes recommended by the Examiner are:

- Amending policies 1 Promoting Sustainable Transport, 2 Adapting to Climate Change, 3 Provision of Community Infrastructure, 6 Residential Development and Policy 9 Landscape and Sensitive Views, to ensure that they are applied proportionately to development according to its scale and nature
- Amending policy 3 Provision of Community Infrastructure to secure a direct connection between the five priority community projects listed in the policy with developer contributions
- Amending policy 4 Local Services and Community Facilities so that it will apply to new, as well as existing services and facilities, and to clarify that it would also apply to proposals that would detract from attractiveness and accessibility in addition to loss
- Amending policy 5 Village Confines to clarify connection with strategic policies and that the need for mitigation measures would be subject to practicality
- Deletion of policy 8 Local Open Space and the two proposed local open spaces because they are in private ownership with restricted public access

- Amending policy 9 Landscape and Sensitive Views to more explicitly identify important views, including mitigation measures, and provide clarity for proposals that do not comply
- Amending policy 10 Protection of Heritage Assets to provide additional detail on how proposals affecting archaeological remains will be expected to respond

6.9 The Examiner stated in his report that it would be appropriate for the council and QB to be able to make consequential changes to general text as a result of his recommended modifications and to accommodate other administrative matters. The recommendations made by the Examiner, the reasons for them and what action is proposed in response to each of these is set out in Table 1 to the proposed Decision Statement. The changes proposed by the council to correct errors and make factual updates are marked as “accuracy changes” in table 1. It is considered that the recommended modifications (including accuracy changes) should be approved to ensure that the NDP meets the basic conditions. The revised NDP should then proceed to referendum in the Overstone neighbourhood area (Overstone Parish) to determine if local people support it.

6.10 Post-examination consultation on proposed deletion of important view V6

6.11 The council is required to decide what action to take in response to each of the Examiner’s recommendations, if it proposes to make a decision which is different from that recommended by the Examiner, further targeted consultation must be undertaken for a period of six weeks.

6.12 The council is proposing to make a different decision in respect of important view V6 which is identified under policy 9 Landscape and sensitive views as “V6 views from the track straddling Court Farm”. The reason for the council proposing a different decision is based on the Examiner accepting representations in respect of the same track being a private access track and therefore not appropriate for identification as a local open space under policy 8 Local Open Space. He recommended deletion of LOS 2 for this reason but did not recommend deletion of important view V6 which is obtained a significant way down the private track. In order to acknowledge that the view cannot be an important one because it is on a private track, the council proposes to delete V6 from the neighbourhood plan.

6.13 The council duly notified and invited representations from three specific categories of people or groups specified in the Regulations: the QB; anyone whose representation was submitted to the Examiner (respondents to the Regulation 16 consultation); and any consultation body that was previously consulted. It was made clear that the consultation was limited to the proposed deletion of important view V6 and no other matter. Details were published on the council’s website.

6.14 The consultation period lasted from 23 July to 6 September 2021. One person responded to the consultation and his response is set out in appendix 2. The respondent indicated support for deletion of V6.

6.15 Decision making process

6.16 The council is required to issue its final decision on the NDP within five weeks of the post-examination consultation closing, unless the council and QB agree a different date. In the case of the Overstone NDP, the consultation on deletion of V6 closed on 6 September, meaning that a decision would have to be issued by 12 October unless a different date is agreed. Agreement was sought from the QB (OPC) to an extension of time to allow this decision to be made at Cabinet on 12 October 2021 with the decision issued on the 13 October. OPC agreed to this at their meeting on 13 July 2021.

6.17 Referendum

6.18 The referendum should be carried out for Overstone Parish. This is recommended by the Examiner and there are no reasons to differ from his recommendation. As set out in the proposed decision statement the date for the referendum is provisionally set for 2 December 2021. Prior to the referendum the suggested changes would be made to the NDP for it to be published as one of the specified documents in respect of the referendum.

6.19 The referendum would follow a similar format to an election. All those registered to vote within the neighbourhood area would be given the opportunity to vote. Voters would be given a ballot paper with the question (the wording of which is specified in the regulations) "Do you want West Northamptonshire Council to use the Neighbourhood Plan for Overstone to help it decide planning applications in the neighbourhood area?". Voters would be given the opportunity to vote "yes" or "no".

6.20 There is no minimum turnout for a referendum to be valid.

6.21 Making the Plan

6.22 If more than 50 per cent of those voting in the referendum vote "yes" then the council is required to "make" the plan. If the referendum is unsuccessful then the council takes no further action and OPC would have to decide what it wished to do.

7. Implications (including financial implications)

7.1 Resources and Financial

7.1.1 The council is required to fund the examination and referendum. It is not expected that the cost of the referendum will exceed £3,600. The council receives some financial support from the government to support neighbourhood planning, which is paid into an earmarked reserve.

7.2 Legal

7.2.1 In accordance with the Neighbourhood Planning Regulations (Regulation 17A) the council is required to consider the report of the independent Examiner and decide what actions to take in response to each recommendation. It must also decide what modifications to make, whether to

extend the area to which the referendum is to take place, to take the plan to referendum and to make the plan if there is a successful vote.

7.3 **Risk**

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

7.4 **Consultation**

7.4.1 A formal post-examination consultation was undertaken in respect of the council's proposed decision to delete important view V6. Representations received in respect of the consultation have informed the recommendation and proposed decision statement.

7.5 **Consideration by Overview and Scrutiny**

7.5.1 Not applicable.

7.6 **Climate Impact**

7.6.1 The Overstone NDP contains a policy on climate change (policy 2 Adapting to climate change). This requires development to seek to achieve high standards of sustainable design, layout and construction in a way proportionate to the scale of the proposal.

7.7 **Community Impact**

7.7.1 The Overstone NDP has been subject to formal and informal consultation in accordance with the Neighbourhood Planning (General) Regulations 2012. A consultation statement was produced by the QB which sets out the consultation and engagement activity undertaken, what comments were received and how the plan responded to these.

8. **Background Papers**

8.1 Report of the independent Examiner into the Overstone Neighbourhood Development Plan, July 2021.

Appendix 1 – Proposed Decision Statement

Overstone Neighbourhood Development Plan Decision Statement

Regulation 18 of the Neighbourhood Planning (General) Regulations 2012 (as amended)

1. Summary

- 1.1 Following an independent examination, West Northamptonshire Council (the “council”) now confirms that the Overstone Neighbourhood Development Plan will proceed to a neighbourhood planning referendum.
- 1.2 This decision statement and copies of the Overstone Neighbourhood Development Plan and its supporting documentation, including the Examiner’s report are available to view on the council’s website at:

West Northamptonshire Council – Submitted Neighbourhood Plans Daventry Area

- 1.3 Hard copies of this decision statement and the modified version of the Neighbourhood Plan are available for inspection at the following locations during normal opening hours:
 - West Northamptonshire Council, Daventry Area Offices, Lodge Road, Daventry, NN11 4FP
 - West Northamptonshire Council, Northampton Area Offices, St Giles’ Square, Northampton, NN1 1DE
 - Overstone Village Stores and Post Office, 66 Sywell Road, Overstone, NN6 0AN

2. Background

- 2.1 Overstone Parish Council, as the qualifying body, applied for the southern part of Overstone Parish to be designated as a neighbourhood area on 15 April 2014. The council designated this as a neighbourhood area on 4 September 2014. On 18 July 2017 Overstone Parish Council applied to extend the neighbourhood area to include the area north of the SUE; this was approved on 12 October 2017. On 27 July 2020 Overstone Parish Council applied to add the SUE to the neighbourhood area, so that it now covered the entire parish area. This was approved on 31 July 2020; the neighbourhood area is now contiguous with the Overstone parish boundary.
- 2.2 The draft Neighbourhood Development Plan was published by Overstone Parish Council for public consultation on 19 October 2020 and closed on 1 December 2020.
- 2.3 Following submission of the Overstone Neighbourhood Development plan to the council on 20 January 2021, the plan was published for consultation by the council. The consultation period ran from 1 February 2021 to 22 March 2021.

- 2.4 Following the submission consultation, the council, with the agreement of the parish council, appointed an independent Examiner, Andrew Ashcroft BA (Hons) MA, DMS, MRTPI, to review whether the plan met the basic conditions required by the legislation and should proceed to a referendum.
- 2.5 Following the examination, the Examiner's report was completed in July 2021 and made available on the council's website. The report concludes that subject to the making of the modifications recommended in his report the plan meets the basic conditions set out in legislation and should proceed to a referendum.
- 2.6 The council proposed to make a decision that was different from that recommended by the Examiner in respect of important view V6, which it proposed to delete. A post-examination consultation was undertaken on this specific issue which ran from 23 July 2021 to 6 September 2021.

3. Decision and Reasons

- 3.1 The council has made the modifications proposed by the Examiner, with the exception of important view V6 which has been deleted, to ensure that the plan meets the basic conditions. Table 1 below sets out these modifications and the action to be taken in respect of each of them. Depending on the recommended change, these are illustrated differently in the Decision Statement and set out below. All deletions will also be shown with a ~~strikethrough~~.
- Modifications of wording by the Examiner are shown as underlined or ~~strikethrough for deletions~~.
 - Where the Examiner has not recommended specific wording and the council has had to interpret the recommendation and identify specific wording this is double underlined or double ~~strikethrough for deletions~~. This includes accuracy changes.
- 3.2 The council has considered whether to extend the area in which the referendum is to take place and agrees with the Examiner that there is no reason to extend the referendum area beyond the Overstone Neighbourhood Area.
- 3.3 The Examiner has concluded that with the specified modifications the Overstone Neighbourhood Development Plan meets the basic conditions and other relevant legal requirements. The council concurs with this view, with the addition of the deletion of important view V6.
- 3.4 To meet the requirements of the Localism Act 2011, a referendum will be held which poses the question; 'Do you want West Northamptonshire Council to use the Neighbourhood Plan for Overstone to help it decide planning applications in the neighbourhood area?'
- 3.5 The referendum will take place on 2 December 2021 and will be held at Overstone Village Hall.

Table 1 Examiner's Recommended Modifications and further editorial changes to the Overstone Neighbourhood Development Plan and actions to be taken (set out in plan order)

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
1	Front cover	N/A	Submission <u>Referendum</u> Version	To ensure it is accurate and factually up to date.	Make the suggested minor modification.
2	p3, Foreword	N/A	This plan is the formal submission <u>referendum</u> version which has been amended following examination in <u>summer 2021</u> . in response to comments received during the formal consultation (Regulation 14) held in November 2020. This version of the plan was subsequently submitted to Daventry District Council in January 2021, as per Regulation 16.	To ensure it is accurate and factually up to date.	Make the suggested minor modification.
3	p4, para 1.1.1	N/A	In September 2013 Overstone Parish Council secured funding of £7,000 from the Community	To correct a grammatical error.	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			Development Foundation to assist with the completion of an ONDP. <u>a NDP.</u>		
4	p4, para 1.1.3	N/A	The previous designated area dated 12 th October 2017 excluded a large area of the Parish allocated as part of the <u>Northampton North Northamptonshire</u> Sustainable Urban Extension (NNSUE), which in turn is split into two areas known as Overstone Leys and Overstone Green.	To correct a grammatical error.	Make the suggested minor modification.
5	p5, para 1.1.8	N/A	An ONDP <u>A NDP</u> describes the area it serves and lists the changes, developments and improvements that local residents, community, and voluntary groups and service providers would like to see.	To correct a grammatical error.	Make the suggested minor modification.
6	p7, para 1.2.1	N/A	<ul style="list-style-type: none"> • Improving Community Services_; • Jobs and the local economy_; 	To correct a grammatical error.	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
7	p7, para 1.3.2	N/A	<p>This is the formal submission <u>referendum</u> version of the NDP which has been submitted to the Local Planning Authority for a further round of formal consultation (Regulation 16) and <u>has been updated following the independent examination. Depending upon the outcome of the examination the NDP</u> It will be subject to a referendum, where it must receive a 'yes' from at least 50% of the <u>registered voters</u> in order to be 'made' for Daventry District <u>West Northamptonshire Council</u>.</p>	To ensure it is accurate and factually up to date.	Make the suggested minor modification.
8	p7, para 1.3.4	N/A	<p>The ONDP has been prepared for the period to 2029 in accordance with the WNJCS. The policies in the ONDP should be read as a whole, alongside the strategic policies of the WNJCS and the strategic policies of the 'Settlements and Countryside Local Plan (part 2) for Daventry District. Planning</p>	To ensure it is accurate and factually up to date.	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<p>applications will still be determined by Daventry District <u>West Northamptonshire</u> Council. However, the production of the ONDP gives local people the power to decide where new housing, infrastructure and community facilities should go within the Parish. The ONDP will provide an important part of the policy framework for Daventry District <u>West Northamptonshire</u> Council to make these decisions. Once adopted, the ONDP will become a formal part of the District's Development Plan.</p>		
9	p9, para 1.5.4	N/A	d) An analysis of how the proposals have responded to local people's views.	To correct a grammatical error.	Make the suggested minor modification.
10	p9, para 1.5.5	N/A	<p>This submission copy of the ONDP has been revised and produced as a result of comments submitted from the community of Overstone, consultation bodies and potential developers of sites around the village, during a</p>	To ensure it is accurate and factually up to date.	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			formal 6 week public consultation period as per Regulation 14.		
11	p11, para 2.1.11	N/A	Overstone is currently undergoing another change, with the development of the Northampton North Sustainable Urban Expansion (NNSUE), which forms part of the Northampton Related Development Area (NRDA), with an addition of 3,500 <u>3,600</u> houses over the next 10 years.	To ensure it is accurate and factually up to date.	Make the suggested minor modification.
12	P13, para 2.4.2	N/A	Known as the Northampton North Sustainable Urban Extension (NNSUE) this development will introduce up to 3,500 <u>3,600</u> new dwellings, employment space, retail and community facilities, schools and green spaces to the Parish.	To ensure it is accurate and factually up to date.	Make the suggested minor modification.
13	p14, para 2.4.4	N/A	The Overstone Leys (see Evidence Base for Master plan map) development covers some 120 hectares and is proposed to deliver 2,000 new	To ensure it is accurate and factually up to date.	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			homes, of which 25% <u>15%</u> will be affordable.		
14	p15, para 2.4.11	N/A	The Overstone Green (see Evidence Base for Masterplan map) development covers some 86.2 hectares and is proposed to deliver 1,500 1600 new homes, of which 25 <u>35</u> % will be affordable, <u>subject to viability testing during the application process</u> .	To ensure it is accurate and factually up to date.	Make the suggested minor modification.
15	p16, para 2.5.2	N/A	<ul style="list-style-type: none"> 70 bed <u>70 bed</u> care home. 	To correct a grammatical error.	Make the suggested minor modification.
16	P18, para 3.2.4	N/A	This would benefit the whole community and could create better links to residential areas with additional cycle <u>paths</u> , and footpaths and safer routes to school.	To correct a grammatical error.	Make the suggested minor modification.
17	p20, para 3.3.2	N/A	A) Control development to avoid further physical coalescence with the urban area of Northampton and its identified Sustainable Urban	To correct a grammatical error.	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<p>Extensions in order to protect the Countryside and maintain the distinct separate physical character and linear design of Overstone.</p> <p>B) Provide and improve services and amenities in tandem with any new housing development, to do so in a manner that respects the character and setting of the village.</p> <p>C) Where appropriate, the provision of smaller and more affordable dwellings will be encouraged, especially for young families, young people and for older residents who wish to downsize to more manageable accommodation.</p>		
18	p21, para 4.2.2	N/A	Planning permission for the Overstone Leys and Overstone Green developments (NNSUE) has either been granted or is	To correct a grammatical error and to ensure it is accurate and	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			in the process of being determined with DDC by <u>West Northamptonshire Council</u> .	factually up to date.	
19	p21, para 4.3.1	N/A	It is recognised the NDP will need to encourage the provision of improved facilities to allow safer walking and cycling around the village. Schemes to reduce vehicle speeds on the main road within the village, including traffic calming initiatives; and, off-road car parking where this can be achieved, without adverse impacts <u>adversely impacting</u> on the character of streets in the village.	To correct a grammatical error.	Make the suggested minor modification.
20	p22, Policy 1 (para 7.14 of Examiner's report)	Revise policy as follows: <u>Development proposals should</u> To promote sustainable transport, healthier lifestyles, improve air quality and minimise traffic congestion and on-street parking. in	N/A	To correct a grammatical error.	Amend policy 1 in accordance with Examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>Overstone, all development <u>As appropriate to their scale, nature and location development proposals</u> should:</p> <ul style="list-style-type: none"> (a) encourage better access to and increased use of public transport; (b) allow for good travel choices; (c) ensure good connectivity through the village, and between the village and Northampton North SUE for walking and cycling; (d) create and enhance 'safe routes to schools' schemes where appropriate; (e) be located where services and facilities can be easily accessed by walking, cycling and public transport; 			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
21	p24, Policy 2 (para 7.16 of Examiner's report)	<p>Revise policy as follows:</p> <p>1. All new <u>As appropriate to their scale, nature and location</u> development proposals within the NDP area should seek to achieve the highest standards of sustainable design and, in particular, demonstrate in proposals how layout, design, construction and operation:</p> <p>a) would maximise environmental performance, energy efficiency and a changing climate over its lifetime;</p> <p>b) makes use of sustainably sourced materials;</p> <p>c) minimises resource demand and the generation of waste and maximises opportunities for reuse and recycling;</p>	N/A	To enable the policy to be applied proportionately. To ensure that the policy has the clarity required by the NPPF.	Amend policy 2 in accordance with Examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>d) maximises water efficiency and promotes best practice in sustainable drainage systems;</p> <p>e) adapting existing buildings and sites where this is compatible with their form, character and appearance;</p> <p>2. maximises retention of the Green infrastructures in and around Overstone, to include:</p> <p>a) Urban Cooling;</p> <p>b) Flood Relief;</p> <p>c) Improving Air Quality;</p> <p>2) <u>Proposals which would retain or enhance existing green infrastructure networks and take the opportunity to fill gaps</u></p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<u>in and around Overstone will be supported.</u>			
22	p25, para 4.4.1 (para 7.19 of Examiner's report)	Add the following at end of paragraph 4.4.1: <u>Policy 3 has been designed to have regard to the Community Infrastructure Levy Regulations. In particular Regulation 122 requires that any developer contributions should be necessary to make the development acceptable in planning terms; directly related to the development; and fairly and reasonably related in scale and kind to the development.</u>	N/A	To ensure that developer contributions directly link to the development and the required infrastructure to meet the Regulation 122 of the CIL Regulations.	Amend paragraph 4.4.1 in accordance with Examiner's recommendation
23	p25, Policy 3 (para 7.19 of Examiner's report)	Revise policy as follows: 1. <u>All new As appropriate to their scale, nature and location developments will be expected to</u>	N/A	To enable the policy to be applied proportionately. To ensure that developer	Amend policy 3 in accordance with Examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p><u>proposals should</u> make provision for, or contribution towards, relevant local community infrastructure where appropriate.</p> <p>The following local community projects have been identified as <u>priorities for the enhancement of community facilities in the neighbourhood area:</u></p> <p>a) • <u>The</u> enhancement of footways within the Parish with improved surfaces and lighting;</p> <p>b) • <u>The</u> improvement of facilities at the existing playing field;</p>		<p>contributions directly link to the development and the required infrastructure to meet the Regulation 122 of the CIL Regulations. To secure a direct connection between the priority areas and proceeds of developer contributions.</p>	

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>c) <ul style="list-style-type: none"> • <u>The implementation of improved traffic management and parking within the village;</u> </p> <p>d) <ul style="list-style-type: none"> • <u>The enhancement to community facilities such as the Village Hall and Playing Fields;</u> </p> <p>e) <ul style="list-style-type: none"> • <u>Improvements to communications infrastructure.</u> </p> <p><u>Developer contributions should be focused on these identified priority areas where it is practicable to do so.</u></p>			
24	p26, para 4.4.5 (para 7.22 of Examiner's report)	Add the following at end of paragraph 4.4.5:	N/A	To clarify that the facilities listed in the policy are	Amend paragraph 4.4.5 in accordance with Examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p><u>The facilities listed above are the most significant existing facilities. As the Northampton North SUE develops within the Plan period other community facilities may become available in the parish. In these circumstances the policy has been designed to apply to any community facilities which may exist at any time within the Plan period.</u></p>		<p>existing facilities and that more may be added in future.</p>	
25	p26, Policy 4 (para 7.22 of Examiner's report)	<p>Revise policy as follows:</p> <p>1. Existing local services and community facilities should be retained <u>Development proposals which would result either in the loss of local services and community facilities or which would detract from their attractiveness and accessibility will not be</u></p>	N/A	<p>To ensure the policy relates to the development management process.</p>	<p>Amend policy 4 in accordance with Examiner's recommendation</p>

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p><u>supported</u> unless it can be demonstrated that:</p> <p>a) The site has been actively marketed for a period of 12 months for the existing or an alternative type of service or facility that would benefit the local community and there is no realistic prospect of the existing use continuing for commercial and or operational reasons; or</p> <p>b) There are sufficient alternative equivalent accessible services in the village, or the existing service or facility can be provided in an alternative option or on a different site in the Parish and suitable arrangement are put in place to secure this.</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
26	p28, para 4.5.9 (para 7.24 of Examiner's report)	<p>Revise paragraph 4.5.9 as follows:</p> <p>4.5.9. The 'Village Confines' is distinct from the parish boundary and is not administrative; rather it is a planning boundary used to differentiate the built-up area from open countryside for the purpose of determining planning applications. Daventry Local Plan Saved Policy HS22 currently lists Overstone as a Restricted Infill Village.</p>	N/A	Reference to emerging strategic plan policies no longer needed in supporting text.	Amend paragraph 4.5.9 in accordance with Examiner's recommendation.
27	p29, para 4.5.11 (para 7.24 of Examiner's report)	<p>Revise paragraph 4.5.11 as follows:</p> <p>4.5.11. Restricting housing development to that required by the parish will ensure that: the assessed needs of the community are met; there is no significant encroachment into open countryside; there is</p>	N/A	To clarify the position of Overstone in the settlement hierarchy defined by the Settlements and Countryside Local Plan.	Amend paragraph 4.5.11 in accordance with Examiner's recommendation.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		protection for the valued village character and heritage; and there is a limit to the worsening of the transport and parking issues that the village experiences. This is in line with WNJCS Policy R1 <u>and takes account of the identification of Overstone as one of a series of Other Villages in the Settlements and Countryside Local Plan.</u>			
28	p29, Policy 5 (para 7.24 of Examiner's report)	Revise policy as follows: 1. Development shall be focused within the Village Confines of Overstone as shown on the Village Confines Map (Figure 5) Policies Map and Figure 5. Development proposals will be supported in these locations subject to compliance with	N/A	To ensure that the policy has the clarity required by the NPPF by providing connections between it and strategic policies. To clarify that mitigation measure should	Amend policy 5 in accordance with Examiner's recommendation.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>other policies in the development plan.</p> <p>2. Development outside the Village Confines is classified as being in open countryside and only proposals that satisfy policy RA3 part B of the Settlements and Countryside Local Plan (Part 2) will be acceptable.</p> <p><u>Land outside the Village Confines is identified open countryside where development will be controlled in accordance with national and local planning policies. Only development proposals which meet the provision of Policy RA3 and RA6 of the Settlements and Countryside Local Plan (Part 2) will be</u></p>		be applied as applicable.	

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p><u>supported outside of the Village Confines.</u></p> <p>3. All development proposals should aim to mitigate impacts on important views as defined in figure 8 and on the policies maps, landscape, character and heritage assets and their settings. Where it is practicable to do so, development proposals should mitigate any impacts which they may have on important views (as defined in figure 8 and on the Policies Map), landscape features and heritage assets and their settings.</p>			
29	p32, Policy 6 (para 7.28 of Examiner's report)	<p>Revise policy as follows:</p> <p>1. <u>As proportionate to their scale, nature and</u></p>	N/A	To enable the policy to be applied proportionately.	Amend policy 6 in accordance with Examiner's recommendation.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p><u>location</u> development proposals within the confines should meet the following criteria:</p> <ul style="list-style-type: none"> a) Being of an appropriate scale and character to the existing settlement; b) Not affecting <u>affect</u> open land which is of particular significance to the form and character of the village; c) Should respond to site features such as views into or out of the area, trees and landscape, existing buildings; d) Should mitigate the potential impact on local biodiversity; e) Preserve <u>Conserve</u> or enhance <u>the significance of</u> historic buildings, structures and their settings and areas of historic or 		To improve the readability of the policy criteria and to have regard to national policy.	

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>environmental importance;</p> <p>f) Should comprise the sympathetic renovation or conversion of existing buildings for residential purposes and the proposal is in keeping with the character and quality of the village environment;</p> <p>g) Protect residential amenity;</p> <p>h) To <u>Should</u> preserve and maintain Overstone's distinct and historical linear character;</p> <p>i) Promoting <u>Promote</u> sustainable development that equally addresses economic, social and environmental issues;</p> <p>j) Residential conversions and extensions to <u>should</u> reflect the style and</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>materials used in the original dwelling;</p> <p>k) Should Demonstrate high quality design, style and materials, reflect local distinctiveness, and seek to incorporate local design features evident in buildings in the surrounding area.</p>			
30	p33, policy 7 (para 7.30 of Examiner's report)	<p>Revise policy as follows:</p> <p>1. To meet identified local housing needs, all housing development will be expected to provide a mix and range of house types and tenures. Housing to meet the needs of the elderly, disabled and vulnerable will be supported. Affordable housing will be expected to be provided in line with policy H2 of the WNJCS.</p>	N/A	To ensure that the policy meets the basic conditions. To remove duplication of WNJCS policy. The allocation of affordable housing to specific groups is a separate non-land use matter.	Amend policy 7 in accordance with Examiner's recommendation and re-number policy accordingly.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>2. The amount and type of affordable homes to be delivered will be based on the latest Housing Needs Survey.</p> <p>3. All proposals for new housing for five or more dwellings should provide 40% affordable housing as required by Policy H2 of the West Northamptonshire Joint Core Strategy.</p> <p>4. Affordable homes should be provided as an integral part of the development and their design should be tenure blind;</p> <p>5. Development will be expected to contribute to the provision of affordable homes</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>including the needs of older people and vulnerable groups.</p> <p>6. In exceptional circumstances, off site provision and/or commuted payments in lieu of onsite provision may be supported where this would offer an equivalent or enhanced provision of affordable housing.</p>			
31	p33, para 4.5.17	N/A	West Northamptonshire Joint Core Strategy Policy H2 – Affordable Housing provides the percentage requirements and site size thresholds for affordable housing. In regard to the Rural Areas of the Daventry District <u>Area of West Northamptonshire</u> the proportion of affordable housing will be 40% for developments for five or more dwellings.	To ensure it is accurate and factually up to date.	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
32	p33, para 4.5.17 (para 7.30 of Examiner's report)	<p>Add the following to the end of para 4.5.17:</p> <p><u>Policy 7 of this Plan has been designed to complement the policy approach already included in the WNJCS.</u></p>	N/A	To ensure that the policy meets the basic conditions. To remove duplication of WNJCS policy.	Amend paragraph 4.5.17 in accordance with Examiner's recommendation.
33	p34, paras 4.6.4, 4.6.5, 4.6.6 (para 7.35 of the Examiner's report)	<p>Delete paras 4.6.4 and 4.6.6; and replace para 4.6.5 as follows:</p> <p>4.6.4. OPC has a role in assessing the need for local open space, and in response to the very high level of importance the community gives to local green spaces and open spaces, this ONDP defines two types of green space.</p> <p>4.6.5. The first is 'Local Green Space' (protected through designation in the Part 2 Local Plan) and the</p>	N/A	Proposed local open spaces are privately owned with restricted public access. Plan should not safeguard open spaces which are not publicly accessible. Provides clarity on how the existing Local Green Spaces were designated in the development plan.	<p>Delete paragraphs 4.6.4 and 4.6.6 and amend paragraph 4.6.5 in accordance with Examiner's recommendation. Re-number subsequent paragraphs accordingly.</p> <p>Delete figure 7 in accordance with Examiner's recommendation.</p>

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>second is 'Local Open Space' (designated through this neighbourhood plan). Defined Local Green Space and Open Space with public access are important for residential and open space amenity use, for health and well-being, and the role they play as part of the character of the village.</p> <p><u>Three Local Green Spaces were designated in the Settlements and Countryside Local Plan. These are detailed in Figure 6 and shown for reference purposes on the Policies Map. Defined Local Green Spaces with public access are important for residential and open space amenity use, for health and well-being, and the role they play as part of the character of the village.</u></p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>4.6.6. — As per DDC's Local Plan policy provisions for Local Green Space, the following sites are designated as Local Green Spaces:</p> <p>Delete Figure 7</p>			
34	p35, Policy 8 (para 7.34 of Examiner's report)	<p>Delete the policy as follows:</p> <p>The Local open spaces listed below and identified on the Policies Map will be preserved and wherever possible, enhanced:</p> <p>a. — LOS 1 — Church Lane/Beech Avenue;</p> <p>b. — LOS 2 — Track to Court Farm and Overstone Park;</p>	N/A	Proposed local open spaces are privately owned with restricted public access. Plan should not safeguard open spaces which are not publicly accessible.	Delete policy 8 in accordance with Examiner's recommendation and re-number subsequent policies accordingly. Make consequential change to the policies map.
35	p38, para 4.6.10 (para 7.37 of Examiner's report)	<p>Revise paragraph 4.6.10 as follows:</p> <p>4.6.10. Taking into account the importance (given through the consultation) to</p>	N/A	To ensure that the supporting text has the clarity required by the NPPF.	Amend paragraph 4.6.10 in accordance with Examiner's recommendation.

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		<p><u>important views, the other attributes of the parish's landscape and historical character, then the most valued, sensitive and important views, are set out on the Policies Map(s) and/or detailed in Figure 8. Taking into account the importance of the parish's landscape and historical character which emerged through the consultation process the most valued, sensitive and important views are shown on the Policies Map(s) and detailed in Figure 8. Policy 9 sets out the approach to this important matter. It provides the opportunity for appropriate mitigation to be incorporated into development proposals where there is a degree of harm to the identified views.</u></p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p><u>In addition to this specific approach proposed developments should have regard to the details included Daventry Landscape Study – Landscape Character Appraisal (and in particular LCT4 Rolling Ironstone Valley Slopes) insofar as its findings may inform the details of development proposals.</u></p>			
36	p38, policy 9 (para 7.37 of Examiner's report)	<p>Revise policy as follows:</p> <p>To ensure the landscape character and sensitive views are preserved and wherever possible enhanced, any development will be required to:</p> <p>1. Preserve and wherever possible enhance the protected sensitive</p>	N/A	To ensure that the policy has the clarity required by the NPPF.	<p>Amend policy 9 (now policy 8) in accordance with Examiner's recommendation with the exception of important view V6.</p> <p>Delete important view V6 as follows and make consequential</p>

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		<p>views listed in figure 8 and identified on the Policies Map as follows: <u>The Plan identifies the following important views (and as shown on Figure 8):</u></p> <p>a.</p> <ul style="list-style-type: none"> • V1 - View from the public footpath behind Overstone Primary School to Cow Pasture Spinney; <p>b.</p> <ul style="list-style-type: none"> • V2 - View from the Track behind Lavender Hill Farm; <p>c.</p> <ul style="list-style-type: none"> • V3 - View from Pytchley Gates towards Overstone Hall; <p>d.</p> <ul style="list-style-type: none"> • V4 - View from the 'Car Boot field' 			<p>changes to figure 8, and the policies map:</p> <p>f. =</p> <p>• V6 - Views from the track straddling Court Farm;</p>

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>through Overstone Park towards Overstone Hall;</p> <p>e.</p> <ul style="list-style-type: none"> • V5 - Views from and to St Nicholas church along Church Lane and through Overstone Park towards Overstone Hall; <p>f.</p> <ul style="list-style-type: none"> • V6 - Views from the track straddling Court Farm; <p>2. Mitigate any adverse impact which could involve design and layout, materials and landscaping;</p> <p>3. Have regard to the Daventry Landscape Study – Landscape Character Appraisal in</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>particular LCT4 Rolling Ironstone Valley Slopes;</p> <p><u>As appropriate to their scale, nature and location development proposals should preserve and wherever practicable enhance affected views and mitigate any adverse impacts on the view concerned by sensitive design and layout, materials and landscaping. Development proposals which would have an unacceptable impact on an important view will not be supported.</u></p>			
37	p38, para 4.6.12	N/A	96% of questionnaire respondents agree that numerous areas around Overstone including <u>the important views listed 'a to f'</u> in the above 'Policy 8', should be protected from development.	Consequential changes resulting from deletion of important view V6 and re-numbering of	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			56% also stated that 'impact on significant views' is what worries them most about further development within the Parish.	policy resulting from deletion of policy 8.	
38	p39, para 4.7 (title)	N/A	Non-Designated and Designated Heritage Assets <u>Designated and Non-Designated Heritage Assets</u>	To correct a grammatical error.	Make the suggested minor modification.
39	p41-42, paras 4.7.1, 4.7.2, 4.7.3, 4.7.4 (para 7.41 of Examiner's report)	Revise paragraphs 4.7.1, 4.7.2, 4.7.3, 4.7.4 as follows: 4.7.1. Overstone Parish Council recognises the importance of preserving and enhancing the district's heritage assets, both designated and non-designated. <u>The NPPE defines Heritage Assets as follows:</u> <u>"A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning</u>	N/A	To improve the readability of the supporting text in accordance with comments from the Council.	Amend paragraphs 4.7.1, 4.7.2, 4.7.3 and 4.7.4 in accordance with Examiner's recommendation and re-number supporting text accordingly.

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		<p><u>decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing)."</u> (Annex 2, NPPF, February 2019)</p> <p>Both designated and non-designated heritage assets and their settings contribute much towards the character of the village. There is a strong desire to conserve and enhance these in recognition of their individual and cumulative significance. The designated and non-designated heritage assets are shown on the Policies Maps Appendices 1, 2 and 3 and are available in detail in the Evidence Base.</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>Government guidance (contained in the National Planning Policy Framework) makes it clear that the effect of a proposal on the significance of a non-designated heritage asset should be taken into account in determining the application.</p> <p>4.7.2. The NPPF defines Heritage Assets as follows: 4.7.2.1. "A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing)." (Annex 2, NPPF, February 2019)</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>4.7.3. Types of non-designated assets relevant to this plan include buildings, walls and landscapes and have been defined using the following criteria:</p> <ul style="list-style-type: none"> • Aesthetic Appeal • Design Character • Architectural Merit • Scenic Value • Significance <p>4.7.4. Both designated and non-designated heritage assets and their settings contribute much towards the character of the village. There is a strong desire to conserve and enhance these in recognition of their individual and cumulative significance. The designated and non-designated heritage assets are shown on the Policies Maps</p>			

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		Appendices 1, 2 and 3 and are available in detail in the Evidence Base.			
40	p42, policy 10 (para 7.40 of Examiner's report)	<p>Revise policy as follows:</p> <ol style="list-style-type: none"> 1. Proposals for designated and non-designated heritage assets should demonstrate a proper understanding of: <ol style="list-style-type: none"> a) The significance of the asset and the contribution that its setting makes to that significance; b) The contribution the asset makes to the character, appearance and local distinctiveness of Overstone; c) The potential for alteration, redevelopment or demolition to affect significance; 	N/A	To ensure that the first and third parts have a closer functional relationship. To have regard to national policy.	Amend policy 10 (now policy 9) in accordance with Examiner's recommendation.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>2. On sites where there is a likelihood of archaeological remains, this may require pre-application evaluation and investigation to establish the nature, extent and significance of the remains.</p> <p><u>2. Proposals for change to designated and non-designated heritage assets should demonstrate that:</u></p> <p><u>In particular development proposals which would involve alterations to designated and non-designated heritage assets should demonstrate that:</u></p> <p>a) The scheme has been designed in order to avoid harm to significance, or that any harm can be effectively mitigated</p>			

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		<p>or, where harm is unavoidable, that it is the minimum necessary and is justified</p> <p>b) Opportunities have been taken, where appropriate, to enhance or better reveal the significance of designated and non-designated heritage assets.</p> <p>3. Proposals for change to designated and non-designated heritage assets should demonstrate that:</p> <p>a) The scheme has been designed in order to avoid harm to significance, or that any harm can be effectively mitigated or, where harm is unavoidable,</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>that it is the minimum necessary and is justified</p> <p>b) Opportunities have been taken, where appropriate, to enhance or better reveal the significance of designated and non-designated heritage assets.</p> <p>3. <u>On sites where there is a likelihood of archaeological remains, this may require pre-application evaluation and investigation to establish the nature, extent and significance of the remains.</u></p> <p><u>Development proposals which would affect sites where there is a likelihood of archaeological remains should:</u></p>			

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		<ul style="list-style-type: none"> • <u>undertake pre-application evaluation and investigation to establish the nature, extent and significance of any remains,</u> • <u>submit an appropriate desk-based assessment and, where necessary, a field evaluation; and</u> • <u>incorporate any detailed mitigation measures within the scheme.</u> 			
41	p44, policy 11 (para 7.43 of Examiner's report)	<p>Revise policy as follows:</p> <p>1. Development proposals should not damage or adversely affect sites designated for their biodiversity importance, or Priority Habitats,</p>	N/A	To ensure that the policy has the clarity required by the NPPF.	Amend policy 10 (now policy 9) in accordance with Examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>Species of Principal Importance (species of conservation concern) or their key habitats, or other statutorily protected species-, † including:</p> <p>a. Local Wildlife Sites (LWS) as designated <u>shown</u> on the Policies Maps (Appendix 1 -3)</p> <p>b. Potential Wildlife Sites (PWS) as designated <u>shown</u> on the Policies Maps (Appendix 1 -3)</p> <p>2. New developments should provide for a measurable net gain in biodiversity.</p>			
42	p44, para 4.9.2 (para 7.45 of Examiner's report)	<p>Add the following at the end of paragraph 4.9.2:</p> <p><u>The development of the Northampton</u></p>	N/A	To acknowledge that the SUE has the ability to broaden the employment	Amend paragraph 4.9.2 in accordance with Examiner's recommendation.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<u>North SUE will deliver some employment land which may generate economic benefits for the wider parish.</u>		base of the parish.	
43	p45, Policy 12 (para 7.45 of Examiner's report)	<p>Revise policy as follows:</p> <p>1. Development proposals will be supported that allow existing and suitable new, small-scale businesses to thrive in Overstone Parish. <u>Development proposals for the alterations to existing employment uses and for the development of suitable new, small-scale businesses will be supported.</u></p> <p>2. Support will be given to proposals <u>In particular support will be given to development proposals:</u></p>	N/A	To ensure that the policy has the clarity required by the NPPF by highlighting the specific support given to the identified employment uses.	Amend policy 12 (now policy 11) in accordance with Examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>a. that provide premises suitable for use by start-up or 'incubator' businesses;</p> <p>b. for developing new businesses or expanding existing businesses, provided they are appropriate to their rural setting and reflect the character of the village, and/or the countryside within the parish;</p> <p>c. that seek to minimise additional local traffic movements and contribute to traffic efficiency and safety;</p> <p>d. that protects the amenity of neighbouring uses;</p>			
44	p46, para 5.1.1	N/A	The Steering Group is concerned to ensure that this ONDP and is actively monitored to access its effectiveness over the next 10 years.	To correct a grammatical error.	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
45	p46, para 5.1.2	N/A	Regard should be taken to the forthcoming unitary West Northamptonshire Council which is due to replace Daventry District Council in 2021. Commencement of the ONDP started in advance of the West Northamptonshire unitary council formation and the Parish Council and neighbourhood plan steering group will engage with the process as appropriate.	To ensure it is accurate and factually up to date.	Make the suggested minor modification.
46	p46, para 5.1.5	N/A	In 2024 there will be a thorough five year review of progress by a Steering Group which has a wider community base. The purpose of this review will be to guide the Parish Council in its stewardship of the ONDP, and to consider the need for proposing a review of, or amendment to the Plan, to Daventry District Council (or its successor) <u>West Northamptonshire Council.</u>	To ensure it is accurate and factually up to date.	Make the suggested minor modification.

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
47	P58, Appendix 4 title	N/A	Appendix 1: List of Designated Assets <u>List of Designated and Non-Designated Assets</u>	To correct a grammatical error.	Make the suggested minor modification.
48	Back cover	N/A	Submission <u>Referendum</u> Version	To ensure it is accurate and factually up to date.	Make the suggested minor modification.

Appendix 2: Response received to consultation to delete important view V6

Respondent	Summary of comments	Response
Mr P Murphy	Fully support proposed changes that would remove V6 (and LOS2) from the Overstone Neighbourhood Plan. It was assumed that once LOS2 was removed, V6 would also be removed. It is hoped that lessons will be learnt from this.	Comments noted.

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WEST NORTHAMPTONSHIRE COUNCIL CABINET

12TH OCTOBER 2021

**PORTFOLIO HOLDER FOR PLANNING, BUILT ENVIRONMENT AND RURAL
AFFAIRS: COUNCILLOR REBECCA BREESE**

Report Title	Clipston Neighbourhood Development Plan
Report Author	Margaret Howe, Senior Policy Officer (Planning) Margaret.howe@westnorthants.gov.uk

Contributors/Checkers/Approvers

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West S151	Martin Henry	17 September 2021
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ELT	Stuart Timmiss	Emailed 17 September 2021
Communications	Craig Forsyth	21 September 2021
Cabinet Member	Cllr Rebecca Breese	Emailed 17 September 2021

List of Appendices

Appendix 1 - Proposed Decision Statement including Table 1, Examiner's recommended modifications and further editorial changes to the Clipston's Neighbourhood Development Plan and actions to be taken

1. Purpose of Report

- 1.1. For members to consider the recommendations of the independent Examiner following the examination of the Clipston Neighbourhood Development Plan (NDP), and seek approval to put the plan to referendum.

2. Executive Summary

- 2.1 The report summarises the process which has been followed to produce the Clipston NDP and presents the outcomes of the independent examination, including the Examiner's recommendations.

3. Recommendations

- 3.1 It is recommended that Cabinet:
- a) Notes and welcomes the significant progress in making the NDP by the Clipston community.
 - b) Agrees the Examiner's recommended modifications in respect of the Clipston NDP are accepted and further minor modifications as set out in appendix 1 are also made
 - c) Agrees that the NDP, as modified in accordance with recommendation (b), shall proceed to a referendum of voters within the Clipston neighbourhood area
 - d) Approves subject to items (b) and (c) above, the proposed decision statement set out in appendix 1, subject to any necessary factual alterations
 - e) Agrees that delegated authority be given to the Interim Head of Planning and Climate Change Policy to make further minor editorial changes to the NDP to address any factual and typographical errors and to reflect the fact that the document will be in its intended final form
 - f) Agrees that the costs of the referendum be met from the earmarked reserve for neighbourhood planning.

4. Reason for Recommendations

- 4.1 In order for a NDP to be "made" (adopted) the Neighbourhood Planning (General) Regulations 2012 ((SI 2012 No. 637) require the council to make a decision on the Examiner's recommendations before agreeing to send it to referendum. In this case, the council is required to decide whether it is appropriate to make a different decision to the Examiner in respect of one issue.

5. Report Background

- 5.1 The Localism Act 2011 has introduced three types of neighbourhood planning. This includes a neighbourhood development plan, which is a plan making power allowing local communities to shape development in their area, and a neighbourhood development order, which is a mechanism for granting planning permission. When "made" (or adopted), NDPs will form part of the development plan alongside the council's Part 1 and Part 2 Local Plans.

- 5.2 The Neighbourhood Planning Regulations 2012 set out the process an organisation (the “Qualifying Body” (QB, in other words parish or town council) must follow when preparing a neighbourhood development plan (NDP) or order, once a neighbourhood area is designated.
- 5.3 A draft NDP is drawn up and consulted on, and then the NDP is submitted to the local planning authority. This is followed by an examination, after which the Examiner makes recommendations. These recommendations can be that the plan should not proceed to a referendum, that it should proceed to a referendum with certain modifications, or that it should proceed to a referendum unchanged. Then the local planning authority West Northamptonshire Council (WNC) has to consider whether to accept the Examiner’s recommendations. In doing so the council has to decide for itself if, with the proposed modifications, the plan would meet the basic conditions and would not contravene Convention rights or European Union obligations. The Examiner will also recommend, and WNC must decide, what area should be used for the referendum if one is held; this may be larger than the neighbourhood affected if the impacts are important to a wider area.
- 5.4 Generally, there would need to be a good reason not to accept the Examiner’s recommendations, and the greater the divergence of WNC’s decision from the recommendations the stronger the justification would need to be.
- 5.5 If a NDP proceeds to a referendum and is approved by a majority of those voting, the council has a duty to “make” the plan, at which point it becomes part of the statutory development plan for the council when deciding planning applications, unless material considerations indicate otherwise. The council must then publish a decision statement explaining what it has done.

6. Issues and Choices

6.1 Plan Preparation

- 6.2 Clipston Parish Council (CPC), as the QB applied for the designation of a neighbourhood area on 20th February 2017. The neighbourhood area applied for covered the entire parish. Following consultation on the application, the council approved the application and designated the Clipston neighbourhood area on 3 March 2017.
- 6.3 A draft NDP was published by CPC for the Clipston neighbourhood area for Regulation 14 public consultation from 7th September 2020 to 30th October 2020. This was accompanied by a full strategic environmental assessment (SEA) of the plan.
- 6.4 Following submission of the Clipston NDP to the council the plan was published for formal Regulation 16 consultation from 7 February 2021 to 23 March 2021. The council then, with the agreement of CPC, appointed an independent Examiner, Andrew Ashcroft BA (Hons) MA, DMS, MRTPI MRTPI, to review whether the plan met the basic conditions (see 6.5) and should proceed to a referendum.
- 6.5 NDPs are not tested for their soundness, but are tested to ensure they meet ‘basic conditions’, which are that:

- Having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan
- The making of the neighbourhood development plan contributes to the achievement of sustainable development
- The making of the neighbourhood development plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area)
- The making of the neighbourhood development plan does not breach, and is otherwise compatible with, EU obligations
- The making of the neighbourhood development plan is not likely to have a significant effect on a European site (as defined in the Conservation of Habitats and Species Regulations 2010) or a European offshore marine site (as defined in the Offshore Marine Conservation (Natural Habitats, &c.) Regulations 2007) (either alone or in combination with other plans or projects).

6.6 Examination Outcomes

6.7 The Examiner's report on the NDP was received in September 2021 and has been published on the council's website. In his report, the Examiner concludes that, subject to a series of modifications including the deletion of the housing allocation (policy HBE2), the plan has met all the legal requirements and should proceed to referendum. He noted that the NDP has been underpinned by community support and engagement.

6.8 The most significant modification is the deletion of policy HBE2 Residential Site Allocation (and supporting text) which proposed the allocation of land off Naseby Road for about ten residential units. The southwest boundary of the proposed allocation adjoins the scheduled monument (Scheduled Monument 1418334 Clipston medieval settlement). Whilst the Examiner was satisfied that the parish council followed an appropriate site selection process, he considered that the plan was not underpinned with any direct evidence or site investigation work that demonstrated that the allocated site would cause less than substantial harm to the scheduled monument (para 7.48 of the Examiner's report). As a result the Examiner concluded that the approach taken in the plan does not provide the clarity required for a development plan.

6.9 The Examiner also considered that there was no detailed information to allow an informed assessment of the development of the proposed allocation site on the scheduled monument or its setting and no assessment of the balanced judgement between the public benefits that would arise from the development of new housing and the harm to the scheduled monument. As a result the Examiner concluded that the policy HBE2 be deleted. Further detail can be found in the Examiner's report para 7.35-7.57.

6.10 A schedule of the Examiner's recommendations is set out in table 1 to the proposed decision statement, which is appendix 1 of this report. The other main changes recommended by the Examiner are:

- Amending the following policies; policy CC1 Mitigation of climate change-driven flooding, policy CC4 Energy efficient buildings, policy HEB4 Design Standards, policy

ENV2 Protection of sites of environmental significance, policy ENV4 Non-designated heritage assets, policy ENV5 Ridge and furrow, policy ENV6 Notable trees, policy ENV7 Biodiversity, woodland hedges and habitat connectivity, policy ENV8 Protection of important views, policy CF1 Retention of community facilities, policy BE1 Support for existing buildings and employment opportunities , policy TRS1 Traffic Management (to be renamed Highway capacity and traffic management. policy BE3 Farm diversification and policy BE4 Tourism to ensure they provide sufficient clarity as required by the NPPF

- Amending policies CC2 Flooding, CC3 Renewable energy generation infrastructure and policy ENV3 Important open space to ensure that there is not an overlap with national or local (including those within the neighbourhood plan) policies
- Amending policy BE2 support for new businesses and employment to ensure that it has the format necessary for a development plan policy.
- Amending policy CF2 New or improved community facilities and assets to ensure that the policy is positively worded as required by the NPPF for,
- Amendment to policy HBE3 Windfall sites to ensure that it is not overly prescriptive.
- Amending policy ENV1 Protection of local green space so that it reflects the wording in the NPPF in relation to local green spaces
- Amending policy CC5 Electric vehicles to future- proof the policy by making a reference to 'current best practice'
- Expanding on the supporting text for policies CC6 Home working, CC7 Pedestrian paths /pavements and Village confines policy HBE1 to allow additional clarity for the policy

6.11 The Examiner stated in his report that it would be appropriate for the Council and QB to be able to make consequential changes to general text as a result of his recommended modifications and to accommodate other administrative matters. The recommendations made by the Examiner, the reasons for them and what action is proposed in response to each of these is set out in table 1 to the proposed decision Statement. The changes proposed by the council to correct errors and make factual updates are marked as "accuracy changes" in table 1. It is considered that the recommended modifications (including accuracy changes) should be approved to ensure that the NDP meets the basic conditions. Further changes may also be necessary to address any factual and typographical errors and to reflect that the plan will be in its intended final form prior to the referendum. The revised NDP should then proceed to referendum in the Clipston neighbourhood area to determine if local people support it.

6.10 Decision making process

6.11 The council is required to issue its final decision on the NDP within five weeks of the post-examination consultation closing, unless the council and QB agree a different date. The Examiner's report was received on 7 September 2021 meaning a decision would have to be issued by 13 October 2021. As this date aligned with the date of this cabinet meeting an agreement with the CPC for a specific date was not sought.

6.12 Referendum

6.13 The referendum should be carried out for Clipston Parish. This is recommended by the Examiner and there are no reasons to differ from his recommendation. As set out in the proposed Decision Statement the date for the referendum is provisionally set for or 2nd Page 281

December 2021. Prior to the referendum the suggested changes, including minor factual and typographical in nature, would be made to the NDP for it to be published as one of the specified documents in respect of the referendum.

- 6.14 The referendum would follow a similar format to an election. All those registered to vote within the neighbourhood area would be given the opportunity to vote. Voters would be given a ballot paper with the question (the wording of which is specified in the regulations) “Do you want West Northamptonshire Council to use the neighbourhood plan for Clipston to help it decide planning applications in the neighbourhood area?” Voters would be given the opportunity to vote “yes” or “no”.
- 6.15 There is no minimum turnout for a referendum to be valid.
- 6.16 Making the Plan
- 6.17 If more than 50 per cent of those voting in the referendum vote “yes” then the council is required to “make” the plan. If the referendum is unsuccessful then the council takes no further action and CPC would have to decide what its wishes to do.

7. Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1. The council is required to fund the examination and referendum. It is not expected that the cost of the referendum will exceed £3.6k. The council receives some financial support from the government to support neighbourhood planning, which is paid into an earmarked reserve.
- 7.1.2. It is proposed that this earmarked reserve is drawn down to cover cost of the examination and referendum referred.

7.2 Legal

- 7.2.1 In accordance with the Neighbourhood Planning Regulations (Regulation 17A) the council is required to consider the report of the independent Examiner and decide what actions to take in response to each recommendation. It must also decide what modifications to make, whether to extend the area to which the referendum is to take place, to take the plan to referendum and to make the plan if there is a successful vote.

7.3 Risk

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

7.4 Consultation

- 7.4.1 No further consultation is required.

7.5 Consideration by Overview and Scrutiny

7.5.1 Not applicable

7.6 Climate Impact

7.6.1 The neighbourhood plan has considered climate change and the response to it as a key priority for Clipston and has included a number of policies to help tackle climate change. The plan has also identified a number of community actions which help to contribute to reducing the impact of climate change.

7.7 Community Impact

7.7.1 The Clipston NDP has been subject to formal and informal consultation in accordance with the Neighbourhood Planning (General) Regulations 2012. A consultation statement was produced by the QB which sets out the consultation and engagement activity undertaken, what comments were received and how the plan responded to these.

8. Background Papers

8.1 Report of the independent Examiner into the Clipston NDP, September 2021

Appendix 1 – Proposed Decision Statement
Clipston Neighbourhood Development Plan Decision Statement
Regulation 18 of the Neighbourhood Planning (General) Regulations 2012 (as amended)

1. Summary

- 1.1 Following an independent examination, West Northamptonshire Council (the “council”) now confirms that the Clipston Neighbourhood Development Plan will proceed to a neighbourhood planning referendum.
- 1.2 This decision statement and copies of the Clipston Neighbourhood Development Plan and its supporting documentation, including the Examiner’s report are available to view on the council’s website at
<https://www.daventrydc.gov.uk/living/planning-policy/neighbourhood-planning/>
- 1.3 Hard copies of this decision statement and the modified version of the neighbourhood plan are available for inspection at the following locations:
 - West Northamptonshire Council Daventry Area Offices (Lodge Road, Daventry, NN11 4FP)
 - All Saints Church, Church Lane, Clipston, LE16 9RW

2. Background

- 2.1 Clipston Parish Council, as the qualifying body, applied for Clipston Parish to be designated as a neighbourhood area on 20 February 2017. Following consultation on the application the council designated Clipston as a neighbourhood area on the 3rd March 2017.
- 2.2 The draft Neighbourhood Development Plan was published by Clipston Parish Council for public consultation on 7 September 2020 and closed on 30 October 2020.
- 2.3 Following submission of the Clipston Neighbourhood Development plan to the council on 4 February 2021, the plan was published by the Council for consultation. The consultation period ran from 7 February to 23 March 2021.
- 2.4 Following the submission consultation, the council, with the agreement of the parish council, appointed an independent Examiner, Andrew Ashcroft BA (Hons) MA, DMS, MRTPI to review whether the plan met the basic conditions required by the legislation and should proceed to a referendum.
- 2.5 Following the examination, the Examiner’s report was completed on 7 September 2021 and made available on the council’s website. The report concludes that subject to the making of the modifications recommended in his report the plan meets the basic conditions set out in legislation and should proceed to a referendum.

3. Decision and Reasons

- 3.1 The council has made the modifications proposed by the Examiner, to ensure that the plan meets the basic conditions. Table A below sets out these modifications and the action to be taken in respect of each of them. Depending on the recommended change, these are illustrated differently in the Decision Statement and set out below. All deletions will also be shown with a ~~striketrough~~.
- Modifications of wording by the Examiner are shown as **bold** or ~~striketrough~~ for deletions.
 - Where the Examiner has not recommended specific wording and the council has had to interpret the recommendation and identify specific wording this is double underlined or ~~striketrough~~ for deletions. This includes accuracy changes.
- 3.2 The Examiner has concluded that with the specified modifications the Clipston Neighbourhood Development Plan meets the basic conditions and other relevant legal requirements. The council concurs with this view.
- 3.3 To meet the requirements of the Localism Act 2011, a referendum will be held which poses the question; 'Do you want West Northamptonshire Council to use the neighbourhood plan for Clipston to help it decide planning applications in the neighbourhood area?'
- 3.4 The referendum will take place on 2 December 2021 and will be held at Clipston Village Hall, High St, Clipston LE16 9RU.

Table 1 Examiner's Recommended Modifications and further editorial changes to the Clipston Neighbourhood Development Plan and actions to be taken (set out in plan order)

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
1	Front Cover	N/A	Amend title Submission <u>Referendum</u> Version	Factual Change	Make the suggested minor modification
2	Pg 3 Contents Page, Policy List	N/A	Deletion of HBE2, renumber policies HBE3 and HBE4 policies HBE2 Residential site allocation HBE3 2 Windfall sites HBE4 3 Design standards	Consequential Change as a result of deletion of Policy HBE2	Make the suggested minor modification
3	Pg 3 Contents Page, Policy List	N/A	Amend Policy TRS1 title in the policy list TRS1 Highway Capacity and Traffic Management Movement		Make the suggested minor modification
4	Pg. 4 List of Figures	N/A	Delete Figure 5 Renumber all subsequent figures and page numbers 5 Residential allocation 6 5-Geology (left) and topography of Clipston.	Consequential Change as a result of deletion of Policy HBE2 and Figure 5	Make the suggested minor modification

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<p>76 Local Green Spaces</p> <p>8.1 7.1 Sites of historical environment significance</p> <p>8.2 7.2 Sites of natural environment significance</p> <p>9.1 8.1 Important open spaces with sport, recreation and amenity value</p> <p>9.2 8.2 Important open spaces contributing to village's setting and character</p> <p>10 9 Buildings and structures of local significance (non-designated heritage assets)</p> <p>11.1 10.1 Ridge and furrow in Clipston, 1999</p> <p>11.2 10.2 All surviving ridge and furrow in Clipston, 2018</p> <p>12.1 11.1 Notable trees of arboricultural, historical or ecological importance in Clipston parish</p> <p>12.2 11.2 Locations of trees under Tree Preservation Orders in Clipston village</p> <p>13 12Hedges and woodland of biodiversity and/or historical significance</p> <p>14 13 River Ise wildlife corridor</p>		

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			Delete Appendix 5a and 5b and renumber all Appendices Delete reference to HBE2 in Appendix 13 Appendix 5a Site Allocation Summary Appendix 5b Strategic Sustainability Assessments of Sites (as summarised in Appendix 5a) Appendix 6-5 Design Standards (existing buildings) Appendix 7-6 Environmental Inventory key map Appendix 8-7 Environmental Inventory in score order Appendix 9-8 Local Green Space evidence base Appendix 10-9 Non-Designated Heritage Assets Appendix 11-10 Important views Appendix 12-11 Pedestrian paths/pavements Appendix 13-12 Policies Map (for HBE1; HBE2 and ENV1)	Consequential Change as a result of deletion of Policy HBE2 and Figure 5	Make the suggested minor modification
	Pg. 5 Glossary		Add in the following:	Factual change	Make the suggested minor modification

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<p><u>WNC - West Northamptonshire Council (formed 1st April 2021 as a new unitary authority upon the merger of the three districts of Daventry, Northampton and South Northamptonshire. It delivers the function of these districts, plus those of Northamptonshire County Council)</u></p>		
6	Pg.7 Para 1.1	N/A	<p><u>Amend paragraph to "This is the referendum version of the plan..."</u></p>	Factual change	Make the suggested minor modification
7	Pg. 7 Para 1.7	N/A	<p>Amend Paragraph as follows: Comments received through the pre-submission consultation process have been <u>were</u> considered and the proposed neighbourhood plan amended where appropriate. <u>It was then submitted to the District Council, who following consultation appointed an Independent Examiner who tested</u> It is now ready to be submitted to the District</p>	Factual change	Make the suggested minor modification

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<p>Council who will consult on it further, before submitting it for independent examination where the Plan will be tested for conformity with a range of "Basic Conditions", including having regard for national planning policy; contributing towards the achievement of sustainable development; being in general conformity with the strategic policies of the development plan; and being compatible with human rights requirements and with EU obligations.</p>		
8	Pg. 7 Para 1.8	N/A	Delete paragraph 1.8 to replace with <u>"The independent examiner recommended that subject to the incorporation of his modifications, the Plan should proceed to referendum. These modifications have been incorporated in the Plan. At the referendum those on the</u>	Factual change	Make the suggested minor modification

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
			<u>electoral register in the Parish will be invited to vote on whether or not they support it"</u>		
9	Pg.8 Para 2.8 (Para 7.122 of the Examiner's report)	At the end of paragraph 2.8 add: <u>'In March 2021 Daventry District Council (now West Northamptonshire Council) adopted the Clipston Conservation Area Appraisal and Management Plan. It will play a major part in managing development in the historic part of the village'</u>	N/A	To ensure the plan is up to date with regard to the recently adopted conservation area.	Amend paragraph 2.8 in accordance with examiner's recommendation
10	Pg. 12, Para 5.1 (Para 7.12 of examiner's report)	At the end of the paragraph add in <u>'The Plan period is 2020 to 2029'</u>	N/A	To ensure clarity of the plan period	Amend paragraph 5.1 in accordance with examiner's recommendation
11	Pg.17 Policy CC1: Mitigation of climate change-driven flooding (Para 7.14 of examiner's report)	Revise policy as follows: POLICY CC1: MITIGATION OF CLIMATE CHANGE-DRIVEN FLOODING a) Development proposals within the area indicated in purple on Figure 2 will be required, where appropriate, to demonstrate that the benefit of development outweighs the harm in relation	N/A	To ensure that the policy has clarity and relates to policy and not process.	Amend policy CC1 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>to its adverse impact on climate change targets, and on the likelihood of it conflicting with locally applicable flood mitigation strategies and infrastructure. All development will be subject to the sequential and exception tests.</p> <p>b) Proposals to construct new(or modify existing) floodwater management infrastructure (ditches, roadside gullies, retention pools, etc.), including within the built-up area, will be strongly supported, provided it does not harm the character or setting of the village.</p>			
12	Pg.16 Para 7.10 (Para 7.14 of examiner's report)	At the end of paragraph 7.10 add: ' <u>Policy CC1 addresses this important matter. Development proposals in the purple area as shown on Figure 2 will be subject to the sequential and exception tests. Relevant planning application should include the appropriate details to assist in this matter.</u> '	N/A	To ensure that the policy has clarity and relates to policy and not process.	Amend paragraph 7.10 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
13	Pg.19 Policy CC2 Flooding (Para 7.18 of examiner's report)	<p>Revise policy as follows:</p> <p>POLICY CC2: FLOODING Development proposals adjacent to watercourses, of one or more dwellings and/or for employment development should demonstrate that:</p> <p>a) if in a location susceptible to flooding from rivers or surface water, an alternative site to meet the local residential development need is not available;</p> <p>b) a) its location and design respect the geology, flood risk and natural drainage characteristics of the immediate area and is accompanied <u>where appropriate</u> by a hydrological study whose findings must be complied with in respect of design, groundworks and construction;</p> <p>↵ b) it includes a Surface Water Drainage Strategy which demonstrates that the proposed drainage scheme, and site layout</p>	N/A	To ensure the policy does not overlap with national policy and relevant policy in the local plan.	Amend policy CC2 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>and design, will prevent properties from flooding from surface water, including allowing for climate change effects, and that flood risk elsewhere will not be exacerbated by increased levels of surface water runoff and will not threaten other natural habitats and water systems;</p> <p>d) c) its design includes, as appropriate, sustainable drainage systems (SuDS) with ongoing maintenance provision, other surface water management measures and permeable surfaces;</p> <p>e) d) it does not increase the risk of flooding to third parties;</p> <p>f) e) proposed SuDS infrastructure includes, where practicable, habitat creation comprising e.g. landscaping, access and egress for aquatic and terrestrial animals, and native species planting; and</p> <p>g) f) it takes the effects of climate change into account.</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
14	Pg.19 Para 7.12 (Para 7.18 of examiner's report)	At the end of paragraph 7.12 add: <u>'Policy CC2 provides a locally-distinctive policy on this important matter to complement the approach in both the NPPF and in the development plan for the West Northamptonshire area'</u>	N/A	To ensure the policy does not overlap with national policy and relevant policy in the local plan.	Amend paragraph 7.12 in accordance with examiner's recommendation
15	Pg.20 Policy CC3: Renewable energy generation infrastructure (Para 7.20 of examiner's report)	<p>Revise policy as follows:</p> <p>POLICY CC3: RENEWABLE ENERGY GENERATION INFRASTRUCTURE</p> <p>Suitably designed proposals that promote and encourage the development of renewable and low carbon energy resources will only be permitted be supported where they:</p> <p>a) do not have an adverse unacceptable impact on the amenity of local residents (including noise, visual impact, shadow flicker, water pollution, odour, air quality, emissions, sensitivity and character</p>	N/A	To improve clarity of the policy to ensure it is line with national policy and meets the basic condition.	Amend policy CC3 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>of the landscape);</p> <p>b) do not have an adverse <u>unacceptable</u> visual impact on the character and sensitivity of the landscape;</p> <p>c) do not have an adverse <u>unacceptable</u> effect on any designated or non-designated heritage asset, or their setting, or on sites and features recognised for their significance in this Plan;</p> <p>d) would not, in the case of wind turbines, result in an adverse <u>unacceptable</u> effect on protected species, and their habitats including migration routes or sites of biodiversity value; and</p> <p>e) provide, in the interests of residential amenity and safety, an appropriate minimum separation between wind turbines (over 25m to blade tip) and residential properties.</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
16	Pg.21 Policy CC4: Energy Efficient Buildings (Para 7.21 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY CC4: ENERGY EFFICIENT BUILDINGS</p> <p>The design and standard of any new development should aim to meet a high level of sustainable design and construction and be optimised for energy efficiency, targeting zero carbon emissions. This includes, where practical and subject to viability:</p> <ul style="list-style-type: none"> a) siting and orientation to optimise passive solar gain; b) the use of high quality, thermally efficient building materials; c) installation of energy efficiency measures such as loft and wall insulation and double glazing; d) reducing water consumption and increasing water reclamation; e) non-residential developments should aim to meet the Buildings Research Establishment BREEAM building standard 'excellent'; f) any new development to incorporate on-site energy generation from renewable 	N/A	To ensure clarity of the policy as required by the NPPF.	Amend policy CC4 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>sources such as solar panels, to at least the extent required by the Part 1 Strategic Plan Policies S10 and S11 of the <u>West Northamptonshire Joint Core Strategy</u>;</p> <p>g) the retrofit of heritage properties/assets is encouraged to reduce energy demand and to generate renewable energy where appropriate, providing it safeguards historic characteristics and development is done with engagement and permissions of relevant organisations;</p> <p>and</p> <p>h) alterations to existing buildings must should, where appropriate, be designed with energy reduction in mind and comply with sustainable design and construction standards.</p>			
17	Pg. 22 Policy CC5: Electric Vehicles (Para 7.24 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY CC5: ELECTRIC VEHICLES</p> <p>a) Residential development should, where practical, provide 7kW (or current best practice)</p>	N/A	To ensure clarity of the policy as required by the NPPF and to future proof the policy.	Amend policy CC5 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>current best practice cabling to a vehicle-accessible location on the exterior of each dwelling to facilitate subsequent installation of a home electric vehicle charging point.</p> <p>b) The provision of communal vehicular charging points within the Parish will be supported where there is universal access and their presence does not impact negatively <u>does not have an unacceptable impact</u> on existing available parking in the Parish and avoids harm to the village character or impact on heritage assets <u>does not cause unacceptable harm to the character of the village or its heritage assets</u>'</p>			
18	Pg 22 Policy CC6: Home working (Para 7.26 of the Examiner's report)	<p>Revise policy as follows:</p> <p><u>POLICY CC6: HOME WORKING</u> <u>Insofar as planning permission is required</u> Proposals for the use of part of a dwelling for office and/or light industrial uses, and</p>	N/A	To improve clarity to the policy and supporting text.	Amend policy CC6 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>for small-scale free-standing buildings within its curtilage, extensions to the dwelling or conversion of outbuildings for those uses, will be supported where:</p> <p>a) such development will not result in unacceptable traffic movements and that appropriate parking provision is made;</p> <p>b) no significant and adverse <u>unacceptable</u> impact arises to nearby residents and other sensitive land uses from noise, fumes, light pollution, or other nuisance associated with the work activity; and</p> <p>c) any extension or free-standing building shall be designed having regard to policies in this Plan and should not detract from the quality and character of the building to which they must be subservient by reason of height, scale, massing, location or the facing materials used in their construction.</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
19	Pg.22 Para 7.24 (Para 7.26 of the Examiner's report)	At the end of the paragraph 7.24 of the supporting text add: <u>'Policy CC6 provides a context for this approach. It recognises that several such proposals may benefit from permitted development rights. West Northamptonshire Council will determine the need or otherwise for planning permission on a case-by-case basis taking account of the scale and the nature of the proposed business activity'</u>	N/A	To improve clarity to the policy and supporting text.	Amend paragraph 7.24 in accordance with examiner's recommendation
20	Pg.24 Policy CC7: Pedestrian Paths/ Pavements (Para 7.28 of the Examiner's report)	Revise policy as follows: POLICY CC7: PEDESTRIAN PATHS/PAVEMENTS The upgrading and, where appropriate, extension of the pedestrian footpath network in the Parish will be supported where it does not harm the character or setting of the village. in order to: a) service new developments and connect them to the existing pedestrian footpath network; b) encourage walking over car use for making journeys within the Parish; and	N/A	To improve the clarity of the policy as required by the NPPF.	Amend policy CC7 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		c) provide an improved and more extensive footpath network to support exercise and leisure activities for the Parish residents and visitors.			
21	Pg. 24 Para 7.29.11 (Para 7.28 of the Examiner's report)	Add a new paragraph of supporting text to read: <u>'7.29.11. Policy CC7 provides a context for footpath improvements to take place. Such works have the ability to service new developments and connect them to the existing pedestrian footpath network; encourage walking over car use for making journeys within the Parish; and provide an improved and more extensive footpath network to support exercise and leisure activities for the Parish residents and visitors.'</u>	N/A	To improve the clarity of the policy as required by the NPPF by repositioning the benefits of the policy in the supporting text.	Amend para 7.29.11 in accordance with examiner's recommendation
22	Pg.28 Para 8.14 (Para 7.34 of the Examiner's report)	At end of paragraph 8.14 add: <u>'These issues are captured in Policy HBE3-HBE2 (Windfall Sites). That policy sets out detailed guidance on the development of small sites within the identified Village Confines'</u>	Due to deletion of HBE2, Policy HBE3 Windfall Sites will be renumbered as HBE2	To improve the clarity of the policy as required by the NPPF	Amend para 8.14 in accordance with examiner's recommendation
23	Pg.31 Policy HBE2: Residential Site Allocation (Para	Revise policy as follows: POLICY HBE2: RESIDENTIAL SITE ALLOCATION	Deletion of reference to the supporting documentation in the appendices list,	The approach taken to allocate the site doesn't	Delete policy HBE2 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
	7.35 – 7.59 of the Examiner's report)	<p>Land is allocated off Naseby Road and to the rear of Marecroft for about ten dwellings as shown shaded yellow on the plan below (Figure 5).</p> <p>Development will be supported subject to the following criteria being achieved:</p> <p>a) the development proposal will provide a mixture of housing types specifically to meet the most up to date housing needs survey or housing needs assessment;</p> <p>b) be informed by heritage appraisal and impact assessment (including archaeological evaluation) to understand the significance of the scheduled monument and its setting as well as non-designated assets within the residential site allocation, the potential impact of any development on them and to identify any mitigation required;</p>	appendices 5a and 5b (and subsequent renumbering) and the reference to Policy HBE2 in paragraph 8.26 of the Plan.	<p>provide the clarity required for a development plan.</p> <p>No detailed information to allow an informed assessment of the development of the proposed allocated sites on the scheduled monument.</p> <p>No assessment of the balanced judgement between the public benefits that would arise from development of new housing and the harm to the scheduled monument.</p>	

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>c) incorporate sufficient landscaping along the south-western boundary to minimise the effects on the setting and significance of the scheduled monument;</p> <p>d) be sympathetically and sensitively designed to mitigate the impact on the setting of the scheduled monument;</p> <p>e) none of the three bedroomed market value dwellings shall be larger than 150 square metres (excluding the garage) and none of the four bedroomed market value dwellings shall be larger than 180 square metres (excluding the garage);</p> <p>f) 2 of the market value dwellings will be built to the housing standards as set out in Policy HO8 (c) of the Part 2 Strategic Plan;</p> <p>g) no properties shall be higher than two and a half storeys;</p>			

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		<p>h) suitable pedestrian connectivity to be provided between the development site, the existing dwellings at both Marecroft and Naseby Road, so as to link into the existing village pedestrian network; and</p> <p>i) a natural landscaping scheme shall be planted along the south western and the north eastern boundaries of the development site to maintain a rural aspect and to ensure the development is sympathetic to neighbouring residents.</p>			
24	Pg.30 -31 Para 8.22 to 8.24 (Para 7.35 – 7.59 of the Examiner's report)	Delete the supporting text at 8.22 to 8.24	N/A	<p>The approach taken to allocate the site doesn't provide the clarity required for a development plan.</p> <p>Subsequent change following deletion of Policy HBE2</p>	Delete para 8.22 to 8.24 in accordance with examiner's recommendation

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25	Pg 29 – 30 Para 8.19 – 21 (Para 7.35 – 7.59 of the Examiner's report)	Delete paragraphs 8.19 to 8.21	N/A	The approach taken to allocate the site doesn't provide the clarity required for a development plan. Subsequent change following deletion of Policy HBE2	Delete para 8.19 to 8.21 in accordance with examiner's recommendation Renumber subsequent paragraphs to reflect change
26	Pg 29 – 30 Para 8.19 (Para 7.59 of the Examiner's report)	Insert a replacement paragraph 8.19 to read: 'The Parish Council will consider ways of meeting the affordable/social housing need in the Plan period. In particular land acquisition measures may be available to the Parish Council and/or registered social providers to deliver the types of houses identified by local residents'	Renumber subsequent paragraphs to reflect change	Additional paragraph describes other ways to help meet the need for affordable or social housing in the absence of allocating a site.	Insert new paragraph 8.19 in accordance with the examiners recommendation
27	Pg. 33 Para 8.26	N/A	8.26 To help maintain the character of Clipston, further development beyond the housing allocation described in Policy HBE2 above will be restricted to windfall sites within the Village Confines,	Subsequent change following deletion of Policy HBE2 and reflective and consistent with	Make the suggested modification

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			<p>and will be of no greater size than two additional properties on any single site in order to maintain the open aspect of the village <u>and will need to be appropriate to its locality.</u></p>	amendments to Policy HBE3	
28	Pg.33 Para 8.26 (Para 7.122 of the Examiner's report)	At the end of paragraph 8.26 add: ' <u>In March 2021 Daventry District Council adopted the Clipston Conservation Area Appraisal and Management Plan. Windfall proposals within the Conservation Area should take account of its findings and respond positively to its character and appearance</u> '	N/A	To ensure the plan is up to date with regard to the recently adopted conservation area.	Amend paragraph 8.26 in accordance with examiner's recommendation
29	Pg.33 Policy HBE3:Windfall sites (Para 7.63 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY HBE3: WINDFALL SITES Small development proposals on infill and redevelopment sites will be supported where such development:</p> <p>a) is located within the Village Confines;</p>	Due to deletion of HBE2, Policy HBE3 Windfall Sites will be renumbered as HBE2	To ensure that the policy meets the basic condition by not being overly prescriptive.	Amend policy HBE3 in accordance with examiner's recommendation

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		<p>b) will not result in the loss of existing services and facilities important to the sustainability of Clipston;</p> <p>c) provides for safe vehicular and pedestrian access to the development with adequate off-road vehicular parking;</p> <p>d) retains existing important natural boundaries such as trees, hedges and streams;</p> <p>e) respects and complements the form, character and setting of the village, protects relevant areas of historic or environmental importance and has appropriate regard to the open nature of Clipston;</p> <p>f) protects the integrity of garden or other open land to ensure any reduction in such space does not adversely impact the form or character of its immediate setting and/or the village;</p>			

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		<p>g) does not result in an unacceptable loss of amenity for neighbouring residents by reason of loss of privacy and/or loss of daylight, and/or creation of visual or noise intrusion;</p> <p>h) involves not more than two additional dwellings and/or buildings, which if two additional dwellings shall include at least one small dwelling with three or fewer bedrooms; <u>responds positively and sensitively to the size of the plot itself and to the density and layout of other buildings in the immediate locality and</u></p> <p>i) complies with all other relevant policies in this Plan.</p>			
30	Pg.37 Policy HBE4: Design Standards (Para 7.68 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY HBE4 3: DESIGN STANDARDS Development proposals should will demonstrate a high quality of design, layout and use of materials in order to make a</p>	Due to deletion of HBE2, Policy HBE4 Design Standards Sites will be renumbered as HBE3	To improve the clarity of the policy as required by the NPPF.	Amend policy HBE4 in accordance with examiner's recommendation

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		<p>positive contribution to the special character of Clipston and the Parish. Any conflict with the Village Design Statement shall be resolved in favour of the Neighbourhood Plan. Development proposals should <u>will</u> have regard to the following design principles where appropriate and proportionate to the development:</p> <p>a) to enhance and reinforce the local distinctiveness and character of the area in which it is situated. Proposals should clearly show how the general character, the scale, mass, density and layout of both the site and the building or extension, fit in with the surrounding area. Specifically, Development should be no more than 2.5 storeys in height;</p> <p>b) not to disrupt the visual amenities of the street scene and existing buildings;</p> <p>c) building materials and design, including rooflines,</p>			

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		<p>fenestrations, and street furniture (for example kerb stones), should be consistent with, and complement, the design and character of the surrounding area;</p> <p>d) existing buildings should be maintained in a style consistent with, and using materials that are sympathetic to, their original construction, as further outlined in Appendix 6;</p> <p>e) contemporary and innovative materials and design will be supported, where positive improvement can be robustly demonstrated without detracting from the historic context or character of the village. High quality materials are required to avoid an appearance typical of large-scale urban developments; however, for sites with multiple buildings care must be taken to introduce a variety of built forms and to avoid monotonous repetition of design;</p>			

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		<p>f) consideration should be given to how the design meets accessibility standards and how provision above the minimum statutory requirements can be achieved;</p> <p>g) detailed consideration of both vehicular and pedestrian access, and the provision of sufficient off- road parking and storage for bicycles and other outdoor equipment;</p> <p>h) where possible <u>practicable</u>, enclosure of plots should be of native hedging and/or timber post and/or rail fencing and/or stone/brick wall. Any enclosures that are necessarily removed through the development process should be reinstated in keeping with the original. Provision for new trees and plants should be made where possible to encourage the Development to blend into the rural setting and soften the lines between old and new buildings;</p>			

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		<p>i) redevelopment, alteration or extension of historic farmsteads, agricultural buildings and workshops should be in keeping with the rural character of the area and be sensitive to their distinctive character, materials and form;</p> <p>j) proposals should minimise the impact on general amenity and give careful consideration to mitigate the adverse impacts of noise, odour and light. Light pollution should be minimised wherever possible practicable. Both on-street lighting and exterior lighting on buildings need to be appropriate and sympathetic to the context and consistent with the density and output of the lighting used in the surrounding area;</p> <p>k) individual dwellings should accommodate discreet and accessible meter cupboards and storage containers compliant with the refuse collection system;</p>			

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		<p>l) proposals should protect existing flora where possible (such as retaining mature trees and protecting roots) and enhance biodiversity; and</p> <p>m) proposals should incorporate, wherever possible, robust sustainable drainage systems with maintenance regimes to minimise vulnerability to flooding and to mitigate climate change driven flooding.</p>			
31	Pg.34 Para 8.31 (Para 7.68 of the Examiner's report)	In paragraph 8.31 replace the final sentence with: <u>'The policy sets out to supplement the details included in the Clipston Village Design Statement (VDS). It was adopted as supplementary planning guidance by Daventry District Council in May 2013. Policy HBE4 of the Plan has been carefully prepared to take account of recent changes in the national approach to design as set out in the NPPF and in the National Design guide. In this context where there is any conflict between the design standards</u>	Due to deletion of HBE2, Policy HBE4 Design Standards Sites will be renumbered as HBE3	To improve the clarity of the policy as required by the NPPF.	Amend para 8.31 in accordance with examiner's recommendation

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		set out in Policy HBE4 and the approach in the VDS priority will be given to the design standards in the policy'			
32	Pg. 42 Policy ENV1: Protection of local green space (Para 7.75 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY ENV1: PROTECTION OF LOCAL GREEN SPACE</p> <p>Development proposals that would result in the loss of, or have an adverse effect on, the following Local Green Spaces (Figure 7) will not be permitted other than in exceptional circumstances <u>Development proposals within the designated local green spaces listed below will only be supported in very special circumstances:</u></p> <p>a) All Saint's Churchyard (inventory reference V) b) Village Green (two parcels) (inventory reference A) c) Haddon Fields (inventory reference 103/104)</p>	N/A	The recommended modification reflects the wording in NPPF also takes account of the recent case in the Court of Appeal on the designation of local green spaces and the policy relationship with areas designated as Green Belts (2020 EWCA Civ 1259).	Amend policy ENV1 in accordance with examiner's recommendation
33	Pg. 42 Para 9.15 (Para 7.75 of the Examiner's report)	At the end of paragraph 9.15 add: ' <u>Policy ENV1 follows the matter-of-fact approach in the NPPF. In the event that development proposals come</u>		The recommended modification reflects the wording in NPPF	Amend para 9.15 in accordance with examiner's recommendation

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		<p><u>forward on the local green spaces within the Plan period, they can be assessed on a case-by-case basis by West Northamptonshire Council. In particular it will be able to make an informed judgement on the extent to which the proposal concerned demonstrates the 'very special circumstances' required by the policy'.</u></p>		<p>also takes account of the recent case in the Court of Appeal on the designation of local green spaces and the policy relationship with areas designated as Green Belts (2020 EWCA Civ 1259).</p>	
34	Pg.44 Policy ENV2: Protection of sites of environmental significance (Para 7.79 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY ENV2: PROTECTION OF SITES OF ENVIRONMENTAL SIGNIFICANCE</p> <p>The sites listed and mapped (Figures 8.1 and 8.2) have been identified as being of either national or local significance for their environmental features (natural and/or historical). They are ecologically important in their own right, their historical features are extant and have visible expression or there is proven buried archaeology on</p>	Due to deletion of HBE2, and deletion of Figure 5 these figures will be renumbered as 7.1 and 7.2	To improve the clarity of the policy as required by the NPPF.	Amend policy ENV2 in accordance with examiner's recommendation

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		<p>the site, and they are locally valued.</p> <p>Development proposals, or changes of use requiring planning permission, will be required to <u>that would affect the sites of historic environmental significance shown on Figure 8.1 or the sites of natural environmental significance shown on Figure 8.2 should demonstrate that the development's local value outweighs the environmental significance of the site or feature.</u></p>			
35	Pg. 44 Para 9.16 (Para 7.79 of the Examiner's report)	At the end of paragraph 9.16 add: <u>'Policy ENV2 seeks to safeguard these important features of the neighbourhood area. It balances the significance of the sites with the importance of the development proposed to the local community. The sites have been identified as being of local significance for their environmental features (natural and/or historic). They are ecologically important in their</u>	N/A	To improve the clarity of the policy as required by the NPPF.	Amend para 9.16 in accordance with examiner's recommendation

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		<p><u>own right, their historical features are extant and have visible expression, or there is proven buried archaeology on the site, and they are locally valued'</u></p>			
36	Pg. 47 Policy ENV3: Important open spaces (Para 7.83 of the Examiner's Report)	<p>Revise policy as follows:</p> <p>POLICY ENV3: IMPORTANT OPEN SPACES</p> <p>The following sites (Figure 9.1) are existing open spaces with a sport and/or recreation function, amenity value, or significance for the contribution they make to Clipston's setting and character.</p> <p><u>The Plan identifies the following sites (and as shown on Figure 9.1) as open spaces with a sport and/or recreation function, amenity value, or significance for the contribution they make to Clipston's setting and character.</u></p> <p>A. Village Green (CPC Open space) (amenity green space; registered village green) (Local Green Space)</p>	Due to deletion of HBE2, and deletion of Figure 5 these figure 9.1 and 9.2 will be renumbered as Fig 8.1 and Fig 8.2	<p>Removal of 3 sites from this policy which have been designated in ENV1.</p> <p>To improve the clarity of the policy as required by the NPPF.</p>	Amend policy ENV3 in accordance with examiner's recommendation

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		<p>B. Recreation Fields (Outdoor sports, children's play, young people, amenity green space) D. Post box verge, High Street (amenity green space) F. Church Close verges, Harborough Road (amenity green spaces) G. Weskers Close verges, Kelmarsh Road (amenity green spaces) O. Old village pound (amenity green space; registered Common Land) T. Bassett Way verges (amenity green space) U. The Baptist Chapel burial ground (cemeteries and burial grounds) V. All Saints Churchyard (cemeteries and burial grounds; Local Green Space) 103/104. Haddon Fields (amenity green space)(Local Green Space)</p> <p>Development proposals that result in their loss, or have a significant adverse effect on them, will not be supported</p>			

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		<p>unless the open space is replaced by equivalent or better provision in an equally suitable location, or unless it can be demonstrated to the Parish Council that the open space's amenities are no longer required by the community.</p> <p>Development proposals affecting the following additional open spaces (Figure 9.2), which make an essential contribution to the setting and character of Clipston, will not be supported <u>be resisted</u> unless the local benefit of the development can be shown to outweigh the existing open space value of the proposal site.</p> <p>E. Harborough Road paddock I. Paddock north of Bridge House, Kelmarsh Road K. Nobold Farm paddock L. Rectory paddock N. Vale Cottage paddock Q. Jitty gardens R. Land adjacent to 'The Hollies', Naseby Road / Gold Street S. Paddock opposite Bulls Head public house</p>			

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37	Pg.48 Figure 9.1 (Para 7.83 of the Examiner's Report)	In Figure 9.1 delete A (Village Green), V (All Saints Churchyard) and 103/104 Haddon Fields.	Due to deletion of HBE2, and Fig 5 this figure will be renumbered as Fig 8.1	To ensure consistency with Policy ENV3	Amend Figure 9.1 in accordance with examiner's recommendation
38	Pg.49 Para 9.22 (Para 7.122 of the Examiner's report)	Delete the final two sentences of paragraph 9.22. At the time of Submission of the Neighbourhood Plan, the District Council is consulting on a proposal to designate a Conservation Area for Clipston. Any impact arising from this will be addressed on Review of the Neighbourhood Plan.		To ensure the plan is up to date with regard to the recently adopted conservation area.	Amend paragraph 9.22 in accordance with examiner's recommendation
39	Pg.51 Policy ENV4: Non-designated heritage assets (Para 7.86 of the Examiner's report)	Revise policy as follows: POLICY ENV4: NON-DESIGNATED HERITAGE ASSETS Development proposals that affect the buildings and structures listed below, or their setting, will be expected to conserve the significant features which make them important. In weighing planning applications that affect directly or indirectly a building or structure in the list below, a balanced judgment will be required having regard to the scale of any harm or loss and the	Due to deletion of HBE2, and deletion of Figure 5, figure 10 will be renumbered as Fig 9	Re-order of policy to list buildings first and then applies the policy approach to ensure clarity as required by NPPF.	Amend policy ENV 4 in accordance with examiner's recommendation

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		<p>significance of the building or structure.</p> <p>The Plan identifies the following non-designated heritage assets (and as shown on Figure 10)</p> <ol style="list-style-type: none"> 1. Old Rectory, Church Lane 2. The Bulls Head public house, Harborough Road 3. Cottages, numbers 2 – 6 The Green 4. Cottages, Church Lane 5. Vale Cottage, Kelmarsh Road 6. Bridge House, Kelmarsh Road 7. Cottages, numbers 39– 43 Kelmarsh Road 8. Pump, Church Lane 9. Stable block (sits within the curtilage of The Chestnuts Grade II*) 10. Gold Street terrace 11. Cottages, numbers 8 and 10 Pegs Lane 12. Manor Farm, Pegs Lane 13. The Limes, Pegs Lane 14. Mill House, Chapel Lane <p><u>Development proposals that affect the identified buildings or their settings, should conserve the significant features which make them important. In</u></p>			

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		<p><u>weighing planning applications that affect directly or indirectly a non-designated heritage asset a balanced judgment will be required having regard to the scale of any harm or loss and the significance of the building or structure</u></p>			
40	Pg.53 Policy ENV5: Ridge and furrow (Para 7.89 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY ENV5: RIDGE AND FURROW The areas of ridge and furrow earthworks mapped above (Figure 11.2), if not already designated as Scheduled Monument, are recorded here as shown on figure 11.2 are <u>identified as non- designated heritage assets.</u></p> <p><u>In assessing development proposals which would involve any loss or damage to an identified area of ridge and furrow earthwork on Figure 11.2 the benefits of the development will be balanced against the significance of the feature concerned as a heritage asset.</u></p>	Due to deletion of HBE2, and deletion of Figure 5, figure 11.2 will be renumbered as 10.2	Modifications to ensure clarity as required by NPPF	Amend policy ENV5 in accordance with examiner's recommendation

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		<p>Any loss or damage arising from a development proposal (or a change of land use requiring planning permission) to the areas shown in Figure 11.2 which are not part of the Scheduled Monument will need to ensure that the benefits of such development are balanced against the significance of the ridge and furrow features as heritage assets.</p>			
41	Pg. 54 Policy ENV6: Notable trees (Para 7.92 of the Examiner's report)	<p>Revise Policy as follows:</p> <p>POLICY ENV6: NOTABLE TREES A number of trees (Figures 12.1, 12.2) have been identified as having high arboricultural, historical, ecological and/or landscape value. They make a significant contribution to the setting and character of Clipston. They should be protected from felling, uprooting or wilful damage, including by development proposals works, unless they are independently judged by a</p>	Due to deletion of HBE2, and deletion of Figure 5 these figures will be renumbered as 11.1 and 11.2	Modifications to the policy to bring the clarity required by the NPPF and to acknowledge that some trees may reach the end of their natural life and that their longer-term retention may not be appropriate.	Amend policy ENV6 in accordance with examiner's recommendation

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		<p>qualified arboriculturalist to present a safety risk.</p> <p><u>The Plan identifies a number of trees (and as shown in Figures 12.1, 12.2) which have high arboricultural, historical, ecological and/or landscape value. The identified trees should be protected from felling, uprooting or wilful damage either in their own right or as a direct or indirect effect of proposed development, unless they are independently assessed by a qualified arboriculturist to present a safety risk or are not worthy of longer-term retention.</u></p>			
42	Pg.59 Policy ENV7: Biodiversity, woodland, hedges and habitat connectivity (Para 7.94 of the Examiner's report)	<p>Revise Policy as follows: POLICY ENV7: BIODIVERSITY, WOODLAND, HEDGES AND HABITAT CONNECTIVITY</p> <p>a) Development proposals will be expected to <u>should</u> safeguard locally significant habitats and species, especially those protected by relevant English and European legislation, and, to create a net gain in biodiversity and where possible,</p>	Due to deletion of HBE2, and deletion of Figure 5, figure 13 will be renumbered as figure 12 and figure 14 and figure 13	Modifications to the policy to bring the clarity required by the NPPF	Amend policy ENV7 in accordance with examiner's recommendation

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		<p>where practicable to create new habitats for wildlife.</p> <p>b) Development proposals that damage or result in the loss of the woodland and hedges of historical and biodiversity significance and amenity value (Figure 13) will be resisted not be supported. Proposals should be designed to retain and manage such trees and hedges where possible practicable.</p> <p>c) Development proposals should not damage or adversely unacceptably affect the habitat connectivity provided by the River Ise wildlife corridor identified on the map (Figure 14).</p>			
43	Pg.61 Policy ENV8: Protection of important views (Para 7.97 of the Examiner's report)	<p>Revise the policy with: POLICY ENV8: PROTECTION OF IMPORTANT VIEWS</p> <p><u>The Plan identifies the following important views (as shown on Figure 15)</u> <u>Views into and from the village (Figure 15) are important to the setting and character of Clipston</u></p>	Due to deletion of HBE2, and deletion of Figure 5, figure 15 will be renumbered as figure 14.	Modifications to the policy to bring the clarity required by the NPPF	Amend policy ENV8 in accordance with examiner's recommendation

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		<p>and highly valued by residents. To be supported, development proposals must not significantly harm these views or their viewpoints at publicly accessible locations. Development proposals should include appropriate mitigation measures to reduce any unacceptable impacts that would arise from the proposed development.</p> <ol style="list-style-type: none"> 1. West to north from Brown's Hill to the village and beyond 2. East from Harborough Road, across the Recreation Fields into rising open countryside 3. From Kelmarsh Road across the outskirts of the village 4. Southwest to north from Naseby Road 5. West to north from Sibbertoft Road 6. North, northeast and southeast from Oxendon Road corner 7. From Church Lane at the exit from the village, east and southeast to the skyline above the Ise valley 			

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		<p><u>Development proposals which would affect the identified views should be designed to ensure that their layout, scale and mass respect the significance and character of the views concerned. Where necessary development proposals should include measures to mitigate the effects of the development on the important view concerned</u></p>			
44	Pg.60 Para 9.40 (Para 7.97 of the Examiner's Report)	<p>At the end of the paragraph 9.40 add: '<u>Policy ENV7 provides a context to ensure that new developments respect the identified views. Where necessary, development proposals should include appropriate mitigation measures. Plainly they will vary on a case-by-case basis. However, they could include reduced or varied heights of buildings, the provision of gaps through development by sensitive layout planning, landscaping or tree-planting to soften the impact of built structures in a rural landscape.</u>'</p>	N/A	Modifications to the supporting text to bring the clarity required by the NPPF	Amend para 9.40 in accordance with examiner's recommendation

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45	Pg.68 Policy CF1: Retention of community facilities and assets (Para 7.100 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY CF1: RETENTION OF COMMUNITY FACILITIES AND ASSETS</p> <p><u>Development proposals which would result in</u> Development leading to the loss or reduction of an existing community facility (including the Village Hall, Recreation Fields, Haddon Fields, All Saints Church, Baptist Chapel, School and the Bulls Head public house) or asset (including the Clipston Courier or village website) will not be supported unless it can be demonstrated that:</p> <p>a) there is no longer any need or demand for the existing community facility or asset; <u>or</u></p> <p>b) the existing community facility or asset is, demonstrably, economically unviable or unable to be supported by the community (such viability and support includes fundraising and volunteering by parishioners and others); and <u>or</u></p>	N/A	Modifications to the policy to bring the clarity required by the NPPF.	Amend policy CF1 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>c) the proposal makes alternative provision for the relocation of the existing community facility to an equally or more appropriate and accessible location with the Parish which complies with the other general policies of this Plan.</p>			
46	Pg 68 Para 10.39 (Para 7.100 of the Examiner's report)	At the end of paragraph 10.39 add: ' <u>Plainly the Clipston Courier and the village website are not land use in their nature and cannot be controlled by way of a land use policy</u> '	N/A	Modifications to the supporting text to bring the clarity required by the NPPF	Amend para 10.39 in accordance with examiner's recommendation
47	Pg.70 Policy CF2: New or improved community facilities and assets (Para 7.103 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY CF2: NEW OR IMPROVED COMMUNITY FACILITIES AND ASSETS</p> <p>Proposals that improve the quality and/or range of community facilities, particularly those which encourage healthy lifestyles and/or support youth engagements, will be supported, provided that the development:</p>	Due to the deletion of Policy HBE2, Policy HBE4 will be renumbered as Policy HBE3.	Modifications to the policy to bring the clarity required by the NPPF, as well as the policy will become more general in nature and ensuring it is positive rather than negative.	Amend policy CF2 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>a) meets the Design Standards stated <u>set out</u> in Policy HBE4 of <u>this Plan</u>;</p> <p>b) will not result in unacceptable traffic movements, noise, fumes, smell or other disturbance to residential properties <u>will not result in unacceptable traffic movements or cause unacceptable harm to the amenities of residential properties in the immediate locality</u>;</p> <p>c) will not generate a need for parking that cannot be adequately catered for <u>provide appropriate levels of car parking</u>;</p> <p>d) is of a scale appropriate to the needs of the locality and conveniently accessible for residents of the village wishing to walk or cycle; and</p> <p>e) takes into all reasonable account the requirements of people with physical disabilities and special educational needs.</p>			
48	Pg 72 Policy TRS1:Traffic management (Para	<p>Revise policy as follows:</p> <p>POLICY TRS1: TRAFFIC MANAGEMENT</p>	N/A	Modifications to ensure that the policy is applied in a	Amend policy TRS1 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
	7.107 of the Examiner's Report)	<p>With particular regard to the road highway network of the Parish and the need to minimise any increase in vehicular traffic all housing and commercial development must, where appropriate <u>As appropriate to their scale, nature and location development proposals for housing and employment development should:</u></p> <ul style="list-style-type: none"> a) be designed to minimise additional traffic generation and movement through the village; b) incorporate sufficient off-road parking in line with other policies in this Plan; c) not remove or compromise the use of any existing off-road parking areas unless a suitable equivalent alternative is provided; d) provide any necessary improvements to site access, communal parking and the highway network either directly or by financial contributions; e) consider, where appropriate, the improvement and where possible the creation of 		proportionate way taking account of scale and nature. In addition to removal of text within the policy to supporting text.	

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>footpaths and cycle ways to key village services; and f) traffic safety measures such as speed camera facsimiles and digital speed monitoring units will be encouraged as part of any relevant scheme.</p>			
49	Pg. 72 New paragraph (Para 7.107 of the Examiner's Report)	<p><u>Insert as a new paragraph of supporting text: 'Traffic safety measures such as speed camera facsimiles and digital speed monitoring units will be encouraged as part of any development proposal subject to the agreement of West Northamptonshire Council. Any such measures within the conservation area should pay particular attention to its character and appearance'</u></p>	N/A	Modifications to ensure that the policy is applied in a proportionate way. In addition to removal of open text within the policy to supporting text.	As recommended, Insert new paragraph after 10.52 plus subsequent paragraph changes in accordance with examiner's recommendation
50	Pg 72 Policy TRS1:Traffic management (Para 7.107 of the Examiner's Report)	<p>Revise Policy as follows: POLICY TRS1: TRAFFIC MANAGEMENT-HIGHWAY CAPACITY AND TRAFFIC MOVEMENTS</p>	N/A	To avoid confusion as 'Traffic management' has a very specific definition which traditionally applies to works	Amend policy TRS1 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
				undertaken by the Highways Authority in the highway.	
51	Pg. 74 Policy BE1: Support for existing businesses & employment opportunities (Para 7.109 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY BE1: SUPPORT FOR EXISTING BUSINESSES & EMPLOYMENT OPPORTUNITIES</p> <p>There will be a strong presumption against the loss of commercial premises or land that provides employment.</p> <p>Applications for a change of use to an activity that does not provide employment opportunities will only be supported if it can be demonstrated that:</p> <p><u>Development proposals for a change of use or the redevelopment of a business or commercial use to an activity which does not provide employment opportunities will only be supported where it can be demonstrated that:</u></p> <p>a) the commercial premises or land in question has not been in active use for at least 12 months; and</p>	N/A	Modification required to ensure clarity of the policy as required by the NPPF.	Amend policy BE1 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>b) the commercial premises or land in question has no potential for either re-occupation or re-development for employment generating uses and as demonstrated through the results both of a full valuation report and a marketing campaign lasting for a continuous period of at least 6 months.</p>			
52	Pg. 75 Policy BE2: Support for new businesses and employment (Para 7.111 of the Examiner's Report)	<p>Revise policy as follows:</p> <p>POLICY BE2: SUPPORT FOR NEW BUSINESSES AND EMPLOYMENT In supporting additional employment opportunities, new development will be required to <u>Proposals for new employment development will be supported where they comply with the following criteria:</u></p> <p>a) <u>they</u> fall within the boundary of the Village Confines, unless it relates to small scale leisure or tourism activities, or other forms of commercial/employment</p>	N/A	Modifications required to ensure the format that is required for a development plan policy.	Amend policy BE2 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>related development appropriate to a countryside location or there are exceptional circumstances;</p> <p>b) where possible <u>practicable they are</u>, be sited in existing buildings or on areas of previously developed land;</p> <p>c) be <u>they are</u> of a size and scale not adversely affecting the character, infrastructure and environment of the village itself and the Plan Area;</p> <p>d) <u>they would</u> not involve the loss of dwellings;</p> <p>e) <u>they would</u> not increase noise levels or light pollution or introduce any pollution to an extent that they would unacceptably disturb occupants of nearby residential property;</p> <p>f) <u>they would</u> not generate unacceptable levels of traffic movement and on road parking, providing off road parking;</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>g) they would contribute to the character, the design of the local built environment and the vitality of the local area; and</p> <p>h) be well integrated</p>			
53	Pg.76 Policy BE3: Farm diversification (Para 7.113 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY BE3: FARM DIVERSIFICATION In order to support farm diversification and the sustainable growth and expansion of businesses, the conversion of existing agricultural buildings will be supported subject to Proposals for the conversion of existing agricultural buildings to employment-related uses or community uses will be supported subject to:</p> <p>a) the use proposed is appropriate to the rural location;</p> <p>b) the conversion/adaptation works respect the local</p>	N/A	Modifications required to ensure clarity of policy as required by the NPPF, specifically in relation to appropriate alternative uses of agricultural buildings.	Amend policy BE3 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>character of the surrounding area;</p> <p>c) the development will not have an adverse unacceptable impact on any archaeological, architectural, historic or environmental features;</p> <p>d) the local road system is capable of accommodating the traffic generated by the proposed new use and adequate parking can be accommodated within the site; and</p> <p>e) there is no significant adverse impact on neighbours through noise, light or other pollution, increased traffic levels or increased flood risk- <u>cause unacceptable harm to the amenities of residential properties in the immediate locality.</u></p>			
54	Pg.77 Policy BE4: Tourism (Para 7.115 of the Examiner's report)	<p>Revise policy as follows: POLICY BE4: TOURISM Support will be given to proposals that support tourism which avoid suburban</p>	N/A	Modifications to policy to ensure clarity as required by the NPPF.	Amend policy BE4 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>treatments, or excessive widening of footpaths, as well as protecting hedgerows where they <u>Development proposals to enhance and/or manage tourism facilities will be supported subject to the following criteria:</u></p> <p>a) are within or adjoining Clipston, on a scale appropriate to the village;</p> <p>b) do not have a detrimental <u>they do not have an unacceptable</u> effect on the distinctive rural character of the Parish;</p> <p>c) do not adversely affect they <u>do not have an unacceptable effect on</u> the surrounding infrastructure, particularly local road networks and water supply and sewerage;</p> <p>d) will not have an adverse <u>unacceptable</u> impact on any archaeological, architectural, historic or environmental features;</p>			

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>e) benefit the local community, through for instance, provision of local employment opportunities and improvements to local service provision;</p> <p>f) where feasible, the development involves the re-use of existing buildings or is part of farm diversification; and</p> <p>g) (as to signage) should be sympathetic to the character of the village, especially when entering the village.</p>			
55	Pg.76 (Para 7.115 of the Examiner's report)	At the end of paragraph 10.67 add: ' <u>Policy BE4 sets out a context for the development of tourism industries. Any associated proposals for signage will be considered separately under the Advertisement Regulations. Nevertheless, proposals for signage should be sympathetic to the character of the parish, should take account of its particular location, especially on the edges of the village</u> '	N/A	Modifications to policy to ensure clarity as required by the NPPF, including repositioning of some of the wording into the supporting text.	Amend para 10.67 in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
56	Pg.78 Policy BE5 Broadband and Mobile Infrastructure (Para 7.117 of the Examiner's report)	<p>Revise policy as follows:</p> <p>POLICY BE5: BROADBAND AND MOBILE INFRASTRUCTURE</p> <p>a) Insofar as planning permission is required proposals to provide improved access to faster broadband for all businesses and households will be supported for improvements to the mobile telecommunication network that serves all businesses and households within the Parish. If a new mast is to be installed, a shared provider policy should be adopted where possible to minimise the number of masts within the Parish.</p> <p>b) Any infrastructure improvements requiring above ground network installations, must be sympathetically located, designed to integrate into their surroundings, and not be in or near to open landscapes.</p>	N/A	Modification required to address that not all developments would require planning permission as a consequence of permitted development.	Amend policy BE5 in accordance with examiner's recommendation
57	Other Matters – General (Para 7.120 of the Examiner's report)	Recommend for WNC and the Parish Council to have the flexibility to make any necessary consequential changes to the	N/A	To ensure consistency with any of the modified policies	Amend as required in accordance with examiner's recommendation

Recommendation ID number	Page/Para/Policy reference in Submission Version of NDP and para in Examiner's Report	Examiner's Recommendation	Details of further editorial changes	Reason	Action to be taken
		<p>general text elsewhere in the Plan as a result of the recommended modifications to the policies.</p> <p>Modification of general text (where necessary) to achieve consistency with the modified polices and to accommodate any administrative and technical changes</p>		or technical changes	



WEST NORTHAMPTONSHIRE COUNCIL CABINET

12 OCTOBER 2021

**CABINET MEMBER WITH RESPONSIBILITY FOR ENVIRONMENT,
TRANSPORT, HIGHWAYS AND WASTE: COUNCILLOR PHIL LARRATT**

Report Title **Bus Service Improvement Plan**

Report Author **Chris Wragg – Transportation & Development Manager**
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Contributors/Checkers/Approvers

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List of Appendices

Appendix A – Outline Bus Service Improvement Plan

1. Purpose of Report

- 1.1. To update Cabinet on the progress made with developing a Bus Service Improvement Plan and agree delegated authority for approval of the Bus Service Improvement Plan.

2. Executive Summary

- 2.1. In March 2021, the Government Published ‘Bus Back Better’ which is a National Bus Strategy for England. The objective of the strategy is to improve bus services for economic and environmental benefits.

- 2.2. In response to the strategy, the Cabinet in June 2021 committed to:
- developing a Bus Service Improvement Plan (BSIP) by October 2021; and
 - forming an Enhanced Partnership with bus operators by April 2022.
- This will allow the Council to access funding available to improve bus services through Bus Back Better, the National Bus Strategy for England.
- 2.3. The challenging timescales associated with this work mean that whilst the development of the BSIP is progressing, it is not possible to share a full draft when the Cabinet Papers are published. An outline BSIP is provided for information within Appendix A and it is proposed to finalise this document using the delegated authority requested ensuring submission to Government and publication on the Council's website by 31 October 2021.
- 2.4. Once the BSIP is submitted, attention will turn to the development of an Enhanced Partnership. It is the intention to enable increased member involvement in this stage by establishing a task and finish group.

2. Recommendations

- 2.1 It is recommended that Cabinet:
- a) Note the work undertaken on developing a draft Bus Service Improvement Plan and the outline BSIP in Appendix A;
 - b) Agree delegated authority to the Executive Directors for Place, Economy and Transport and for Finance, in consultation with the Cabinet Members with responsibility for Environment, Transport, Highways and Waste and for Finance, to agree the final Bus Service Improvement Plan prior to submission to the Department for Transport and publication on the Council's website by 31 October 2021.
 - c) Ask Scrutiny to facilitate the establishment of a task and finish group to input to and review progress on the establishment of the Enhanced Partnership.

3. Reason for Recommendations

- To improve bus services in West Northamptonshire and minimise the risk of any communities losing their bus service;
- To facilitate climate and environmental benefits through increasing bus use and the operation of more low emission buses;
- To contribute to the implementation of the Northamptonshire Transportation Plan (the Local Transport Plan);
- To enable the Council to access the funding being made available by Government to support the National Bus Strategy;
- To meet the deadlines set by the Department for Transport;

4. Report Background

- 4.1 The majority of bus services in Britain (outside London) are operated commercially. This means that like any commercial business, the bus operator decides when and where to run their services and the fares to be charged. However, West Northamptonshire Council still plays an important role in ensuring communities can access bus services, for example by using section 106 money to

help new bus services for developing communities, providing infrastructure for bus services and by administering the concessionary travel scheme.

- 4.2 The Government published Bus Back Better, the National Bus Strategy for England (outside London) in March 2021. Backed with transformational funding of £3bn during the current Parliament, the strategy sets out a vision to make buses more frequent, more reliable, easier to understand and use, better co-ordinated and cheaper so that increased passenger numbers lead to reduced congestion, carbon and pollution and encourages motorists to use a bus rather than their cars.
- 4.3 In order to receive this funding, local authorities were required to commit by the end of June 2021 to forming either an Enhanced Partnership or introducing bus franchising across the whole of their area. Cabinet agreed in June 2021 to form an Enhanced Partnership which is a statutory arrangement under the Bus Services Act 2017. The Enhanced Partnership can specify, for example, timetables and multi-operator ticketing, and allows the Local Transport Authority to take over the role of registering bus services from the Traffic Commissioners, the government body responsible for licensing bus and heavy goods vehicle operators.
- 4.4 Having committed to form an Enhanced Partnership, the Council now has to publish a local Bus Service Improvement Plan, detailing how we propose to use our powers to improve services, by 31 October 2021 and develop an Enhanced Partnerships by April 2022. From that date, the new discretionary forms of bus funding from Government will only be available to services operated, or measures taken, under an Enhanced Partnership or where a franchising scheme has been made.
- 4.5 Discussions are being held with bus operators who serve West Northamptonshire to understand their current issues and future aspirations, and this is feeding into the preparation of the BSIP. A stakeholder consultation has also recently been undertaken to highlight potential areas for bus service improvement, and will feed into the final draft of the BSIP, the Enhanced Partnership and hopefully future work once funding has been obtained

5. Issues and Choices

- 5.1 The challenging timescales, which are not flexible, mean that it has not been possible to provide a full draft BSIP at the time of publication of this Cabinet report. However, an outline is provided in Appendix A, which follows the headings required by the government's guidelines and it is proposed that a final version of the BSIP is agreed under delegated authority to enable it to be submitted by the 31 October deadline.
- 5.2 Key areas that are being developed for inclusion in the BSIP include:
 - The need to return patronage to pre-COVID levels before considering expansion
 - Patronage growth will mainly come from enhancing existing commercial services
 - Filling gaps in evening and Sundays on the most frequent services
 - Reinstating withdrawn services in rural areas, and the need to consider reinstating a bus subsidy budget
 - The need for improved bus priority to improve journey times and reliability

- The need for better roadworks liaison to improve journey time reliability
- Introducing zero-emission buses to tackle air quality and decarbonisation issues
- Improved information for bus passengers
- Publish a Bus Passenger Charter

6. Implications (including financial implications)

6.1 Resources and Financial

6.1.1 As noted in the June 2021 cabinet report, Government had provided an additional £100,000 of capacity funding to the Council in 2021/22 to provide additional resources for preparation of the Enhanced Partnership and Bus Service Improvement Plan. Subsequently, a further £173,852 of capacity funding has been provided. We are lining up resources to help with the Enhanced partnership stage of this work, which we think will require legal support to develop the governance arrangements and some external consultancy support.

6.1.2 The Bus Service Improvement Plan provides a means for the Council to secure significant additional funding for bus service improvements. However, to maximise the impact of improving our bus services in West Northamptonshire, it is recommended that the Council considers options for match funding, particularly for Manifesto priority areas such as the reinstatement of rural bus services. As such funding would be beyond current budgets, the final BSIP will make clear that options for funding would need to be considered as part of the Council's budget for 2022-23 and beyond, and included in the public consultation thereon. Because of this, delegated authority is sought from the Executive Director and Cabinet Member for Finance, in addition to those with responsibility for Transport.

6.2 Legal

6.2.1 Forming an Enhanced Partnership will exercise the Council's current powers under the Bus Services Act 2017. The development of the Enhanced Partnership must be undertaken in accordance with the requirements of the Act, and Pathfinder Legal Services will be supporting with the drafting of any legal documents.

6.3 Risk

6.3.1 The challenging timescales mean that there is a risk the deadlines may not be achieved. However, additional resources are being sought to help with the next stage, in order to mitigate this risk. Obtaining additional resource is challenging because other Local Transport Authorities are also seeking additional resource for similar reasons.

6.3.2 There is a risk that the Enhanced Partnership will not be able to proceed due to objections from bus operations. This risk is being mitigated by working with bus operators to develop the proposals which will be included in the Enhanced Partnership.

6.3.3 The financial viability of current services is a risk. As explained in the June 2021 cabinet report, there is insufficient funding currently available to sustain all of the Council's current subsidised bus services to the end of the current financial year, and without further funding some

services will have to be withdrawn, leading to communities losing their bus service if they are not commercially viable.

- 6.3.4 In the longer-term, there will be risks associated with the implementation of the Bus Service Improvement Plan and Enhanced Partnership should the funding promised by the current Government not be sustained by future administrations.

6.4 **Consultation**

- 6.4.1 Engagement with stakeholders has recently been undertaken to highlight potential areas for bus service improvement, and will feed into the final draft of the BSIP as well as the development of the Enhanced Partnership. While the short timescales have not made it possible to complete a full consultation on a draft Bus Service Improvement Plan document, consultation with bus operators and other stakeholders must form part of the formation of the Enhanced Partnership, in accordance with the statutory guidance.

6.5 **Consideration by Overview and Scrutiny**

- 6.5.1 Overview and Scrutiny Committee has not considered this report.
- 6.5.2 It is recommended that Scrutiny establish a task and finish group to input to and review progress on the establishment of the Enhanced Partnership. This group could also review the draft BSIP provided timescales allow, noting that it will need to be finalised and submitted by 31 October 2021.

6.6 **Climate Impact**

- 6.6.1 There is no direct climate/environmental impact from the recommendations in this report.
- 6.6.2 It is expected that implementation of the Enhanced Partnership and Bus Service Improvement Plan would have a positive climate/environmental impact through increasing bus use, reducing car use and potentially the introduction of lower or zero emission buses. These impacts will be further considered in future reports.

6.7 **Community Impact**

- 6.7.1 The recommendations in this report reduces the risk that communities in West Northamptonshire will lose their bus service, and should help secure an improved bus service in future.

6.8 **Communications**

- 6.8.1 Communications will play a key role in raising public awareness of the aims and objectives of the Bus Improvement Plan and the related consultation work and keeping all stakeholders engaged and updated as future proposals for improvements are developed and progressed.

7. Background Papers

- 7.1 Cabinet paper, 8th June 2021 Agenda No 9, National Bus Strategy
- 7.2 Bus Services Act 2017
- 7.3 Bus Back Better, the National Bus Strategy for England, Department for Transport 2021
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/980227/DfT-Bus-Back-Better-national-bus-strategy-for-England.pdf



West
Northamptonshire
Council

Bus Service Improvement Plan

Outline for Cabinet - October 2021



Appendix A - Note this is an outline document, which follows DfT's guidelines and is provided for information. The document will be finalised under delegated authority.

Document Version Control

****Complete this section, making sure to include the following information**:**

Author (Post holder title): Chris Wragg, Transportation & Development Manager

Type of document: Policy

Version Number: 0.1

Document File Name: BSIP 2021 West v0.2

Issue date: 16.9.21

Approval date and by who (CMT / committee): Cabinet

Document held by (name/section): Chris Wragg, Transport Planning & Development

For internal publication only or external also?: External

Document stored on Council website or Intranet?:

Next review date:

Change History

Issue	Date	Comments

NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External

Distribution List

Internal	External

Links to other documents

Document	Link

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Additional Comments to note

****Make any additional comments as might be relevant here****

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1.0 Overview

1.1 This is West Northamptonshire Council's first Bus Service Improvement Plan. It is produced in accordance with guidance published by the Department for Transport.

1.2 The Plan covers the whole of the West Northamptonshire Council area. The map below shows the area covered, and indicates the adjoining local transport authority areas.

[Insert map]

1.3 This Bus Service Improvement Plan has been produced following the publication of the Government's National Bus Strategy for England Bus Back Better in March 2021. The Plan sets out West Northamptonshire Council's policies for improving bus services in its area and will be implemented through an Enhanced Partnership with local bus operators, which is to be formed by April 2022.

1.4 West Northamptonshire Council is a new unitary authority, only formed in April 2021. While we have inherited the Local Transport Plan of our predecessor, Northamptonshire County Council, we want to review those policies in light of our own emerging wider policies and key issues such as transport decarbonisation. The timescales which have been set for production of this first Bus Service Improvement Plan mean that it precedes that wider review of our transport policies.

1.5 This first Bus Service Improvement Plans therefore represents our initial proposals, and largely has a medium term timeframe of around three-five years. It will be developed further through annual reviews alongside the development of our Local Transport Plan and other policies with the intention of placing the improvement of bus services within a much longer-term policy context. Future Plans will also reflect the development of our Enhanced Partnership with local bus operators and the development of detailed implementation plans for bus service improvements.

2.0 Current bus offer to passengers

Analysis of existing local bus services compared to BSIP outcomes

LTA financial support for bus services

Other factors which affect the use of local bus services

3.0 Headline targets

Targets for journey times and reliability improvements

Targets for passenger growth and customer satisfaction

4.0 Delivery

Service network review

Bus priority

Fares

Integrated ticketing

Integrated services

Information

Modern buses and decarbonisation

Giving bus passengers more of a voice and say

Making passengers feel safer

More demand-responsive services and 'socially necessary' transport

Longer term transformation of networks through Bus Rapid Transit and other measures

Appendix A - Note this is an outline document, which follows DfT's guidelines and is provided for information. The document will be finalised under delegated authority.

5.0 Reporting

6.0 Overview table

Name of authority or authorities:	
Franchising or Enhanced Partnership (or both)	
Date of publication:	
Date of next annual update:	
URL of published report:	

Targets	2018/19	2019/20	Target for 2024/25	Description of how each will be measured (max 50 words)
Journey time				
Reliability				
Passenger numbers				
Average passenger satisfaction				

Delivery – Does your BSIP detail policies to:	Yes/No	Explanation (max 50 words)
Make improvements to bus services and planning		
<i>More frequent and reliable services</i>		
Review service frequency		
Increase bus priority measures		
Increase demand responsive services		
Consideration of bus rapid transport networks		
<i>Improvements to planning/integration with other modes</i>		
Integrate services with other transport modes		
Simplify services		
Review socially necessary services		
Invest in Superbus networks		
<i>Improvements to fares and ticketing</i>		
Lower fares		
Simplify fares		
Integrate ticketing between operators and transport		

Appendix A - Note this is an outline document, which follows DfT's guidelines and is provided for information. The document will be finalised under delegated authority.

Make improvements to bus passenger experience		
<i>Higher spec buses</i>		
Invest in improved bus specifications		
Invest in accessible and inclusive bus services		
Protect personal safety of bus passengers		
Improve buses for tourists		
Invest in decarbonisation		
<i>Improvements to passenger engagement</i>		
Passenger charter		
Strengthen network identity		
Improve bus information		
Other		
Other		

Appendix A - Note this is an outline document, which follows DfT's guidelines and is provided for information. The document will be finalised under delegated authority.

7.0 Glossary of terms

Use this section to give definitions to any words that require explanation – especially if this is a public document. If you can't avoid jargon or technical terms, this is the place to explain them.

Term	Definition

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WEST NORTHAMPTONSHIRE COUNCIL CABINET

12TH OCTOBER 2021

**COUNCILLOR RESPONSIBLE FOR ECONOMIC DEVELOPMENT, TOWN CENTRE
REGENERATION AND GROWTH: COUNCILLOR LIZZY BOWEN**

Report Title	24 Guildhall Road refurbishment and relocation of Northampton Arts Collective Limited
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West S151	Martin Henry	4 October 2021
Executive Director for Place, Economy and Environment	Stuart Timmiss	30 September 2021
Communications Lead/Head of Communications	Craig Forsyth	22 September 2021

List of Appendices

Appendix 1 – Getting Building Fund grant agreement (version 3)

Appendix 2 – Extent of Works Plan

1. Purpose of Report

- 1.1 The purpose of this report is to update Cabinet and seek the necessary approvals to deliver the Getting Building Fund (GBF) funded project for the refurbishment of three floors and essential repairs to the roof at 24 Guildhall Road (the former Northamptonshire County Council (NCC) offices) for use by Northampton Arts Collective Limited and their resident artists. This includes the lease agreement between West Northamptonshire Council (WNC) and Northampton Arts Collective Limited for peppercorn over a term of 25 years and the associated Partnership Agreement.

2. Executive Summary

- 2.1 This report provides context on the GBF grant (appendix 1 – GBF Grant Fund Agreement) that was awarded to Northampton Borough Council (NBC, now part of WNC) in December 2020 for the refurbishment of the lower ground floor, upper ground floor and first floor of 24 Guildhall Road, NN1 1DP.
- 2.2 The Northampton Borough Council cabinet decision on the 9 September 2020 defined the outputs of the refurbishment of 24 Guildhall Road in paragraph 3.1.25 as making ‘the building fit for occupation and public use: carrying out essential roof maintenance, windows and façade repairs, mechanical and electrical works, internal and external access improvements and various part M (access and use) modifications. During the due diligence process for the GBF Funding and after the appointment of the Design Team, it became clear that the funding was sufficient to refurbish three floors with essential repairs to the roof and façade of 24 Guildhall Road. This was reflected in the Northampton Borough Council cabinet report on 17 February 2021, paragraph 3.1.28, ‘The project will make the lower ground, upper ground and first floor fit for occupation and public use; carrying out essential roof maintenance, windows and façade repairs, mechanical and electrical works, internal and external access improvements and various part M (access and use) modifications.
- 2.3 However, the position has now changed from the above to a refurbishment of key spaces within Northampton Arts Collective occupation. This has been driven by the requirement to save on cost and the successful award of further funding through the Towns Fund of £1.75m and is explained further at paragraph 4.13 below.
- 2.4 The process to obtain the GBF grant including the due diligence process, the design development, procurement, and subsequent value engineering is explained in paragraph 4.22 to 4.25. This remains unchanged from the cabinet report dated 17 February 2021.
- 2.5 The extent of works plan, general arrangement drawings and visuals for the refurbishment project are provided in appendix 2.
- 2.6 The next stages of the capital project are explained including the WNC project governance process, the procurement process for a principal contractor and the construction programme in line with the GBF grant agreement milestones (appendix 1).

- 2.7 The GBF funded refurbishment of 24 Guildhall Road including essential repairs to the flat roof coverings is the first phase of the project to refurbish the entire building. This phase one will see the refurbishment of 50 per cent of the basement gallery, 50 per cent of the upper ground floor and the whole of the first floor with high quality and functional communal spaces. This is a reduction in the scope of works that was proposed in the cabinet report dated 17th February 2021. The remaining spaces in the building including the 50 per cent of the gallery (lower ground floor), 50 per cent of the upper ground floor, second and third floor, window repairs and mechanical improvements throughout the building will be completed in phase two. Phase two is funded by £1.75m of Towns Fund support. The business case for phase two is in development and will be submitted to WNC cabinet for approval in winter 2021. It is intended that both phases will run consecutively.
- 2.8 This report also seeks authorisation from cabinet to delegate authority to approve the lease heads of terms and to grant a 25-year lease on the lower ground, upper ground and first floors at a peppercorn rent but subject to a service charge to Northampton Arts Collective Limited. In support of the lease and the capital works, the report also seeks approval to enter into a formal 25-year partnership agreement with Northampton Arts Collective Limited. The second and third floor of the building to be delivered in phase two will be let to another operator/tenant upon completion of the project. This will be subject to a WNC approved procurement process.

3. Recommendations

3.1 Cabinet is asked to:

- a) Note the work done to date by WNC officers and Northampton Arts Collective Limited on securing the £1.15m of GBF funding for the refurbishment of 24 Guildhall Road, the design development and procurement that has been undertaken to date and the next steps that are required to take forward this project.
- b) Delegate authority to the Assistant Director of Planning, Economic Growth and Regeneration to enter into a partnership agreement between the Council and Northampton Arts Collective Limited. This will include, for example (but is not limited to), the establishment of the governance and project arrangements on the refurbishment project and the working relationship beyond completion as referenced in the cabinet report dated 9th September 2020.
- c) Delegate authority to the Assistant Director of Assets and Environment to agree heads of terms for a lease and enter a 25-year lease on the lower ground, upper ground and first floors at a peppercorn rent. This is subject to a service charge to Northampton Arts Collective and all documentation related to the project will be completed on simultaneous basis.
- d) Delegate authority to the Head of Major Projects and Regeneration to approve the final design for phase one of the refurbishment project.

- e) Accept further reports on any matters generally or risks pursuant to paragraphs 6.23 to 6.30 that arise that are different to what is proposed in this report.

4. Reason for Recommendations

- The refurbishment project will make use of a WNC building, the former NCC offices, that has no other use.
- The recommendations above are required to progress this important cultural regeneration project and enable the use of £1.15m of GBF funding and £1.75m of Towns Fund support.

5. Report Background

Northampton Town Centre and the Town Centre Masterplan (TCM)

- 5.1 Northampton town centre plays a vital role as a major centre serving the town and a wider catchment of over one million people. The population is expected to grow further over the coming years, however footfall in town centre has dropped 14.4 per cent year on year. Culture and heritage assets in our town have a key role to play in encouraging people back into our town. The Northampton TCM was approved by NBC Cabinet in October 2019, this document sets the principles and the approach that will be taken to deliver the transformational change that is required.

Northampton Arts Collective Limited

- 5.2 Northampton Arts Collective Limited is a private company limited by guarantee without share capital and a registered charity (not-for-profit) providing contemporary art space in the centre of Northampton. Founded in 2009, Northampton Arts Collective Limited presents a dynamic programme of contemporary art, community outreach and career development. Nationally and internationally recognised for excellence, Northampton Arts Collective Limited was awarded National Portfolio Organisation (NPO) status from the Arts Council England (ACE) in 2018. It is an established focus for creatives, students and graduates establishing careers in the creative industries in the region and beyond, as well as cultural audiences. During 2018/19 around 15,000 visitors were welcomed to its exhibitions, events and CPD sessions.
- 5.3 The NBC cabinet decision on 9 September 2020 agreed the need for relocation to facilitate refurbishment and the Council subsequently secured a new home for Northampton Arts Collective Limited within the town's Cultural Quarter at 24 Guildhall Road subject to a tenancy at will. To facilitate the move into offices on the ground floor of the building, essential works were completed in March 2020 including repairs to the central heating and part M (access and use) repairs.

24 Guildhall Road – building condition and works completed to date

- 5.4 24 Guildhall Road was purchased by NBC from NCC as part of the building was required to facilitate the council's New Museum and Art Gallery (NMAG) project. Due to building

constraints the refurbishment of 24 Guildhall Road for the purposes of the NMAG project was not possible.

- 5.5 The building consists of five floors including the lower ground floor (basement), upper ground floor, first floor, second floor and third floor. It has been left in the same condition and layout as when occupied by NCC with office partitions, dated welfare facilities, non-compliant access arrangements and carpet tiles throughout.
- 5.6 Further inspections by chartered surveyors completed in 2019 revealed that significant repairs were required to the flat roof coverings to prevent water ingress and ultimately destabilise the integrity of the flat roof joists. Mechanical and electrical defects have been identified throughout the building that will require remediation/ replacement.
- 5.7 The existing lift at the current main entrance to the building is not compliant with building regulations and would require replacement or significant alternations. Each floor has a change in level that will require further access enhancements to comply with building regulations for public use.

Getting Building Fund 2020

- 5.8 In June 2020, local enterprise partnerships were invited to put forward projects for the GBF. Specifically, Government was looking for shovel-ready capital projects which can be delivered quickly. Nationally, the size of the GBF pot totals £900m.
- 5.9 As part of the bidding round for the GBF it was confirmed by SEMLEP that the refurbishment of 24 Guildhall Road and relocation of Northampton Arts Collective Limited would be eligible for funding under the terms of the grant scheme.
- 5.10 After a thorough due diligence process led by SEMLEP the funding was confirmed in December 2020 subject to finalising the designs, procurement of a principal contractor and completing the project by March 2022.

Previous cabinet decisions and subsequent changes to the refurbishment project

- 5.11 The former NBC cabinet decision on 9th September 2020 approved the GBF Grant of £1.15m and £385,000 of capital funding to refurbish the whole (five floors) of 24 Guildhall Road for Regeneration purposes and the relocation of Northampton Arts Collective Limited. This included making the building fit for occupation and public use, carrying out essential roof maintenance, windows and façade repairs, mechanical and electrical works, internal and external access improvements, and various part m (access and use) modifications.
- 5.12 To meet the GBF deadline for completion by the end of March 2022 the design team was appointed, and the refurbishment project designed for tender in Spring 2021. NBC Cabinet approved the appointment of a principal contractor on the 17th February 2021 using the detailed design proposals prepared by the design team. At this stage the scope of works had reduced to

the lower ground, upper ground, and first floor due to cost pressures highlighted by the appointed quantity surveyor.

- 5.13 The procurement of a principal contractor completed in May 2021 and the costs received were more than the overall budget of £1.56m (including the GBF and WNC capital). With the assistance of the preferred contractor, a value engineering process was completed which required the designs to be revisited and the scope of works reduced. The refurbishment was subsequently reduced further to part of three floors within Northampton Arts Collective Limited proposed occupation. The mechanical, electrical and window refurbishments were also removed to achieve the budget.

Revised outputs of the project funded through GBF and WNC match funding

- 5.14 The GBF project will make 50 per cent lower ground floor basement, 50 per cent of the upper ground floor and the first floor fit for occupation and public use; carrying out essential roof maintenance, electrical works, internal access improvements and various part M (access and use) modifications. All works will comply with building regulations. Planning permission for Change of Use has been obtained.
- 5.15 Northampton Arts Collective Limited will work collaboratively with artists to create inspiring exhibition spaces on the lower ground floor suited to presenting new media productions, sound installations and large-scale art works and a welcoming visitor entrance and lobby area on the ground floors
- 5.16 Northampton Arts Collective Limited will work closely with the new Museum and art Gallery and WNC on the future use of the rear courtyard for programmed events.
- 5.17 The GBF project will transform part of three floors of 24 Guildhall Road into an attractive and innovative contemporary public space, for industry and culture alike that will complement the other buildings and organisations in the Northampton Cultural Quarter.
- 5.18 The project will complement the Vulcan Works Creative Hub targeting a different market in terms of businesses and organisations to take up space. The businesses targeted through the 24 Guildhall Road project will be cultural businesses that could not afford to take up space in the Vulcan Works with the space at 24 Guildhall Road being more basic in nature.
- 5.19 In accordance with the grant agreement the project must be completed by March 2022.

Towns Fund and phased refurbishment of the building

- 5.20 In March 2021 it was confirmed that WNC would receive £25m for regeneration projects in Northampton Town Centre from the Towns Fund. Of this £25m grant, £1.75m was granted for the next phase of the 24 Guildhall Road Arts Centre, phase 2.
- 5.21 The business case for phase two is underway for approval by Cabinet in winter 2021. The project will see the completion of the refurbishment including the 50 per cent of the Lower ground floor

gallery, 50 per cent of the upper ground floor public spaces, second and third floor including seating terrace with views across Northampton.

Procurement, value engineering and further design work

- 5.22 The GBF funding was approved in December 2020 and the design team procured and appointed. The designs for the phase one project were developed for the lower ground, upper ground and first floor and tendered in March 2021 through the Pagabo Medium works framework. The preferred contractor Overbury (a Morgan Sindall Group Company) was selected through this process with the highest score for price and quality.
- 5.23 The costs submitted by Overbury were £380k over the budget of £1.56m including fees and other capital costs due to changes to the specification requested by Northampton Arts Collective Limited at the formal project board meetings chaired by WNC. A value engineering exercise completed in May 2021 with the appointed Design Team including CS2 chartered surveyors, Peter Haddon Partners Architects and Overbury enabling savings to be made in line with the budget of £1.56m. This was achieved by reducing the specification for internal finishes and substituting bespoke items requested by Northampton Arts Collective Limited with off the shelf products. This was achieved at no further cost to the project.
- 5.24 In June 2021 at the monthly project Board meeting chaired by WNC, concerns were raised that value engineered proposals did not meet the expectations of Northampton Arts Collective Limited and would not create a suitable gallery, entrance lobby and reception for the contemporary art gallery. At this stage the designs were revisited with a focus on the core public spaces and a reduction in the scope of works to free capital funding for this purpose. This reduction in scope amounted to removing 50 per cent of the gallery, 50 per cent of the upper ground floor and proposed window repairs from the project.
- 5.25 The extent of works is confirmed in the appendix 2 general arrangement drawings. All the areas removed from the scope of works in phase one will be delivered in phase two.

Partnership between WNC and Northampton Arts Collective Limited.

- 5.26 The bid to the GBF was made as a partnership between the Council and Northampton Arts Collective Limited .
- 5.27 A partnership agreement has been prepared with legal counsel to establish Northampton Arts Collective Limited's and the council's duties and responsibilities during the project to refurbish 24 Guildhall Road and formalise the future relationship beyond completion of the refurbishment project.
- 5.28 The partnership agreement establishes the terms of governance, the roles and responsibilities of both parties, default provisions for non-compliance, timeframes for the partnership, timeframes for key decisions, general working arrangements and sharing/recording of information related to the partnership.

- 5.29 The partnership agreement demonstrates an absolute commitment to achieve the GBF criteria and complete all outputs by March 2022.
- 5.30 The partnership agreement also extends to phase two of the project funded by the Towns Fund grant. Areas that are within Northampton Arts Collective Limited's occupation on the lower three floors will be completed as part of this project, so it is important Northampton Arts Collective Limited are involved at this stage. Northampton Arts Collective Limited will also be a consultee in the design development of the remaining floors and other shared spaces.
- 5.31 The partnership agreement also seeks to establish a long-term working relationship with Northampton Arts Collective Limited on other regeneration projects in Northampton town centre. This will be achieved by exploring future funding opportunities and working on public art projects together. This includes the development of the market square public art subject to procurement guidelines.

WNC Lease agreement with Northampton Arts Collective Limited

- 5.32 The funding secured from GBF to refurbish the lower three floors of the building will allow for the longer-term occupation of the property by Northampton Arts Collective Limited. As part of this project, it is proposed that Northampton Arts Collective Limited would be granted a new lease to occupy the lower ground, ground and first floors at 24 Guildhall Road at a concessionary rental. Whilst this work is being undertaken Northampton Arts Collective Limited has been temporarily relocated to the St Johns Building, which forms part of the recently completed Vulcan Works.
- 5.33 This report seeks delegated authority to approve lease Heads of Terms and grant a 25-year lease on the lower ground, ground and first floors at a peppercorn rent but subject to a service charge to Northampton Arts Collective Limited. The service charge would be based on a share of the internal repairing and servicing costs of the building, based on floor areas occupied. The lease is to be outside the security of tenure provisions of the Landlord and Tenant Act 1954 and subject to tenant's breaks on the tenth anniversary of the lease and five-yearly thereafter. As the lease is at less than the best consideration reasonably obtainable and the length of tenancy exceeds that which has been delegated to relevant officers, approval to proceed from Cabinet is required.

Benefits of the GBF project

- 5.34 The scheme will deliver:
- A place for ideas, culture, and inspiration
 - A place for young people and learning
 - A place for skills and employment - an extensive continuing professional development (CPD) programme, direct and indirect job opportunities.
 - A place to visit and enjoy – it will welcome 50,000 local and international visitors each year to Northampton Arts Collective Limited and Northampton's Cultural Quarter.

- A place of community and inclusion - a fully accessible public space engages all sectors of the community, creating pride in local heritage and social inclusion.

Programme for the phase one works

5.35 The design process for the phase one works was completed in late September. Construction will commence in November 2021 with final completion by March 2022. A detailed construction phase plan will be provided when the design process is complete.

5.36 The agreed milestones from with the GBF (including agreed payments) are as follows:

	Date & payment amount	Activity to be completed
Milestone 1	By 31st October 2021 £1,000,000	a) Building Contract signed and sealed b) Heads of terms for lease with Northampton Arts Collective Limited agreed c) Confirmed planning position d) Updated partnership agreement signed off
Milestone 2	By 31st January 2022 £150,000	a) 1st Fix complete b) Construction Phase programme confirming practical completion prior to the end of quarter 1 2022/23

6. Issues and Choices

- 6.1 The council could decide to refuse to grant the proposed new lease and not enter a formal partnership. This is not recommended as it is likely to result in the withdrawal of funding secured from the GBF and any refurbishment of the property could then only be undertaken if it were funded through wider council capital budgets or borrowing, which has not currently been provided for. In addition, it would also result in the potential loss of Northampton Arts Collective Limited as they need to secure alternative accommodation.
- 6.2 The Council could also consider whether the site is suitable for possible alternative use or redevelopment. This is not recommended; an independent valuation has been carried out which has established that there is limited demand for offices within this type of building in the town centre. Residential conversion may be a possible alternative use but in the opinion of the independent valuer the difficulty in obtaining planning permission and the potential cost of development may lead to a negative outcome and make any proposal unviable.

7. Implications (including financial implications)

7.1 Resources and Financial

7.2 The cost for the project was calculated by the appointed quantity surveyor during the GBF due diligence process and were based on completing the lower, upper and first floor in full. This included essential repairs to the flat roof covering and window repairs. A contingency budget of 7.5 per cent was included.

7.3 The total budget for the project is £1.56m and is made up of the items below.

Item Description	Estimated Cost/Allowance
Provisional sums and other items (e.g) Reception Desk, artist commissions and fit out	£119,700
Design Team fees	£190,414
Contingency	£93,741
Construction Budget	£1,156,145
Total	£1,560,000

7.4 All capital expenditure on the project has been approved and monitored by the WNC Capital and Assets Board with a senior finance officer in attendance at all project board meetings. Expenses will be monitored through the council’s finance software ERP Gold and an evolving cost plan based on up-to-date records of purchases.

7.5 The phasing the capital expenditure is set out below:

- 2020/21 - £100,000 – Design and professional fees (the council’s match funding contribution)
- 2021/22 - £1,460,000 – Construction works to be completed by March 2022. All design and professional fees included. 7.5 per cent contingency (the council and GBF funding spent in full)

Revenue costs during the GBF project

7.6 The annual revenue costs for the capital project delivery will be £50k. This is made of up Officer time including the Head of Regeneration and Major projects (part time), Principal Regeneration Officer (part time) and Regeneration Officer (part time). The GBF project will complete by March 2022 at which time these delivery costs will cease.

7.7 The costs for the Northampton Arts Collective Limited’s temporary occupation of the Vulcan works currently rests with the council at an estimated value of £15,000 until March 2021 when they will vacate the building.

7.8 It is anticipated that there will be long-term saving on maintenance costs and services relating to the floors Northampton Arts Collective Limited will be occupying as they will bear these costs under the terms of the lease.

Financial implications for the lease

- 7.9 An external valuation has established there is little demand for office use within this type of building even with refurbishment works, particularly as there is no car parking. High void periods were also anticipated. The premises have been valued subject to the proposed lease to Northampton Arts Collective Limited at £76,000 and with vacant possession as offices at £318,000. The proposed letting would therefore result in a diminution in value of around £242,000. This does however need to be balanced against the capital funding of £1.56m million that is being provided through the GBF and the improvement that will be made to the property and to the economic and social wellbeing of the town centre and wider area as a result.
- 7.10 The proposed letting to Northampton Arts Collective Limited at a peppercorn is below what might be achieved in the open market for offices of approximately £58,000 per year. However, this would require significant capital improvement and the potential for significant voids is high.
- 7.11 The letting to Northampton Arts Collective Limited would allow the building to have a useful purpose and provide a public amenity complementing the other buildings and organisations in the Northampton Cultural Quarter. Northampton Arts Collective Limited's contribution to the running costs of the building would reduce the council's ongoing liabilities.
- 7.12 It has been agreed that each party will bear its own legal costs.

Revenue costs for the remaining floors outside of Northampton Arts Collective's occupation

- 7.13 The ongoing maintenance costs for the upper floors, outside of the scope of the phase one works, will be identified, and addressed as part of the phase 2 business case with a further report coming to Cabinet in January 2022.

Legal

- 7.14 The council pursuant to the Local Government Act 1972 (LGA 1972) has the power to dispose of any land in any manner that it would wish would save that pursuant to s123 LGA 1972 any such disposal must be for the best consideration reasonably obtainable except in the case of short tenancies (in other words a grant not exceeding seven years) or otherwise with the approval of the Secretary of State.
- 7.15 It is noted at paragraph 1.1 above that the council intends to lease 24 Guildhall Hall Road to Northampton Arts Collective Limited at a peppercorn rent for a period of 25 years. It is further noted pursuant to paragraph 6.9 above that whilst the valuation obtained by the Council confirms that the proposed undervalue does not exceed £2m thereby not requiring the consent of the Secretary of State, in order to proceed with the proposed transaction, the council must nonetheless in complying with its duty under s123 LGA 1972 ensure that whilst the council can have regard to ethical as well commercial considerations that these elements must be in balance and Cabinet must be satisfied that this has been achieved.

- 7.16 The council will also need to ensure that the disposal at less than best reasonably obtainable must comply with the subsidy rules which now apply following the departure of the UK from the EU. As the proposal is a disposal at less than best consideration this means that the council will be providing a subsidy to Northampton Arts Collective Limited it follows therefore that the council must comply with the obligations in the UK-EU Trade and Co-operation Agreement and that the proposed disposal and the amount of subsidy complies with the subsidy rules
- 7.17 It is noted pursuant to paragraph 4.3.1 above that the approval of Cabinet, is sought not only with respect to the term to be granted to Northampton Arts Collective Limited, but also in relation to the proposed Heads of Terms. It is recommended that the any resolution of Cabinet with regard to granting of the Lease by the council, requires that both the Lease and the associated Partnership Agreement be completed between the parties simultaneously. This is to ensure that the council continues to comply with its duty under S.123 LGA 1972, and that the “undervalue” identified in paragraph 6.9 remains unchanged, by unforeseen events between the parties.
- 7.18 It is noted that there are clear discrepancies between the Cabinet Reports considered by the former Northampton Borough Council and the West Northamptonshire Council which speaks directly to the nature of the works to be undertaken at 24 Guildhall Road, insofar it was understood that the works would be undertaken to the entire building rather than by percentage. Cabinet must be satisfied that it has or will receive further reports which establish the reasons behind the project change.
- 7.19 The procurement and appointment of any consultant and/or contractor will need to be undertaken in strict accordance with the council’s contract procedure rules .
- 7.20 Legal Services will continue in conjunction with external legal provision to support and provide all necessary legal advice in connection with this project. External legal advisors have to date provided legal advice and their engagement may continue to complete instructions and accordingly must be budgeted for.
- 7.21 The risks identified in paragraphs 6.23 to 6.30 below are significant in nature and could impact on the delivery of the project, accordingly if any issues arise from the identified risks these should be reported to Cabinet at a future meeting for any further decisions.

Risks

Programme

- 7.22 The GBF grant funding has an obligation to complete the project by the end of March 2022. There are uncertainties at this stage of design development that means the council does not fully understand if the programme will be achievable. The contractor, Overbury has provided assurances that the project can be completed within these timeframes at this stage.

- 7.23 Mitigation measures to avoid significant disruption to the programme of works include extensive surveys and early consultation with key stakeholders. There will also be provision within the construction contract to ensure delays not foreseen and out WNCs control are the responsibility of the contractor. There will also be regular communication with the GBF to alert them should any significant delays arise.
- 7.24 The progress of the phase one capital project has a direct impact on the progress of the phase two capital project. Both phases should run consecutively or there may be abortive costs and delays.

Financial

- 7.25 There is a risk that due to the current extraordinary inflationary pressures on construction materials that the costs will exceed the budget for the project. A contingency budget of 7.5 per cent has been allowed for unforeseen circumstances but this is comparatively low for a project of this type and value. If the contingency budget does not cover the increases, then value engineering options will be looked at within the scheme.
- 7.26 Project management and governance controls have been put in place with financial management and reporting a key part of this. A Quantity Surveyor has been appointed to the Design Team from inception to completion of the project. This will ensure costs are closely monitored and controlled.
- 7.27 Granting a new lease to Northampton Arts Collective Limited would expose the council to a risk of that organisation failing at some point in the future. However, this should only result in a situation no worse than if the council failed to grant a new lease at this time. It would also greatly reduce the council's flexibility if at some point in the 25-year term it wished to put the building to another use.
- 7.28 Failure to agree a new lease with Northampton Arts Collective Limited or agree terms of the Partnership Agreement would jeopardise the GBF funding as this has been secured based on the council entering into a partnership agreement with them. If the funding was not secured it is likely the council would have to fund capital works, the building would be vacant for a considerable period and there would be associated void costs. Reputational damage would also be likely if the partnership with Northampton Arts Collective Limited did not proceed, given the point the project has reached and the recognition of Northampton Arts Collective Limited as an NPO by Arts Council England.
- 7.29 It is recommended given the proposed length of the relationship between the Council and Northampton Arts Collective Limited that the Council continue to remain satisfied that Northampton Arts Collective Limited remains financially robust enough to deliver the social and economic outputs that the Council are seeking to deliver in partnership with Northampton Arts Collective Limited.

Reputation and key stakeholders

- 7.30 The new museum and art gallery share part of the 24 Guildhall Road premises therefore works will need to be phased around their needs and requirements.
- 7.31 Failure to deliver the phase one refurbishment will result in reputational damage amongst key stakeholders and the public.

Consultation

- 7.32 The TCM included substantial consultation and informed the development of the projects for inclusion in the TCM. The 24 Guildhall Road refurbishment project is included as a key regeneration project in the TCM.
- 7.33 The 24 Guildhall Road arts centre was a top priority project in the Town Investment Plan consultation.
- 7.34 The 24 Guildhall Road arts centre and the partnership with Northampton Arts Collective Limited will be used a key tool to engage with the community through direct involvement in all the Northampton town centre regeneration projects.

Consideration by Overview and Scrutiny

- 7.35 N/A

Climate Impact

- 7.36 The materials used in the construction of the refurbishment will, where possible, be sourced in the UK to reduce the CO2 emissions caused through long distance transportation. All timber products will be sourced from ethical and accredited FSC suppliers.
- 7.37 The principal contractor that is procured for the project will be required to demonstrate social value including best practice to reduce the impact on the environment. The use of local sub-contractors will reduce the CO2 emissions caused through long distance travel.
- 7.38 Energy efficient appliances will be used throughout with improvements to windows and doors to prevent drafts and heat loss.

Community Impact

- 7.39 Northampton town centre faces problems associated with antisocial behaviour, drug abuse and homelessness. The regeneration objectives and projects identified in the TCM aim increase footfall and improve opportunities to live, work and socialise by rejuvenating core areas in the Town. The 24 Guildhall Road regeneration project will enable these objectives and improve the outlook for the local community.

7.40 Local businesses have experienced a significant a loss of footfall and revenue in recent years, which has been exacerbated by the Covid 19 Pandemic. The 24 Guildhall Rod project will provide a destination that will attract more people to experience the town and its unique heritage and cultural venues. This will increase retail and leisure activity in the centre improving the outlook for local businesses.

7.41 The combined long-term effect of the regeneration projects proposed in the TCM will be to generate further private investment the area, improving job opportunities and therefore the quality of life for residents.

8. Background Papers

8.1 Northampton Town Investment Plan (TIP)

8.2 Northampton Town Centre Masterplan (TCM)

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At Luton Borough Council At SEMLEP

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REF: GBF

Kevin Langley
Interim Head of Major Projects and Regeneration
West Northamptonshire Council
The Guildhall
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Northampton
NN1 1DE

15th September 2021

Dear Kevin

Getting Building Fund – Revised Grant offer 2021/22

I am pleased to inform you that, subject to the Specific and General Conditions set out in this Grant offer letter, Luton Borough Council (“the Council”) acting as the Accountable Body for the South East Midlands Local Enterprise Partnership (“SEMLEP”) will provide you with a Grant from the Getting Building Fund provided to the Council. The amount of the Grant offer and the Specific Conditions in respect thereof are set out in Section 1 to this Grant offer letter. The General Conditions in respect of the Grant offer are set out in Section 2. SEMLEP and the Getting Building Fund are subject to the SEMLEP assurance framework which covers all SEMLEP decision making and financial management, as well as the accountable body role of Luton Borough Council.

1. Specific Conditions

1.1	The Project:	NN Contemporary Gallery Relocation
1.2	Earliest eligible expenditure date	1 st April 2021
1.3	Total Grant offered	£1,150,000
1.4	Eligible Costs which the Grant may be used to pay for	Work to relocate and refurbish the NN Contemporary Gallery
1.5	Total Grant payable in 2021/22 allocation	£1,150,000
1.6	SUBSIDY CONTROL	
	This funding is made available subject to the grant recipient demonstrating, to SEMLEP’s satisfaction, that the receipt and use of the funding by the grant recipient will not amount to an unlawful subsidy. This will, in the first instance, be based on legal advice provided to the grant recipient and forwarded to SEMLEP, which SEMLEP will then consider. The grant	There is no economic benefit to the Council and therefore no subsidy. This is based on there being a 25 year lease to NN Contemporary. To the extent that the Gallery is being used by NN Contemporary for artistic a

	<p>recipient will remain responsible for compliance with subsidy control laws, notwithstanding SEMLEP’s acknowledgement of the grant recipient’s subsidy control compliance proposals.</p> <p>The details in box 1.6 set out the basis on which the grant recipient considers the funding for the project as defined above either is not an subsidy or, if it is a subsidy, is not an unlawful subsidy and the grant recipient must comply with any conditions that reduce or eliminate the risk that there is a subsidy or an unlawful subsidy.</p>	<p>cultural uses, these are non economic activities and thus there is no subsidy as a result of the grant or, if these do amount to economic activities, there is no unlawful subsidy on the basis that funding is compliant with the UK-EU TCA principles, not least because the funding would have been compliant with Article 53 of GBER under the State aid rules.</p> <p>Where NN Contemporary lets space to sub-tenants, it will ensure that there is no unlawful subsidy to those sub-tenants by letting space at market rates or, if the space is let at below market rates, by ensuring that the space is used for non-economic activities, the “de minimis” rules are complied with or the subsidy is compliant with the UK-EU TCA principles (or, if applicable, any new domestic subsidy control regime that has been implemented).</p>
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The Grant will be paid in 2 instalments subject to satisfactory progress being made in meeting the agreed milestones and outputs. A Funding and Milestone Schedule is attached at the Schedule to this letter.

2. General Conditions

2.1 The Grant offer

- 2.1.1 The Grant offer may not be used for any expenditure which does not qualify for assistance under the terms and conditions set out by SEMLEP as the funding body.
- 2.1.2 If the total eligible expenditure is less than the Grant offer, or the Grant is used in breach of paragraph 2.1.1, the Council will reduce the final amount of Grant paid or require repayment of any Grant already paid.
- 2.1.3 Growth Fund is only to be spent on the project approved above and on capital items as part of the above project within the 2021/22 financial year.

2.2 The Project

- 2.2.1 The Project should be implemented fairly and without unlawful discrimination and you should have due regard to the Public Sector Equality Duty as set out in the Section 149 of the Equality Act 2010. You must comply with all applicable laws and obtain and maintain and supply and retain copies of all applicable consents, licences and approvals in implementing the Project.
- 2.2.2 The Project should be carried out in accordance with the Project business case proposal submitted to SEMLEP and you need to ensure that you have taken account of State Aid and appropriate procurement legislation. You will also need to ensure that any necessary approvals are in place. Any changes of greater than 10% of costs, financial profile or outputs must be agreed by the Growth Funds Task Group at SEMLEP. You should notify SEMLEP about any likely changes greater than 10% and then seek agreement as early as practicable.
- 2.2.3 If you incur any additional expenditure to the original business case in respect of the Project no additional grant will be payable.

2.3 **Payment of Grant**

- 2.3.1 The first instalment of the Grant monies of the total Grant offer for 2021/22 will be released upon receipt of a signed Funding Agreement or achievement of the first milestone but not before the 1st of April 2021. Claims and evidence of the achievement of milestones for release of further payment should be made to SEMLEP as part of reporting to the progress on the Project and in accordance with the Specific Conditions. An audit trail of progress against milestones and financial reporting should be maintained. A Governance process to ensure effective project management must be in place and reported to SEMLEP.
- 2.3.2 Subsequent instalments of Grant monies will be released to you when you have demonstrated that you have fulfilled the milestone and output requirements set out in the Schedule. The evidence will be gathered by SEMLEP for the Programme Management Board using quarterly monitoring forms. Approval of the Grant payments will be made by the Growth Funds Task Group. The Council reserves the right to seek any further information that it deems necessary to satisfy itself that the funding has been spent appropriately.
- 2.3.3 The Council can accept no liability in respect of the loss attributable to any delay in the payment of claims or to any suspension, reduction or cancellation of the Grant.

2.4 **Milestones and monitoring**

- 2.4.1 The Grant is dependent on achieving the milestones and outputs by the dates stated in the Schedule and Proforma and Business Case. If these milestones and outputs are not achieved in full, the Council may reduce the final amount of the Grant already paid and/or require repayment of any grant already paid.
- 2.4.2 You may seek to vary milestones or outputs by seeking written consent from SEMLEP and the Council. Variation will only be considered where you have not met (or do not believe that you will meet) the milestones or outputs as a result of events of circumstances beyond your reasonable control and you have sought a variation as soon as reasonably practicable. SEMLEP may discuss varying milestones or outputs with you, but any oral consent is indicative only, and consent will not formally be given other than in writing.

- 2.4.3 Regular monitoring will be undertaken and you must comply with all requests from SEMLEP for information regarding the progress of the Project. This will include a Project monitoring form which is currently required every quarter. Failure to return the forms by the deadlines may result in loss of and/or delays to the Grant funding.
- 2.4.4 The monitoring form will record information on expenditure and the progress being made towards delivery of the outputs as well as risk management and communication plans. It will contain a project summary section which may be used to update the LGF page of the SEMLEP website.
- 2.4.5 You will be required to carry out a full evaluation of the Project once completed and keep records of outputs achieved until the later of the date when the agreed targets have been met and 10 years following completion of the project. You must provide monitoring information as required from time to time during this period. At present Government has indicated that output information will be required until 2024/25 as a minimum.
- 2.4.6 You will be required to retain all original documents and an audit trail relating to the implementation of the Project for a period of 10 years following completion of the Project.
- 2.4.7 Representatives from HM Government, SEMLEP and the Council shall have the right to inspect the Project and all information held and you must permit such inspections on the receipt of reasonable notice. You must also provide copies of any documents they require. You should invite SEMLEP for site visit inspections at least once per year.

2.5 **Assurance and Compliance**

- 2.5.1 You will be required to confirm that you have complied with State Aid and procurement requirements.
- 2.5.2 If you are required to comply with the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016, you must comply with the relevant Regulations and with your internal procedures where procuring goods, services or works which are funded or part funded by a Grant. If you are not required so to comply, you must confirm with SEMLEP the procedures that you must implement for procurement and you must comply with these. SEMLEP also ask that in all procurement you are mindful of using local SEMLEP based supply chains.
- 2.5.3 The Council shall not be required to pay part or all of the Grant and may require you to repay part or all of it, together with interest at the rate required by law, if the Council considers that payment of the Grant would be, was or is in breach of the laws embodied in Articles 107-109 of the Treaty on the Functioning of the European Union, as amended (State aid laws) and/or any law of the United Kingdom limiting State Subsidy including the European Union (Future Relationship) Act 2020 (to the extent that this applies to the Grant). State Subsidy means a financial contribution granted by a public authority or through State resources in any form whatsoever which confers a benefit on the recipient, which shall include, but not be limited to, the definition of a subsidy contained in the Trade and Cooperation Agreement between the European Union and the European Atomic Energy Community and the United Kingdom, signed on 30 December 2020, including such amendments as are agreed between the parties from time to time.

2.6 **Freedom of information and confidentiality**

- 2.6.1 Nothing in the Grant offer or this Grant offer letter shall prevent the Council from disclosing any information which the Council is required (in the Council's opinion) to disclose under the Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004 (as each has been amended) and any other requirements whether or not existing at the date of this Grant offer.
- 2.6.2 You must provide the Council with any assistance it reasonably requires if it receives a request under the Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004 (as each has been amended).
- 2.6.3 Each party shall keep confidential all confidential information which it has obtained as a result of your application for a Grant. This will not apply to confidential information which: is lawfully otherwise obtained; is already in the recipient's possession; is in the public domain other than as a breach of this paragraph; is required to be disclosed by law; or is transferred between the Council and SEMLEP and vice-versa.

2.7 **Publicity**

- 2.7.1 SEMLEP will publish the amount of Grant offered with the name of the recipient and a brief description of the Project after the acceptance of this Grant offer letter. This will be available on SEMLEP's website and you will provide regular written and photographic evidence to ensure that the SEMLEP website remains up to date on your project progress.
- 2.7.2 If you issue any publicity or make any announcement regarding the Project you will ensure that the assistance of the Getting Building Fund and SEMLEP is fully acknowledged. The involvement of SEMLEP should also be required and you are required to co-operate with any publicity arranged by SEMLEP. You will supply updated communications plans with monitoring forms.
- 2.7.3 Any hoardings or display boards will acknowledge the Getting Building Fund monies and contain a SEMLEP logo in equal prominence and in full colour.
- 2.7.4 Invites will be sent to SEMLEP for any events or openings for the project with sufficient notice to attend. Press releases will be shared with SEMLEP for events. Any social media about the project will acknowledge Getting Building Fund and SEMLEP.
- 2.7.5 In all publicity you will follow the guidelines provided in the SEMLEP Communications protocol: <https://www.semlep.com/resource-hub/marketing-materials/> .

2.8 **Withholding Payment or Requirement for Repayment of Grant**

- 2.8.1 Without limiting SEMLEP/the Council's other rights and remedies, this paragraph sets out circumstances in which SEMLEP and/or the Council may decline to pay all or part of the Grant and/or may require repayment of part or the entire Grant:-

- 2.8.1.1 assistance for the Project is received from another institution, EU, government department, local authority or charitable fund unless this assistance was taken into account in making this Grant offer,

2.8.1.2 in SEMLEP's opinion progress on the Project including reaching the milestones or outputs is not satisfactory, though SEMLEP may (but is not required to) take into account mitigating circumstances,

2.8.1.3 any information provided on the application for in supporting documentation or subsequent correspondence is found to be incorrect or incomplete,

2.8.1.4 you are in breach of any term of this Grant offer letter or

2.8.1.5 any financial mismanagement has been identified following investigation.

This would only occur with approval of the Growth Funds Task Group and Board.

2.9 **Amendments to this Grant offer letter and assignment**

2.9.1 No amendment or variation to this Grant offer letter will be effective unless approved by the Growth Funds Task Group and then agreed as a contract variation to this document.

2.9.2 The Council may assign and/or novate this Grant agreement or any part of it without your consent.

2.9.3 You may not assign or novate this Grant agreement or any part of it without the Council's prior consent in writing.

2.10 **Disposal of assets**

2.10.1 You must not dispose of the whole or part of your interest in any capital assets funded or part funded by the Grant or change their use within 5 years of the completion of the Project without first obtaining the consent of the Council and SEMLEP (at their sole discretion). Any consent may be conditional.

2.11 **Acceptance**

2.11.1 This Grant offer can only be accepted by an authorised signatory signing the enclosed copy letter and returning a PDF copy by e-mail to roy.baker@luton.gov.uk within one calendar month of this Grant offer letter. If the acceptance is not received within the indicated timescale, the Grant offer will be deemed to have lapsed and the Grant offer will be deemed to be withdrawn.

2.11.2 No payments will be made under this Grant offer until the Council has received the written acceptance thereof.

If you have any queries regarding Getting Building Fund and your project please contact Judith Barker at SEMLEP on 01234 436100.

Yours sincerely



Darren Lambert
Finance Business Partner (for and on behalf of the Section 151 Officer)

I confirm that I accept the Grant offer letter.

Authorised signatory.....

Name.....

Position.....

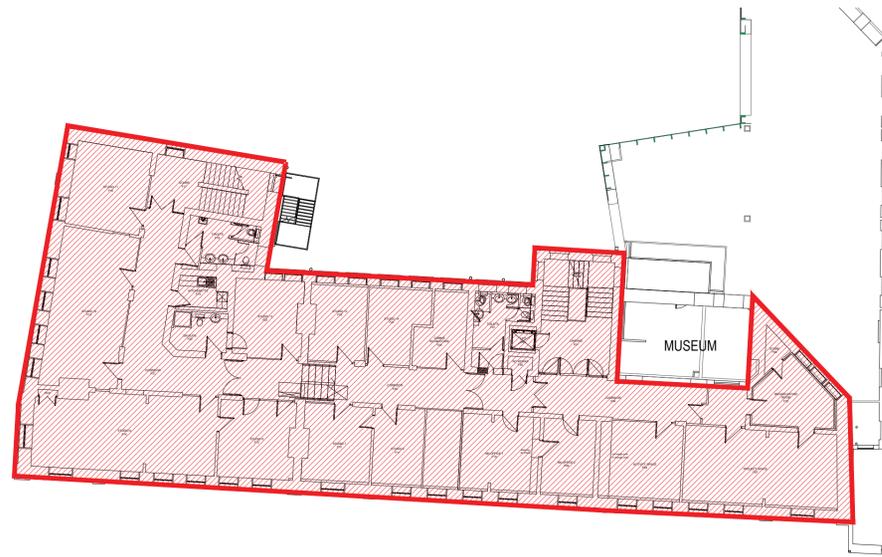
Organisation.....

Date.....

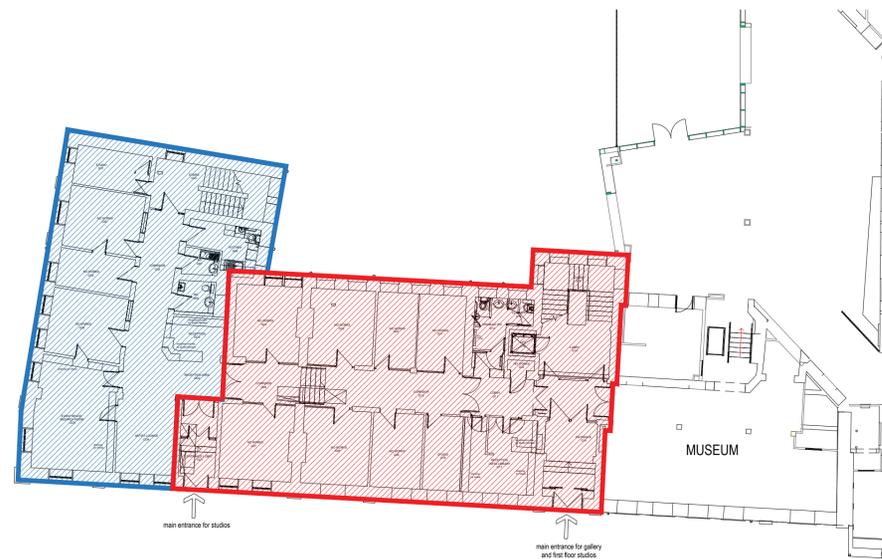
Annex 1

Schedule 1	Date & Payment amount	Activity to be completed
Milestone 1	By 31 October 2021 £1,000,000	a) Works commenced b) Heads of terms for lease with NN Contemporary agreed c) Confirmed planning position d) Updated partnership agreement signed off
Milestone 2	By 31 January 2022 £150,000	a) 1 st Fix complete b) Construction Phase Programme confirming Practical Completion prior to the end of Q1 2022/23

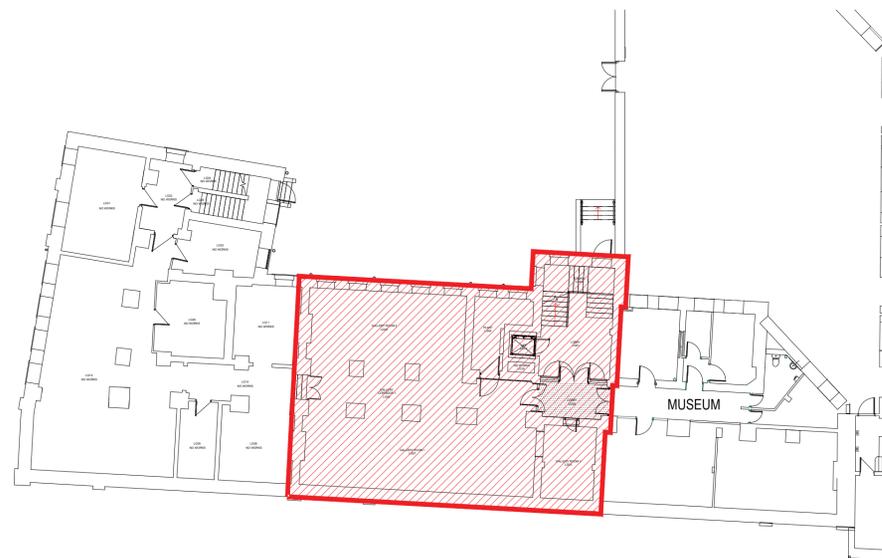
Schedule 2 Outputs	Numbers to be achieved	By when
Supported cultural organisations	18	March 2025
FTE jobs	22.1	March 2025
Construction jobs	36	March 2022
Area of new cultural and educational space	833sqm	March 2022



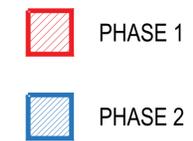
FIRST FLOOR



UPPER GROUND FLOOR



LOWER GROUND FLOOR



php architects

REFURBISHMENT
NORTHAMPTON BOROUGH COUNCIL
24 GUILDHALL ROAD, NORTHAMPTON

PHASING PLAN

P1: First Issue.	22.07.2021 WL
Rev	Date/Checked
The Old Rectory Rectory Lane Milton Malsor NORTHAMPTON NN7 3AQ t: +44 (0)1604 858916 f: +44 (0)1604 859123 www.peter-haddon.com	
Issue Purpose:	TENDER
Drawn by:	WL Checked by: RS
Scale @ A1:	NTS Date: JULY 2021
CAD ref:	Draw no.: 4468/113 Rev: T1
Copyright reserved. Dimensions to be checked on site. Discrepancies to be reported before proceeding.	

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WEST NORTHAMPTONSHIRE COUNCIL CABINET

12TH OCTOBER 2021

**CABINET MEMBER WITH RESPONSIBILITY FOR ECONOMIC DEVELOPMENT,
TOWN CENTRE REGENERATION AND GROWTH: COUNCILLOR LIZZY BOWEN**

Report Title	Hardingstone Bike Park
Report Author	<p>Kevin Langley, Head of Major Projects and Regeneration Kevin.langley@westnorthants.gov.uk</p> <p>Alex Millar, Project Manager Alex.Millar@westnorthants.gov.uk</p> <p>Rob Saunders, Development and Regeneration Principal Robert.Saunders@westnorthants.gov.uk</p>

Contributors/Checkers/Approvers

Monitoring Officer	Catherine Whitehead	29/09/21
S151 Officer	Martin Henry	29/09/21
Other Director/SME	Stuart Timmiss	29/09/21
Communications Lead/Head of Communications	Craig Forsyth	22/09/21

List of Appendices

Appendix 1 – EXEMPT

Appendix 2 – The Northampton Borough Council Cabinet Report (24 March 2021)

Appendix 3 – Sport England grant offer letter (received 15 Sept 2021)

1. Purpose of Report

- 1.1 The purpose of this report is to update Cabinet and seek the necessary approvals to deliver the Hardingstone Bike Park project.
- 1.2 The report:
 - 1.2.1 seeks authority to grant 25-year lease and operation and maintenance agreement with Northamptonshire Sport;
 - 1.2.2 seeks approval for spend of the identified additional funding to cover the increased cost of delivering the project;
 - 1.2.3 seeks delegation of authority for the operator agreements; and,
 - 1.2.4 confirms other funding sources and budget requirement together with authorisation to proceed with the project.

2. Executive Summary

- 2.1 The Hardingstone Bike Park is a former Northampton Borough Council (NBC) community-led leisure proposal to develop a new community facility for the area in partnership with various stakeholders including the council, Northamptonshire Sport Charitable Incorporated Organisation (N Sport), local mountain bike enthusiasts, and Sport England (SE).
- 2.2 The bike park would be developed on a disused section of the Delapre Golf Course and consists of several different bike trails that would require varying degrees of skill and ability to ride. Some would favour mountain bikes whilst others could be ridden by almost all cyclists. The bike park will respect and enhance the natural landscape setting of the former golf course.
- 2.3 At the NBC Cabinet meeting on 24 March, approval was given for the grant funding application to be submitted through the Places to Ride Fund, subject to full funding terms being reported back to WNC and the surrender of the land required from Delapre Golf.
- 2.4 NBC Cabinet also delegated authority to the Acting Director of Economy and Assets in consultation with other officers to appoint a contractor following a compliant procurement process for the works required to construct the new bike park (subject to the application for funding being successful) (see Appendix 2).
- 2.5 SE (the Places to Ride Fund) confirmed the application for funding was successful (mid-May 2021) and issued an award letter with associated grant funding conditions. The confirmed funding terms were reported to WNC on the 21 May 2021 and were received by Victoria Rockall, Community & Safety Engagement Manager.
- 2.6 SE has now agreed an extension in the delivery period to September 2022 (see Appendix 3). Delivery can be met (subject to approval requirements and risk matters identified in this report).

- 2.7 Workstreams for design, studies and surveys for planning requirement and construction, planning submission, procurement of main contractor, estates matters (including the surrender and regrant of a new lease to Delapre Golf Club), and bike park operator have all progressed simultaneously.
- 2.8 There is an increased budget requirement and will require additional budget to proceed (which has been identified through public health and section 106 money that has been made available), and authorisation for the project (see Appendix 1).
- 2.9 Delegation of authority is recommended to the officers identified below to complete the project as outlined herein, subject to each officer being satisfied with the completed financial and legal due diligence.

3. Recommendations

- 3.1 Cabinet is asked to:
 - a) Note the work to date undertaken in the development and delivery of the bike park project
 - b) Approve the revised budget in line with appendix 1 of this report
 - c) Delegate Authority to the Assistant Director Economic Growth and Regeneration to enter the SE (Places to Ride) grant agreement, subject to being satisfied with financial and legal due diligence
 - d) Delegate authority to the Assistant Director Housing and Communities to agree the terms of the operation and maintenance agreement (OMA) with the bike park operator (which shall include back-to-back requirements of the SE Grant condition), subject to being satisfied with financial and legal due diligence
 - e) Delegate Authority to the Assistant Director Assets & Environment to grant a lease to the proposed operator of the bike park for 25 years on terms acceptable to the Council, subject to being satisfied with financial and legal due diligence
 - f) Receive a further report in the event any issues arise with the financial and legal due diligence exercise where the risks listed in paragraphs 5.15.1 to 5.15.6 materially impact on the delivery of the project and/or the grant funding conditions

4. Reason for Recommendations

- The recommendations establish financial and requisite delegated authorities to proceed with the project. Whilst there are a number of outstanding risks and interdependencies on this project, these approvals are necessary to enable the project to continue.

5. Report Background

- 5.1 An area of disused land leased by the Council to Delapre Golf Club was identified as having potential as a bike park, with initial engagement between the former NBC's Community team, local mountain bike riders, elected members and Northamptonshire Sport (N Sport). In essence, the disused section of the Delapre Golf Club was identified as potentially suitable for a bike park.
- 5.2 N Sport is a partnership of local and national organisations working together to provide opportunities for people to participate in sport. N Sport supports district/borough authorities, voluntary sector organisations, charities, HE/FE, health and many others in reducing inactivity and increasing participation. N Sport is focused on reaching the least active, especially those in groups where significant inequalities exist.
- 5.3 These discussions coincided with a grant fund for biking known as "Places to Ride" Fund, which is administered by Sport England (SE). An Initial stage one application was made by NBC to the "Places to Ride" fund based upon a design intent.
- 5.4 NBC Cabinet on the 24 March 2021 (see Appendix 2) gave delegated authority to the Acting Director of Economy and Assets to appoint a contractor, following a compliant procurement process for the works, to construct the new bike park (subject to the application for funding being successful). The budget allocated was £0.5m.
- 5.5 This project is now being taken over and progressed by West Northamptonshire Council.
- 5.6 The project will see the conversion of a disused section of the Delapre Golf Course into a bike park. The park will consist of several different bike trails that would require varying degrees of skill and ability to ride. Some trails are designed to be ridden by mountain bikes whilst others could be ridden by almost all cyclists. The park will respect the existing pedestrian public rights of way footpaths and ensure interfaces with the bike trails are clearly identified for safety notices are to be installed. The trails are positioned in such a way as to minimise the impact on the landscape, trees and vegetation. Enhancement of the habitat and landscape will also be a requirement of the planning application (by way of a biodiversity/ecology enhancement plan).
- 5.7 Pursuant to Cabinet approval in July 2021, the council and Delapre Golf Club have agreed Heads of Terms to facilitate the surrender of the land required for the bike park and grant a new lease to the golf club, and this element of the project is progressing between the parties.

5.8 **Project progress since 1 April 2021**

SE (Places to Ride) Grant.

- 5.9 The "Places to Ride" funding application was accepted by SE, subject to the conditions set out in its award letter of the 17 May 2021. The grant funding being offered is £250k, which must be match funded by WNC (approval for which was granted by the former NBC, see Appendix 2) and is provided for in WNC's capital programme.

- 5.10 Dialogue has taken place with SE over the grant funding terms and it has agreed that the deadline for spending the grant funding is extended to end of September 2022 (formerly end March 2022). This is in recognition of the complexities of delivering the project including planning, procurement of a contractor, construction, and undertaking all the financial and legal due diligence.
- 5.11 The Council has now received an updated offer letter from SE, terms and conditions of the grant are standard SE requirements which include provisions such as engagement on the key stages of the project delivery. It is also to be noted that the award obligations include a requirement for the Council at the direction of SE to enter either a restriction or a legal charge in favour of SE on the Council's title for the duration of the award agreement (25 years). These requirements are set out in Appendix 3.

Design and Planning

- 5.12 The Executive Leadership Team (ELT) discussed on 16 June 2021 the release of £50,000 from the approved budget, so that consultants could be appointed to undertake all necessary work to enable design development and a planning application for the bike park to be submitted without delay. This was subsequently agreed by The Executive Director of Place, Economy and Environment on 16 June 2021 through officer delegations (this has included construction design, ecology, arboriculture, flood risk and highways).
- 5.13 Refined and finalised design and costings for both the planning application and the construction procurement have now been completed by consultants who prepared the initial design.
- 5.14 Officers from the Council, the planning consultant and a community bike rider representative attended Hardingstone Parish Council Planning Committee on 18 August 2021 and gave an update. Attendees of the meeting were given a brief explanation of the proposed bike park and informed that a planning application was being prepared for submission. A further drop-in session is proposed to be during the planning application consideration period to allow local residents to view the proposals in detail and ask questions.
- 5.15 The critical path for this project is established to run through the planning process. Should planning permission be granted, construction of the bike park can begin as soon as practicable thereafter. Revised deadlines for SE grant fit, subject to other interdependent matters (such as the operator and lease agreement) being completed.
- 5.16 Through the planning review, it has been identified that the works will require an archaeologist with a 'watching brief' over certain elements of the construction, and an ecological clerk of works at agreed stages to oversee and advise on elements of construction of the bike park. The latter will ensure it is constructed in accordance with the construction ecology management plan.
- 5.17 A planning application was submitted on 20th September 2021. It is anticipated it could be decided by December 2021 (13-week process).

Construction Matters

- 5.18 Tender Information has now been prepared. It is anticipated that an invitation to tender will be issued during early October. This will be an open tender and is being managed by the WNC Procurement Team.
- 5.19 The tender requires an experienced bike park construction delivery partner in line with the SE grant requirements. This will go out as an open market tender to satisfy the grant condition that at least three competitive quotes must be received.
- 5.20 It should be noted that the construction tender process and appointment of principal contractor will continue to be delegated to officers once costs are known to be affordable and in budget, and other delegated matters are in place or agreed.
- 5.21 Construction is not likely to commence until early 2022.

Programme Milestones	Date
Planning submitted	September 2021
Construction tender issued	October 2021
Construction start on-site	February 2022
Construction completion	July 2022

Assets Matters

- 5.22 Car parking provision for the bike park is a requirement of both the SE grant, and is expected to be a requirement of the planning permission. The SE agreement also requires access to toilet and café facilities.
- 5.23 The Golf Club have agreed in principle to share facilities with N Sport and are aware that the provisions of the new lease contain an obligation on the Golf Club (at the request of the Council) to consider sharing any one of its facilities, both parties acting reasonably and in good faith at all times. It is proposed to enter into an agreement with the Golf Club establishing the details of this arrangement.
- 5.24 How the shared facilities are to be dealt with going forward will be documented within the Partnership Agreement.
- 5.25 A new lease with the proposed Bike Park Operator (N Sport) is in the process of being negotiated. Given the Bike Park is a non-commercial venture with no prospect of being profitable, it is proposed this lease will be at nil consideration (a 'peppercorn' rent). A business case for the operation of the bike park will be requested from N Sport ahead of granting the lease.

- 5.26 Delegated authority to the Assistant Director Assets & Environment to grant a lease to the proposed operator of the Bike Park for 25 years on terms acceptable to the Council is requested.

Operator Matters

- 5.27 N Sport is identified as the proposed operator of the Bike Park. They developed the original proposal and led on the developed of the stage 1 bid to the SE Places to Ride fund. The offer of funding is dependent on them staying as a delivery partner and have been confirmed as the Council's Partner in the Sport England Grant funding offer.
- 5.28 The basis for the project has always been that there should not be an ongoing Revenue cost to the Council, and it is in principle agreed with N Sport that it will fund arrangements for the operation and maintenance of the Bike Park once completed at its own cost. As part of the lease being agreed all necessary due diligence, including checking that they N Sport have the requisite funds will be undertaken. N Sport is proposed to be the legal entity which will lease the Bike Park from the Council, and they would be the operator and will enter into an operation and maintenance agreement (OMA).
- 5.29 Sport and Leisure Officers from the WNC Healthy Communities Team are drafting an initial OMA for the Bike Park in conjunction with N Sport and together they will develop the OMA and finalise the details prior to completing (by way of the delegated authority referred to).
- 5.30 N Sport will appoint an external contractor (via a competitive tender process) to undertake management of the horticulture.
- 5.31 N Sport have stated that: "The Park will initially be operated by a group of volunteers overseen by N Sport, the lease holder of the facility. This volunteer force will be made up mainly of mountain bike riders. These volunteers will be upskilled in maintenance, organisation, social media, trail rebuilding, wildlife conservation, etc. It is planned that this volunteer group will transition into a formal Mountain Bike Club affiliated to British Cycling. Currently there is no standalone MTB club in Northamptonshire."
- 5.32 N Sport will be subject to the provisions of the SE grant funding under the terms of its lease with the Council and/or the Bike Park OMA (as appropriate), and will be required to comply with the same.
- 5.33 The OMA will place N Sport as the responsible body for the running costs and maintenance of the Bike Park and, pursuant to the provisions of the lease and the OMA with the Council, N Sport will be obliged to comply with the grant conditions set by SE. Under the terms of the lease and/or OMA, N Sport will also have other obligations relating to planning permission, such as the need to incorporate a habitat management plan.
- 5.34 Delegated authority is sought for the Assistant Director Housing and Communities to agree the final terms of the OMA with the Bike Park operator (which shall include 'back to back' obligations to meet the requirements of the SE grant conditions and allow the Council to end the OMA at reasonable intervals).

6. Implications (including financial implications)

Resources and Financial

Funding

- 6.1 Appendix 1 Budget Update confirms the current approved budget of £500,000 and reasons for additional budget of £225,000, which needs approval. The funding of this budget is made up from WNC funding, Sport England, Public Health, and developer contributions (section106). This appendix showing the split between the construction, contingency and professional fee costs is private as the tender process is yet to be undertaken and would potentially influence the tender responses. The table below sets out the funding sources.

Item	Funding, £ 000's
Places to Ride (Sport England grant)	250
NBC Funding (Carried forward)	250
Public Health**	95
Regeneration (In year budget)	62
Strategic Sport and Leisure (Wootton Fields s106)	68
Budget Total	725

- 6.2 Cost increases are broadly the result of additional planning application work, including surveys and studies that are required, and anticipated appointment of ecological specialist(s) to provide oversight during construction. There is also an expectation of cost increases for the supply of materials, especially aggregates affecting the whole construction sector, due partly to HS2. It should furthermore be noted that there will not be a firm price for the works until the tender submissions have been received during November 2021. All the costs noted in this point have been accounted for in the revised budget.
- 6.3 The nature of the SE grant agreement means there is only scope to decrease areas that do not affect the funder's outcomes/conditions, limiting the level of value engineering that will be able to take place should tender responses prices exceed available budget. The project costs have been tested prior to the tender process as well as including an appropriate contingency to mitigate against this.
- 6.4 If the budget is not revised, the project cannot proceed.

Disposal

- 6.5 Taking into account the legal considerations below given the non-commercial nature of the use, it may be considered that a lease at a peppercorn is best consideration reasonably

obtainable. The scheme will contribute in particular to the social well-being of residents, through the opportunities for outdoor exercise

Legal

- 6.6 The Council pursuant to the Local Government Act 1972 (LGA 1972) has the power to dispose of any land in any manner that it would wish, save that pursuant to Section 123 of the LGA 1972 any such disposal must be for the best consideration reasonably obtainable, except in the case of short tenancies (i.e., a lease not exceeding 7 years) or otherwise with the approval of the Secretary of State. It is noted at paragraph 4.25 above that the Council proposes to grant a lease to N Sport at a peppercorn rent.
- 6.7 The Council has a duty in determining whether or not to dispose of its land for less than best consideration reasonably obtainable, to ensure that it complies with normal and prudent commercial practices which can include obtaining a view of a professionally qualified valuer as to the likely amount of the undervalue. In relation to this proposal, it is recommended that the Council obtain an independent valuation to demonstrate that it has complied with its duty under the LGA 1972.
- 6.8 Any disposal at less than best consideration pursuant to the Circular 06/03: Local Government Act 1972 general disposal consent (England) 2003 is subject to the condition that the undervalue does not exceed £2 million. It follows that if the proposal has an aggregate undervalue that exceeds the £2million threshold then the disposal will require the consent of the Secretary of State.
- 6.9 In addition to the above, the Council can, when considering the best price that can reasonably be obtained, have regard to policy and ethical as well as commercial considerations, However, whilst such considerations may be a factor in any decision they must be in balance.
- 6.10 The Council will also need to ensure that the scheme complies with the subsidy rules which now apply following the departure of the UK from the EU. This means that the Council must comply with the obligations in the UK-EU Trade and Co-operation Agreement and that the proposed disposal and the amount of subsidy complies with the subsidy rules.
- 6.11 The Council in its capacity as landowner will need to ensure that an appropriate change of use application is made and granted in advance of the Council granting a lease to N Sport as the land is currently under a different use. This will be addressed as part of the overall planning application.
- 6.12 The procurement and appointment of the principal works contractor will need to be undertaken in accordance with the Council's Contract Procedure Rules and the conditions of the SE which also set out detailed requirements in validating the tender process and award of contract.
- 6.13 The SE grant conditions assume specialist appointments and require the project to be overseen by appropriate, experienced and qualified consultants, contractors and

tradespeople and furthermore details are to be provided to SE in respect of any appointments for project management, design, construction or other specialists. Any such appointments made would be included within the budget for the project.

- 6.14 The SE grant conditions contain rigid obligations and strict timeframes. The Council must ensure that the project is deliverable prior to formal acceptance of the grant funding.
- 6.15 The risks identified in paragraphs 5.17.1 to 5.17.7 below are significant in nature and could impact on the delivery of the project, accordingly if any issues arise from the identified risks these should be reported to Cabinet at a future meeting for any further decisions.
- 6.16 It is noted throughout the Cabinet report above, that the above proposal is subject to the completion and consideration of legal and financial due diligence, which is still to be obtained. It is recommended that any delegation provided by Cabinet to officers be subject to the proviso that in considering the proposal that those officers be duly satisfied that NSport is properly constituted and managed and that all appropriate safeguards are in place to both manage and mitigate any identified risks, and to protect the Council's interests.

Risks

- 6.17 The project, with its multiple work streams and interdependencies has a number of risks that have been identified which should be noted.
- 6.18 A risk register for the project has been completed and can be shared with members or officers upon request. The main areas that are outstanding are as follows:
 - 6.18.1 Delapre Golf Club does not complete the surrender of its existing lease or agree with the new lease changes, thus not freeing up the bike park land. The likelihood of this is now reduced, but until the old lease is surrendered and the new lease is completed, the risk remains.
 - 6.18.2 Delapre Golf Club does not allow use of its car park, café and toilet facilities for bike park users, which has been agreed in principle, and is a condition of the SE grant award.
 - 6.18.3 N Sport is in partnership with the council and will be taking a lead role within the project. It is noted nonetheless that the organisation has no experience in running a bike park of this nature and will be dependent on a group of volunteers to support the delivery of the bike park. The level of inexperience is a risk for the council.
 - 6.18.4 In addition, it is noted at paragraph 4.28 that N Sport intends to provide for maintenance costs related to the project, but the organisation has no reported income or expenditure upon which the council can rely. It follows that the reliance on a volunteer organisation and a lack of established financial liability are a risk for the council. Specifically, arrangements around car parking are intended to provide

any income but this arrangement, whilst likely to be reached, may not secure sufficient income to sustain maintenance at the necessary level.

- 6.18.5 Due to the close relationship via the OMA and grant agreement between the Council and N Sport, it is possible that the Council would be legally liable (in civil or criminal terms) if there was a failure by N Sport to adequately maintain the facility and manage risks on it. The nature of the activities proposed means there is a risk of serious injury or death if facilities are not in good order and regularly inspected.
- 6.18.6 The submitted tenders exceed the budget estimate or no bike park specialist contractors submit tenders for the project. As noted in 5.3 above, if this were to happen VE would be explored and if the budget could not be brought in line with funds there will either be a further report to seek funds, or the project will not take place.
- 6.18.7 Construction access through the neighbouring Northamptonshire Police Criminal Justice Centre, which is the optimal access point, is not secured resulting in construction cost increases.

6.19 **Consultation**

- 6.20 As stated previously, an update on the project was given to the Hardingstone Parish Council Planning Committee on 18 August and a further drop-in session is proposed to be held once the application has been submitted to allow local residents to view the proposals and ask questions.
- 6.21 It is proposed to hold a half-day drop-in session in Hardingstone once the planning application has been submitted, to allow residents to look at the proposals in detail and talk to Officers from both the council and N Sport about the project.

Consideration by Overview and Scrutiny

- 6.22 N/A

Climate Impact

- 6.23 The final design of the bike park will be informed by an ecology and arboricultural survey and these will also guide and inform the construction of the bike park. There will also be a biodiversity net gain plan which will be implemented as part of the construction of the bike park. All plant and machinery will be required to run on biofuels and lubricants. Any fuel reservoir (if required) will also be bunded.
- 6.24 Use of the Bike Park should be effectively nil carbon, as cycles would be human-powered. However, travel to the site would be, at least in part, by car. Transport impacts will need to be addressed as part of the Council's overall approach to decarbonising transport.

- 6.25 Materials should be sourced from local suppliers where practically possible, but not so as to increase risk on the delivery.

Community Impact

- 6.26 The bike park is seen very much as a community asset. A volunteer team, in conjunction with N Sport, will not only operate and manage the bike park, performing weekly safety inspections, any day-to-day maintenance requirements and general support of the users. The objective is that the volunteer team will transition into a formal club once the facility is established and work with N Sport to promote and organise events and deliver on the objectives of the Cycling Delivery Plan.
- 6.27 Hardingstone Parish Council along with the residents of Hardingstone are seen as very much integral to the future success of the bike park. Non-riders will have access to the park via informal mown paths and it is hoped the community will partake in activities such as tree planting for example (led by the Hard 9 club and supported by the Woodland Trust).
- 6.28 The proposal has received letters of support from four local schools, Northampton Police, Public Health Northamptonshire, the General Practice Alliance, the University of Northampton the Northampton Youth Provision Network, the Northampton School Sports Partnership, Nenescape Landscape Partnership Scheme, Northampton Town Football Club and the local MPs.

7. Background Papers

N/A



CABINET REPORT

Report Title	Hardingstone Bike Park – Contractor Procurement
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	24 th March 2021
Key Decision:	Yes
Within Policy:	Yes
Policy Document:	No
Directorates:	Economy & Assets
Accountable Cabinet Member:	Cllr Tim Hadland, Regeneration & Enterprise
Ward(s)	Delapre

1. Purpose

- 1.1 For Cabinet to note the opportunity for the Council to seek funds through the Places to Ride Programme and, subject to the application for funding being successful, to delegate authority to the Acting Director of Economy and Assets to appoint a contractor following a compliant procurement process for the works required to construct a new bike park adjacent to the Delapre Golf Course as specified in the report.

2. Recommendations

It is recommended that:

- 2.1 Cabinet supports the Hardingstone 9 Bike Park project including the acceptance of the Places To Ride application, subject to the conditions set out in 3.2.1 and 3.2.2 in the report.
- 2.2 Cabinet delegates authority to the Acting Director of Economy and Assets, in consultation with the Borough Secretary, Chief Finance Officer and Cabinet Member for Regeneration and Enterprise to appoint and enter into a Contract

with the successful contractor for the construction works to convert of a disused nine hole golf course into a mountain bike centre and general outdoor facility following completion of the tender process. West Northamptonshire Cabinet will receive further reports to their Executive should these be required.

- 2.3 Cabinet notes the land annexed to this report is currently leased to Delapre Golf Club and that negotiations to release the area of the land are ongoing and subject to contract and approval by West Northamptonshire Council. The appointment of the Contractor will not complete before the land is brought back into Council control.
- 2.4 Cabinet approves a legal budget of up to a maximum of £25,000 if deemed necessary by the Acting Director of Economy and Assets in consultation with and the approval of the Borough Secretary to procure external legal expertise in construction in connection with the works proposed herein to the Bike Park.
- 2.5 Cabinet notes that West Northamptonshire Council will progress with the work set out within this report from 1st April 2021, having been consulted on the reports contents.

3. Issues and Choices

3.1 Report Background

- 3.1.1 There is a clear need for further health and wellbeing facilities within Northampton as outlined in strategic documents such as the Northamptonshire Joint Health and Wellbeing strategy 2016-2020 and the Northampton Local Plan 2.
- 3.1.2 The Northamptonshire Joint Health and Wellbeing strategy 2016-2020 sets out a range of measures to reduce health inequalities such as creating spaces, facilities and infrastructure to enable people to make healthier choices, as well as objectives to ensure people have access to leisure spaces, green and natural spaces and recreational facilities and community assets that promote health and wellbeing and improve cycling as part of an integrated infrastructure.
- 3.1.3 Northampton's Local Plan 2 sets out key priorities to address health disparity and create healthy and inclusive communities through spaces facilities and infrastructure that enable people to make healthier choices. The creation of the bike park would support the following points as captured in the local plan:
 - Physical activity – creating environments that encourage and support people to be active, through active travel, play, informal and formal leisure and sporting activities.
 - Social interaction – providing facilities and spaces that can be used for formal and informal social interaction and community activity.
 - Green infrastructure – effective incorporation of multi-functional green infrastructure, providing benefits such as access, play and recreation, attractive environments and wildlife habitat, flooding, climate and air quality management, relaxation and enhanced mental wellbeing.

- 3.1.4 A dedicated mountain biking facility is an excellent way to meet these needs and also addresses the issue of the lack of purpose built, free facilities, for either road or off-road cycling disciplines. A designated area for the growing number of off-road riders is required in the area with British Cycling having the Oxfordshire/Northamptonshire area identified as a strategic priority for cycling facility development and where the proposed facility would help meet this need.
- 3.1.5 The current closest similar facilities are the mountain bike centres provided by Forestry Agencies such as the Forest of Dean (Gloucester), Coed-y-Brenin (North Wales), and Cannock Chase (West Mids.), which provide excellent free to ride facilities and Northamptonshire riders are frequent visitors. However, the nearest of these is almost 2 hours away by car.
- 3.1.6 Closer to home, some managed facilities are available at Chicksands Bike Park and Woburn Trails, but tend to be for more advanced riders. The one thing all of these facilities have in common is the need for motorised transport to get there which makes it difficult for younger riders to access.
- 3.1.7 The proposed facility will mean Northampton can become a regional Destination Cycling Facility centre, offering inclusive mountain biking for all ages and abilities; offering a start for those with an initial interest, and inspiration to those looking to progress their skills to the highest level.

Hardingstone Bike Park Project and Places to Ride Programme

- 3.1.8 British Cycling and Sport England have the aim of developing a national network of new cycling facilities which meets local demand, making use of a £15 million investment programme from the Department for Culture Media and Sport, called Places to Ride.
- 3.1.9 The funding is available to any organisation that is developing cycling activity in their community and can be used for anything from equipment packages to activate your local space, through to a brand-new cycling facility.
- 3.1.10 The Council, working closely with its funding partner Northamptonshire Sport, a partnership of local and national organisations working together to provide opportunities for people to participate in sport, and a volunteer team, to develop an initial Stage 1 application. This project proposal is for a former nine-hole golf course (Hardingstone Course) in Northampton which is currently overgrown and returning to nature, turned into a mountain bike centre and general outdoor facility.
- 3.1.11 The project will deliver a designated off-road cycling area enabling all ages and all levels to learn, progress and hone their skills. The land has the ideal topography to be converted into off road cycling trials. Providing the area as a free-to-all facility will open mountain biking to a wider audience. The site is located less than 2km from Northampton town centre giving good accessibility and would be located adjoining existing sport/leisure uses building on the facilities in the vicinity. Given the location the

site would also benefit from traffic free cycle routes connecting the site with public transport hubs as well as major housing areas.

3.1.12 The intention would be to retain all the natural features and use the open areas of the “fairways” to construct nine ascending and descending mountain bike runs of varying difficulty from beginner level to expert, complemented by a learn to ride area. This would enable the facility to offer opportunities for individuals to progress from learning how to ride a bike to mastering challenging technical features.

3.1.13 Footpaths and nature trails would be included in the design to make use of the more natural areas. There are areas of green infrastructure outside the facility that already accommodate cross country style riding.

3.1.14 The existing golf complex already has facilities such as toilets, café, and shop facilities. These facilities would be incorporated into the project by installing bike racking in the area near the cafe to allow the users of the bike park to use these facilities.

3.1.15 The Stage 1 Places to Ride application was submitted in November 2020, with it being announced later that month that the proposal was successful in being invited to submit a stage 2 application.

3.1.16 The deadline for the second stage application was 15th January 2021, with this submission having been made, the outcome is currently being awaited.

Procurement of a principal contractor

3.1.17 The bike park tracks have been designed and costed up to a ‘Macro’ level using professional trail building company which has formed the basis of the bid submission. The next stage of more detailed designs and specification are being completed using a specialist Bike Park contractor ahead of the Tender pack being prepared for the works.

3.1.18 It is expected that a tender pack including the design work will be tendered in April 2021 with contractor appointment scheduled to take place on June 2021 (subject to approval).

3.1.19 It is proposed that an open tender process will be used to procure the works with a cap being set on the value of the works procured in line with the monies that are available at the time and limit the risk to the council. The level of the cap will be clarified when the funding announcement as part of the Places to Ride application is made and other external funding sources are exhausted.

3.1.20 If there are variations required that increase costs during the construction phases the Council will use Value Engineering of the works to control costs.

- 3.1.21 The contract terms and Terms and Conditions will be developed in consultation with the Procurement team and the Council's Legal Services team.

Operation of the Bike Park

- 3.1.22 The Council will be the lead applicant for the funding with the Council being the freeholder of the site and Northamptonshire Sport, being the operator of the proposed facility, will be responsible for the running of the facility, subject to a lease being agreed following funding approval and negotiations.

- 3.1.23 It is proposed that the designated operator of the completed facility will be Northamptonshire Sport CIO. Northamptonshire Sport, being the named operator in the funding application, it will manage finances and coordinate use of the facility with community groups. Negotiations over a lease with Northamptonshire Sport from the Council is currently underway, a lease of 25 years will be required as this is a minimum lease term for the funding agreement - this will be considered by West Northamptonshire Council.

Programme

- 3.1.24 The programme plan milestones for build and deliver are as follows:

- Application mid Jan 2021.
- Award notification end Mar 2021.
- Planning process complete end May 2021
- Procurement process complete end June 2021
- Commence build July 2021
- Completion January 2022 (Allowing 2 months contingency prior to fund closure March 2022)

3.2 Issues

- 3.2.1 Full funding terms have not yet been issued and these will be considered in detail and agreed through either delegations within the constitution of West Northamptonshire Council or brought back to the West Northamptonshire Council's Executive for a decision, where appropriate.
- 3.2.2 The site is currently leased to Delapre Golf Centre with a surrender of the land required for the bike park currently in the process of being negotiated.
- 3.2.3 A lease will be required with Northamptonshire Sport, as the proposed operator of the facility, this is currently being negotiated with a decision on this to be taken by West Northamptonshire Council.
- 3.2.4 Unofficial trails have been created in local woods and are well used by local mountain bike riders, and this does create obvious conflicts between the riders, landowners and other amenity users. A designated area for the

growing number of off-road riders will prevent this conflict and meet this clear need.

3.2.5 If the Places to Ride funding is not sufficient to complete all project outputs, then value engineering will need to take place potentially impacting on the agreed outputs with the funder, British Cycling.

3.2.6 Key risks and mitigation –

- The funding received is not sufficient to complete the project – further detailed design work is being undertaken to give a greater level of certainty on cost prior to the tender process. The designs can be value engineered if required.
- The project does not achieve practical completion by January 2022 and Financial Completion by March 2022 – The programme to design, tender and implement is clearly established from the onset of the project with clearly defined milestones and some scope for slippage within the programme.

3.3 Choices (Options)

3.3.1 Cabinet can choose not to agree to the recommendations of this report and not proceed with the works. This will mean the Places to Ride grant offer will not be achieved and the site will continue to be underutilised.

3.3.2 Cabinet can choose to accept the recommendations as presented. This option is recommended in order to develop a new bike park at the site creating a much-needed new leisure facility serving the needs of the community.

4. Implications (including financial implications)

4.1 Policy

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

4.2 Resources and Risk

4.2.1 The land which is shown on the attached annex is leased to Delapre Golf Club on a long lease. There have been discussions and an in-principle decision agreed with the Golf Club to release the land subject to the negotiations of a new lease.

4.2.2 The discussions to release the land back into Council ownership have been in conjunction with the proposed strategy for the site and a decision will be taken by West Northamptonshire Council through the appropriate decision making channel once the assets team have received further information on the due diligence of the transaction.

- 4.2.3 The Council has committed match funding to the project of £250,000 which is made up of a combination of S106 receipts and capital match funding which was approved by Cabinet in December 2020.
- 4.2.4 There are a number of financial risks associated with the project as outlined in section 3.2 above. In particular, the potential for unexpected issues as the work progresses, resulting in increased costs which could exceed the value of the contingencies available. However, the budget is the key factor for the project and further mitigations can be made through design engineering and ensuring value for money throughout.
- 4.2.5 Time constraints around the grant funding are also a risk to delivering the project on time and within budget. The Council will ensure appropriate mitigations are in place to minimise this risk.
- 4.2.6 The project proposes the development of a bike park with an estimated cost of £500,000, with a funding bid of £250,000 made to the Places to Ride scheme. The Council will need to fund the other 50% of funds. This funding is made up of £150,000 from S106 with £15,000 from existing budgets and £15,000 to be raised through fund raising and the remaining £70k agreed through borrowing.

4.3 Legal

- 4.3.1 The procurement for the works to the facility and award of contract must be undertaken in accordance with the Council's Contract Procedure Rules and any grant funding conditions from British Cycling. The Council should seek a fixed price to ensure no value engineering occurs after award of contract. A full cost analysis of the proposed works will need to be undertaken prior to acceptance of any external funding to ensure its viability.
- 4.3.2 Subject to Cabinet's approval of the project, the management and operation of the facility will be further considered to ensure that a suitably experienced organisation is in place to operate the facility and that the ongoing maintenance of the facility is appropriately addressed together with adequate funding.
- 4.3.3 It is noted initially at paragraph 2.3 above, and then throughout the Cabinet Report, that the proposed site for the Hardingstone Bike Park was leased by the Council to Delapre Golf Centre Limited on the 24th January 2005 for a term of 40 years from the 1st May 2003, and that at present negotiations are ongoing between the parties with respect to surrendering that part of the lease back to the Council.
- 4.3.4 If subject to the approval of West Northamptonshire Council (pursuant to and in accordance its Constitution and with the Scheme of Delegation to Officers) the West Northamptonshire Council are minded to proceed then it is recommended that further legal advice be obtained from Legal Services, with respect to both the transactional property elements, (including legal and financial due diligence) of this proposal and the grant funding element, (if successful) so that the obligations placed on West Northamptonshire Council with respect to same are understood, and finally legal advice with respect to the management structure to support the facility going forward once all facts,

obligations and potential liabilities connected to the proposal are known and understood.

4.4 Equality and Health

4.4.1 Services to the public will not be directly impacted as a result of the recommendation of this report. There are therefore no direct equality or health implications. However, there will be a variety of non-direct benefits that will come from this underused site coming back into use.

4.5 Consultees (Internal and External)

4.5.1 The following Council Partners and Community Projects have been engaged with regarding the proposal and advised that there is a need for this project and give it their support:

Local Government

- Northamptonshire County Council – Highways, Walking and Cycling Officer;
- Northamptonshire County Council – Community Sports Development;
- Office of Police, Fire and Crime Commissioner Diversionary and Outreach Youth Service
- Northamptonshire Police
- Hardingstone Parish Council.

Youth Services

- Learn 2 Live – <https://learn-2-live.org.uk/>
- Community Courtyard – <https://communitycourtyard.org/>
- Peak Empowerment - <https://www.peak-empower.co.uk/>
- Lowdown – <https://thelowdown.info/>
- Free2Talk – <https://www.free2talkcic.org/>
- Northampton Town FC Community Trust – <https://www.ntfcccommunity.co.uk/>
- Northampton Association of Youth Clubs (NAYC)
- Northampton Saints Foundation
- Service Six - <https://www.servicesix.co.uk/>
- Spring Boroughs Youth Hub - <https://springsfamily.org.uk/>
- Talk Out Loud – www.facebook.com/talkoutlouduk

Others

- University of Northampton
- Northampton Schools Sports Partnership (Appendix 5e)
- Delapre Abbey Trust

4.6 How the Proposals deliver Priority Outcomes

4.6.1 This report will contribute to the priority corporate outcomes of

- Improving the health and wellbeing of local people through the creation of new free to access leisure facilities within the town.

5. Background Papers

Cabinet Report – 16 December 2020 – Asset Management Disposals
<http://www.northamptonboroughcouncil.com/councillors/documents/s63285/Disposals%20Cabinet%20Paper%20Final.pdf>

Contact: Kevin Langley, Acting Director of Economy and Assets



WEST NORTHAMPTONSHIRE COUNCIL CABINET

12 OCTOBER 2021

**COUNCILLOR RESPONSIBLE FOR COMMUNITY SAFETY & ENGAGEMENT,
AND REGULATORY SERVICES: COUNCILLOR DAVID SMITH**

Report Title	Approach to Community Funding for 2021/22 and 2022/23
Report Author	Joanne Barrett, Assistant Director Housing & Communities, joanne.barrett@westnorthants.gov.uk Peter Cox, Healthy Communities Manager, peter.cox@westnorthants.gov.uk

Contributors/Checkers/Approvers

West MO	Catherine Whitehead	07/10/21.
West S151	Martin Henry	06/10/21.
Other Director/SME	Stuart Lackenby Deputy Chief Executive Executive Director for Adults, Communities and Wellbeing (DASS)	04/10/21.

List of Appendices

- Appendix 1: Community Funding Grant policy
- Appendix 2: Community Funding Application Form
- Appendix 3: Covid Support Fund application and Terms & Conditions
- Appendix 4: Funding for Community & Voluntary Sector Organisations

1. Purpose of Report

- 1.1 The report sets out the proposed approach to community funding for 2021/22 and 2022/23.
- 1.2 The report sets out the proposed new policy and the Council's intention to combine resources and provide one community funding scheme for West Northants.
- 1.3 The report intends to gain the support and approval of Cabinet members for the proposed Community Funding Grant Policy.
- 1.4 The report intends to gain the support and approval of Cabinet members for the proposed Councillor Covid Support Fund.

2. Executive Summary

- 2.1 The report outlines the reasons for writing an interim Community Funding Grant Policy for West Northants Council 2021 to end of March 2023.
- 2.2 The report sets out the Community Funding Grant Policy principles.
- 2.3 The report informs Cabinet of the delegated authority for awarding community funding.
- 2.4 The report introduces the Councillor Covid Support Fund and sets out how this fund will be implemented.

3. Recommendations

- 3.1 It is recommended that the Cabinet:
 - a) Approve the proposed interim Community Funding Grant Policy for West Northants Council 2021 to end of March 2023.
 - b) Approve delegated authority to Director for Adults, Communities and Wellbeing (DASS) for awarding community funding as set out in the new policy. Where appropriate to adjust the policy in consultation with the relevant Portfolio Holder.
 - c) Approve the Councillor Covid Support Fund of £232,500 for 2021/22 to aid Covid recovery of our local communities, note the use of Covid Recovery Fund to finance this scheme in 2021/22 and agree that officers complete a review of the scheme and its funding source prior to 2022/23.

4. Reason for Recommendations

Community Funding Grant Policy:

- WNC acknowledges there has been a six-month gap (since Vesting Day) in the council awarding small grants to our local community and voluntary organisations (CVS). This

presents a risk to the continuation of essential local support and services. Therefore, Cabinet approval is sought to enable WNC to launch the interim Community Funding Grant Policy.

- The recommendation to produce one interim policy with one community funding scheme for West Northants provides a consistent approach to community funding grant awards across West Northants.
- The policy enables the council to take a more strategic approach to investment into CVS organisations, aligned to meet identified needs and the councils adopted corporate priorities.
- Approval of the policy enables the application and award for grants process, in turn benefiting our local communities through funding that helps sustain and invent new activity to address the local needs.
- WNC has an increased Scheme of Delegation limits for officers, and with grant awards capped at maximum £15,000 no grant award will be classified as a Key Decision of the Council. The Cabinet will set the strategic direction of community funding through its decision to approve the proposed community grant funding policy and the policies alignment to the council's corporate priorities. However, there will be cross-party oversight of the implementation of the Community Funding Grant Policy to ensure adherence to the new policy, that grant awards are allocated to meet identified local needs, and that community funding is distributed in a fair and equitable manner.
- The recommendation for delegated authority to officers will ensure applicants receive funding awards in the most expedient timescale.

Councillor Covid Support Fund 2021-22:

- To support our local communities to recover from the impact of Covid during the remainder of the 2021-22 financial year.
- To provide WNC Councillors with a consistent and expedient mechanism for making local grant awards to community and voluntary groups.
- To draw upon the local knowledge of Councillors best placed to identify local groups, organisations and/or communities at most risk due to Covid impact and in most need for grant awards.

5. Report Background

Community Funding Grant Policy:

- 5.1 Community funding is a mechanism for the council to support local community and voluntary groups with grant awards that enable them to continue delivering important services and activities to our communities. The community funding grant policy and application process are aligned to the council's corporate priorities and through awarding community funding grants the council benefits by means of adding additional resources (through local partner organisations) and the ability to reach those most in need.

- 5.2 Historically, all sovereign councils have provided:
- larger grant awards to or commissioned voluntary and community sector organisations to deliver key services for local residents e.g. debt and money advice, community transport.
 - Community funding grants to not-for-profit organisations that are located within their district or directly associated with their district.
- 5.3 Each sovereign council delivered their Community Funding Grants through a funding policy and set of principles. These were found to be very similar when compared with each other as part of the process to draft the new policy for West Northants.
- 5.4 Grants awarded by the sovereign councils covered similar themes relating to needs of their local communities. Some of the organisations awarded historical grants received funding from more than one sovereign council due to being an organisation that delivers a remit across the west geographical area. The new policy being proposed will help reduce risk of duplicating funding and provide applying organisations with a consistent and co-ordinated funding process.
- 5.5 Prior to the formation of West Northants Council, the sovereign district and borough councils made provisions to continue funding key services provided by community and voluntary sector organisations in 2021/22 by making larger grant awards under their previous community funding policies or directly commissioning services from providers to ensure continuity for the first year of the new unitary council. Alongside this as part of the Future Northants workstream it was identified that a new approach for other community funding grants (usually smaller awards) would be required post Vesting Day. Since becoming the new West Northants Council these community funding grant awards have been placed on hold during a period of policy reviews and the drafting of the new Community Funding Grants policy for West Northants.
- 5.6 The decision to recommend one new community funding grant policy for West Northants Council will provide better consistency of decision making for grant awards compared to running for example three locality-based community funding schemes. Running three locality-based schemes presents a potential risk to the council of challenge from unsuccessful applicants.
- 5.7 One policy approach will provide an improved service to grant receiving bodies by: reducing duplication of funding; consistency of funding principles and decision making.
- 5.8 The interim Community Funding Grant Policy proposes for 2021/22 and 2022/23 grants will be capped at £15,000 and £5,000. The initial funding round, within each financial year, will be open to all applicants seeking a Community Funding Grant up to and including £15,000 to determine the highest value projects the Council can fund for a financial year. All subsequent funding rounds, within the financial year, will be capped to projects where the total value of the Community Funding Grant award is up to and including £5,000.
- 5.9 All Community Funding Grant applications will be triaged by an assigned Community Funding Officer on any grant enquiry made by phone or on completion of an expression of interest form. If the proposal aligns with the new Community Funding Grants Policy, the applicant will be issued with a web-based Community Funding grant application link to complete their application online. (N.B. a paper copy of the application form can be provided in exceptional circumstances).

- 5.10 The triage process allows the Community Funding Officer and Sector Specialists to work with potential applicants to develop their Community Funding Grant proposal, establish need, and also add value and address other needs in the project outcomes. It also provides an indication of future projects and the demands on the budget.
- 5.11 The new policy sets out the funding principles, which include an assessment for:
- need;
 - reach;
 - outcome;
 - sustainability;
 - value for money;
 - other sources of funding / match funding; and
 - levels of monitoring and evaluation required to demonstrate the grant has been spent in the right way, value for money has been achieved, and the required results have been delivered.
- 5.12 Historically sovereign councils ran a mixed approach to decision making and membership of decision-making panels.
- 5.13 The proposed community funding grant policy sets out membership of a panel consisting of WNC officers (including the Community Funding Officer and Sector Specialists) and cross-party elected member representatives. The role of sector specialists is to support or discount approval to fund an application based on knowledge of their respective areas. For example, a decision will take into account the identified service need and alternative options for funding (internal council funding and/or external funding).
- 5.14 The Community Funding Officer will present recommendations to award grant funding to the panel chair. The decision to agree recommendations to award grant funding is made by the panel chair Assistant Director Housing & Communities, or equivalent senior officer, or delegated to a Head of Service with responsibility for Communities. The panel chair will present the approval decisions to Executive Director of Finance (Chief Finance Officer) for final sign off of grant funding awards.
- 5.15 WNC has a Scheme of Delegation limit for officers, and with grant awards capped at maximum £15,000 no grant award will be classified as a Key Decision of the Council. The Cabinet sets the strategic direction of community funding through its decision to approve the proposed community funding grant policy
- 5.16 The interim Community Funding Grant Policy, application form and guidance notes will be reviewed at least once a year to ensure it remains fit for purpose. It can be reviewed more frequently, if necessary, for example, to ensure that the Council's, strategic aims, objectives and priorities are appropriately reflected in the Community Funding Grants assessment criteria.
- 5.17 The regular review of the community funding grant policy also allows for the inclusion of relevant newly adopted strategies for West Northants Council for example Sport & Leisure, Communities and Housing Services.

5.18 The budget for the Community Funding Grant Policy for 2021/22 is £433,401 (see Appendix 4 for a summary of the Housing and Communities Directorate grant funding provision to the local community and voluntary sector).

Councillor Covid Support Fund 2021-22:

5.19 The Covid pandemic has had a huge impact on local community and voluntary organisations who rely on small grant awards to remain sustainable. These groups often require funding at short notice as they react to the local needs in their communities. The Community Funding Grant Policy provides an opportunity to access funding grants however some of the smaller groups face barriers to accessing this due to the structured process or the formatted timetable for awarding grants on a quarterly basis.

5.20 The community funding review noted that a mechanism for awarding smaller local funding grants to community and voluntary organisations outside of a formatted timetable would be beneficial.

5.21 This report requests Cabinet to approve the Councillor Covid Support Fund for 2021/22. This fund ensures essential grant aid can continue to reach those groups embedded in our local communities.

5.22 The Councillor Covid Support Fund would allocate up to £2,500 per WNC Councillor to enable Councillors to efficiently and effectively allocate money within their ward to make a positive impact on the areas they represent and to empower local residents to be active in their communities' recovery from Covid impact.

5.23 The proposal is that Councillors cannot access the Fund directly. All payments will be made by officers and are subject to the usual internal controls on expenditure.

5.24 The application form and terms and conditions are included at Appendix 3.

5.25 Councillor Covid Support Fund will operate a total funding budget of £232,500 for 2021/22. This works out as £2,500 per 93 Councillors.

Direct Grants (for information and context):

5.26 Part of the work carried out by sovereign councils ahead of vesting day was to allocate funding for the delivery of key services for local residents delivered by the local voluntary and community sector. This work was overseen and authorised by the Future Northants Project Boards and followed the community funding policies and/or procurement processes of the sovereign councils.

5.27 These key services include voluntary sector infrastructure support, money and debt advice and community transport. These services are funded either via larger grant awards or commissioned services.

5.28 The funding for these services is allocated for 2021/22 in all localities and 2022/23 for the Daventry locality (these are commissioned services under a 2-year agreement).

5.29 An extension of direct grants awarded in Northampton and South Northants localities will be considered for 2022/23 to see if it is possible to bring them in line with funded services in Daventry locality.

5.30 For 2021/22 the total funding for these services is £798,600.

Overall Position and Longer Term Approach for funding the Community/Voluntary Sector

5.31 The total funding budgets for grants to the local community and voluntary sector from the council's Housing & Communities Team is summarised at Appendix 4. This shows that the total funding provision for community grants from the Housing & Communities Team for local community and voluntary sector organisations for 2021/22 is £1,634,701.

5.32 It should be noted that there will be other significant investment in the local voluntary and community sector from other parts of the council and other public sector partners. Mapping funding of the local voluntary and community sector across the public sector 'system' is a project for inclusion in the council's transformation programme to inform a holistic and strategic approach to commissioning in the future.

6. Issues and Choices

6.1 **Continuing the model of sovereign council community funding.** This model would see decision making and awarding of community funding implemented on a locality basis (Northampton; Daventry; South Northants). This option is not recommended for reasons including: requirement for three different funding policies and principles; the risk of challenge due to inconsistencies of decision making; risk of duplicating funding to organisations and/or projects; inconsistency of having three different thresholds for min/max grant awards.

6.2 **The decision to have a Councillor Covid Support Fund for the remainder of 2021-22.** To further enhance and expediate the recovery of local community and voluntary groups in West Northants the recommendation is for WNC to have a Councillor Covid Support Fund. This fund enables Councillors to make local decisions on grant funding awards for the benefit of the communities they represent.

6.3 **Assign an allocation (£232,500) of the councils Covid Recovery budget to the Councillor Covid Support Fund.** This option protects the current Community Funding Grants budget of £433,401 helping to stretch community funding grant awards further.

6.4 **Not to approve the proposed community funding approach as interim to cover 2021/22 and 2022/23.** This would lead to the council having no mechanism to deliver community funding grant awards therefore having a detrimental effect on community and voluntary organisations and residents of West Northants.

7. Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1 There are no direct financial implications as a result of this report. Funding of successful Community Funding Grants will be subject to the approval process set out in this Community Funding Grant Policy. As set out in Appendix 4 the total funding provision for community grants from the Housing & Communities Team for local community and voluntary sector organisations for 2021/22 is £1,634,701. This is made up of: Community Funding Grant Policy budget of £433,401; £798,600 direct grants/commissioned services; £170,200 one off funding allocated for the delivery of key services by voluntary/community sector organisations; and £232,500 Councillor Covid Support Fund. The budget resource of £433,401 exists within base budgets for the new Community Funding Grants Policy for 2021/22.
- 7.1.2 It is proposed to fund the Councillor Covid Support Fund proposal of £232,500 from the WNC Covid Recovery fund.

7.2 Legal

- 7.2.1 Section 151 of the Local Government Act 1972 requires the responsible officer to ensure the proper administration of the local authority's funds. Controls and processes which establish how funds can be spent, financial limits applicable, and by designated decision makers, is best practice are essential to discharge that statutory responsibility.
- 7.2.2 The grants are subject to terms and conditions. There will be no material grants awarded under the new Community Funding Grants scheme, as the maximum award will be up to and including £15,000. Officers can approve Community Funding Grants under the delegation limits within the Constitution.
- 7.2.3 Covid Support Fund grants follow the same underlying controls and process as the Community Funding Grants, save the maximum grant award, per Councillor's nomination, is up to and including £2,500.

7.3 Risk

- 7.3.1 Should the proposed Community Funding Policy not be approved by Cabinet there will remain no mechanism to deliver community funding grant awards to the community and voluntary organisations in West Northants.
- 7.3.2 Reputational risk for West Northants Council in being seen as not sufficiently supporting the work of community and voluntary sector by not providing financial support through grant awards.
- 7.3.3 Reputational risk for West Northants Council as it will be seen as having removed a service (community funding grants) that previous sovereign councils provided to community and voluntary organisations.

7.3.4 Long term sustainability of local community and voluntary groups and their ability to remain operational. The 'closure' of community and voluntary groups would impact on the council and been seen through increased demand on essential health and wellbeing services.

7.4 **Consultation**

7.4.1 There is no requirement to carry out statutory consultation for the proposed approach to community funding.

7.4.2 The proposals are to provide the council with an interim policy and funding approach up to end of March 2023.

7.4.3 The Community Funding Policy and funding approach has been discussed with Members at Executive Programme Board (EPB), with Senior Officers at Executive Leadership Team (ELT) and Senior Leadership Team (SLT) - Adults, Communities and Wellbeing, and with Portfolio Holder for Community Safety & Engagement, and Regulatory Services.

7.5 **Consideration by Overview and Scrutiny**

7.5.1 None

7.6 **Climate Impact**

7.6.1 Climate impact dependant on the organisations and projects awarded grant funding. Considerations to include:

- Choice of travel to and from activity and events.
- Use of materials, design and build, contractors and processes.
- Sustainability of resources and environmental impact of capital projects.

7.6.2 Linking grant applications to support the Council Priorities for Green and Clean Environment & Wellbeing:

- Carbon neutral by 2030
- Climate summit in first few months
- Increased wildlife species & more trees
- Increased electric charging & energy efficiency
- Vibrant towns & villages
- High quality parks
- Accessible green space for all

7.7 **Community Impact**

7.7.1 Dependant on grant awards made but all will have a link to the council priorities and have a strong focus/impact on building community resilience.

7.7.2 Criteria used to assess applications will consider the contribution towards WNC priorities:

- Green and Clean

- Improved Life Chances
- Connected Communities
- Thriving Towns and Villages
- Economic Development

7.7.3 An Equalities Impact Assessment screening form has been completed to assess the impact of the community funding approach.

8. Background Papers

- 8.1 Appendix 1: Community Funding Grant Policy
- 8.2 Appendix 2: Community Funding Application Form
- 8.3 Appendix 3: Covid Support Fund application and Terms & Conditions
- 8.4 Appendix 4: Funding for Community & Voluntary Sector Organisations



West
Northamptonshire
Council

Community Funding Grant Policy

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Draft

1 Policy Statement

- 1.1 The purpose of this Community Funding Grant Policy (CFGP) is to set out the principles and criteria that govern how West Northamptonshire Council (the Council) will award Community Funding.
- 1.2 The Council is committed to distributing available funding fairly, efficiently and effectively. This CFGP outlines the Council's approach to Community Funding in relation to resourcing external bodies via a Community Funding Grant(s) (CFG) to assist in the delivery of the Council's corporate plan, strategic aims, objectives and priorities.

2 Scope

- 2.1 A CFG is defined as a financial award the Council makes from its funds to support community activities. These awards can be made to community and voluntary organisations, registered charities and to other bodies. Town and Parish Councils are excluded from applying for a CFG.
- 2.2 This CFGP, approved by Cabinet, is written for the Council and any who enquire about the CFGP, obtaining a CFG and the associated processes and procedures.

3 Community Funding Principles

- 3.1 This CFGP is built on a set of agreed principles and an understanding that:
 - CFG awards are made at the discretion of the Council and are dependent on the availability of funding which is determined in the Council's annual budget;
 - activities funded must be consistent with the corporate plan, strategic aims, objectives and priorities of the Council as approved by Cabinet;
 - to be eligible for a CFG the application must be clearly aligned to the Council's corporate plan, strategic aims, objectives and priorities, and the application must be evaluated and recommended for funding, in full or in part, by the Council's Sector Specialists'. This allows the Council to focus on supporting organisations that are clearly meeting local identified needs;
 - all CFG applications will be determined on their merits. No organisation is entitled to funding because it may have been granted a CFG in the past or for any other reason;
 - other sources of appropriate funding held or to be held by the Council, will be considered as an alternative to a CFG (for example, Section 106, Community Infrastructure Levy, Community Benefit Funds). This will enable the Council to take into consideration the availability of all sources of funding for community investment and utilise accordingly; and
 - the Council must ensure proper, prudent and effective use of public money for the award of a CFG.
- 3.2 In order to achieve the above, this CFGP has been approved by Cabinet and there will be a single funding budget for all CFG. The initial funding round, within each financial year, will be open to all applications seeking a CFG up to and including £15,000 to determine the highest value projects / services the Council can fund for the financial year. All subsequent funding rounds within the financial year will be capped to projects / services where the total value of the CFG requested is up to and including £5,000.
- 3.3 In order to obtain a CFG, applicants must be able to demonstrate the following:
 - **the Council's priorities:** projects / services to be funded must be consistent with the corporate plan, strategic aims, objectives and priorities of the Council. Projects / services will only be considered if they meet one or more of the following of the Council's corporate plan priorities:
 - **green and clean:** environment & wellbeing;
 - **improved life chances:** health, social care & families;
 - **connected communities:** transport & connectivity;
 - **thriving villages & towns:** place shaping & homes;
 - **economic development:** growth & prosperity; and
 - **robust resource management:** transparency & financial probity.

See the corporate plan for more details, available [here](#);

- **need:** that there are identified local needs for this project / service within the population or local community (for example, a strategic aim, objective or priority of the Council, Councillor support (Unitary, Town or Parish Council), data, research, surveys, local community consultation, a new or existing community / wellbeing issue, environmental need, increased demand or development, the need to improve or increase partnership working);
- **reach:** that the project / service will:
 - benefit a defined group or groups of the community or existing users (for example, children, young people, elderly, residents, community groups); and
 - have a clearly defined issue or issues that the CFG will address (for example, improving mental wellbeing, enabling community participation, preventing or reducing the impact of poverty, addressing antisocial behaviour or crime, supporting marginalised groups, improving biodiversity and green spaces, enabling participation in physical activities);
- **outcomes:** benefit outcomes can be clearly established and realised from the award of a CFG that impacts on those within or outside the immediate vicinity of the project / service. And these outcomes can be measured and reported to the Council via an agreed monitoring process, return, business plan / delivery plan or Service Level Agreement as determined by the Council;
- **sustainable:** the project / service has in place:
 - future funding arrangements (short, medium and long-term) to sustain the Council's CFG investment (for example, ongoing budget provision, alternative sources of funding, the establishment of future repair and maintenance reserves); and
 - all consents are in place before the CFG application is made (for example, outline planning approval, building regulations, landlord / custodian trustee consent, deed and land title registration, lease, the right to occupy buildings or land for the expected use-life of the CFG);
- **value for money:** applicants are required to demonstrate value for money in terms of economy, efficiency and effectiveness for the:
 - award of the CFG (for example, multiple quotes and tenders have been obtained, that no other organisation operating locally provides a similar service, delivery of the agreed CFG project or service within budget and the grant awarded); and
 - added value has been obtained from the use of the CFG (for example, increased engagement / impact, reductions in antisocial behaviour);
- **other sources of funding and match funding:** applicants are required to demonstrate that other sources of funding have been considered, and, if appropriate, applied for. Where appropriate, the organisation will self-fund some of the costs towards the project / service or other grant funding bodies can match fund with any CFG contribution;
- **monitoring and evaluation:** the Council recognises that it is important to demonstrate that public money is spent in the right way, achieves value for money and delivers the required results. On the award of a CFG, a degree of Council monitoring and evaluation will need to be undertaken. This monitoring and evaluation will:
 - be proportionate to the funding awarded;
 - require the organisation to demonstrate that the CFG has been spent, the objectives have been met, and the terms and conditions of the CFG have been achieved; and
 - that this monitoring is kept as simple as possible to reduce the burden of administration for the organisation funded. This may range from the requirement to demonstrate costs have been incurred and paid for, to progress reporting, monitoring returns, performance indicators, or Service Level Agreements;
- **grant payment:** the Council recognises that cashflow can be an issue for organisations that have sought a CFG. If an organisation does not have sufficient funds / cashflow to pay a supplier for goods / services that relate to the CFG funded project / service, the Council is able to make a grant payment in advance. If in advance, the Council can pay up to 75% of the CFG at the start of the grant and the balance paid six months later following receipt of an agreed monitoring return or on project / service completion. The grant offer letter will contain the specific terms and conditions for CFG payment if the CFG application is successful;
- **grant awards:** CFG awards will cover either 100% of costs or an element of project / service funding. At no point can a percentage of funding be given towards an applicant's total project costs. It is

therefore important for applicants to provide a full breakdown of costs on completing the CFG application form. This will enable the Council to define the elements of the project / service it will and will not fund if part funding is awarded; and

- **grant defrayment:** the CFG awarded must be spent within 12 months from the date of the CFG offer letter. Any grant not claimed by the offer letter anniversary date will be cancelled unless otherwise approved in writing by the Council.

4 Who Can and Cannot Apply

4.1 In order to be eligible to apply for a CFG you must operate within the geographical area of the Council and be a:

- registered charity;
- community or voluntary group;
- local club;
- community interest company (CIC); or
- not for profit organisation.

4.2 Religious bodies are eligible to apply for funding for specified purposes*. Schools and hospitals can also apply for the funding of evidenced based programmes or projects / services that benefit the wider community.

4.3 You cannot apply for a CFG if you are:

- a Town or Parish Council;
- a private business;
- a company that pays dividends to shareholders, awards shares or makes director drawings;
- a for-profit organisation;
- any organisation that does not have a written constitution;
- an individual who is applying for or as themselves;
- any organisation that does not have Public Liability Insurance and the following policies, subject to function, in place:
 - safeguarding;
 - Disclosure Barring Service (DBS) referral;
 - first aid / incident reporting and recording;
 - codes of conduct; and
 - GDPR (General Data Protection Regulations).
- where funding would contravene Local Government State Aid rules or other legislation;
- statutory bodies;
- *religious bodies where the money will be used primarily for religious purposes or religious buildings, facilities or assets;
- political party, body or group;
- any organisation that exists for unspecified and unclear purposes; and
- any organisation that does not hold a UK bank account.

5 What We Can and Cannot Fund

5.1 Due to the nature of CFG there will be specific eligibility criteria applying to Community Funding and the list below only includes those elements which are common to all.

5.2 We can fund:

- core running costs (for example, heat and light, insurance rent or premises costs, office costs);
- programme or activity costs which are directly relevant to the CFG application;
- travel and transport costs;
- hire or purchase of equipment for meeting project needs;
- venue hire (excluding hire of own premises);
- technical assistance;

- training that will benefit the function or operation of the eligible organisation (for example, first aid, youth worker, wellbeing and mental health training);
- festivals and events;
- capital / revenue costs;
- publicity, marketing, website design; and
- salaries of staff and service providers.

5.3 The exclusions that apply include:

- projects or activities which are delivered outside of the Council's geographical area and do not meet the needs within the Council's area;
- organisations with material income or reserves held without a clear needs / risk based reserves policy;
- costs that are not auditable e.g. cash payments;
- costs that can be claimed back from elsewhere e.g. Value Added Tax (VAT);
- costs towards banking charges or the repayment of debt;
- direct payments made to individual members of the applicant group or organisation;
- existing or operational costs that are not core activities or do not broaden the reach of the organisation into the community;
- programmes or activities which are considered the core activity of national, regional or local government, government departments or arms-length bodies, such as health, education, social care, maintenance and repair of the highway, public footpaths, bridleways, streetlighting;
- assets that do not enhance an existing project / service or have a measurable community function or use;
- activities which are discriminatory, political, or could be classed as religious conversion in nature;
- gifts and prizes;
- alcohol purchases; and
- retrospective costs i.e. activities completed, or costs incurred before the CFG offer has been made and the signed acceptance form has been returned to the Council.

6 How to Apply

- 6.1 The web-based CFG application link, contains comprehensive guidance notes and the online application form. The expression of interest form and contact details for the Community Funding Officer are available on the Council's website [here](#). The Community Funding Officer will triage enquiries made either by the expression of interest forms or via the telephone. If the CFG request proposal fits with this CFGP, the Community Funding Officer will issue the web-based CFG application link to the applicant once the CFG proposal has been discussed and if they are eligible to apply.
- 6.2 The triage process allows the Community Funding Officer and Sector Specialists' to work with potential applicants to develop their CFG proposal.
- 6.3 Approved applicants will be encouraged to make web-based applications. Only in exceptional circumstances will paper applications be accepted.

7 Application Closing Dates

- 7.1 The closing date for any application must always be adhered to and there are no exceptions for applications received after the closing date. Closing dates can be reviewed at any time, with the dates being published on the Council's Community Funding webpage [here](#).
- 7.2 To be fair to all CFG applicants, the Council will not accept incomplete applications or applications awaiting further information. These will require a new submission. This may result in your application missing the allocated funding round and, as a result, a delay until the next suitable funding round is opened.

8 Assessment and Decisions

- 8.1 Once a CFG application has been received the Community Funding Officer will acknowledge this within 7 working days. As part of this acknowledgment process the applicant will be informed:
- if the application is classified as complete or incomplete;
 - what mandatory information is missing; and
 - if any additional information is required.
- 8.2 Complete applications will then be assessed by the Community Funding Officer and an assigned group of the Council's Sector Specialists' against the community funding principles contained in this CFGP and the Council's corporate plan, strategic aims, objectives and priorities. The Community Funding Officer, Sector Specialists and cross-party advisory group will then meet as a Community Funding Panel. The Community Funding Panel will be Chaired by the Assistant Director for Housing and Communities (or delegated to the Head of Service with responsibility for Communities). The Community Funding Officer and Sector Specialists' will present recommendations to award a CFG to the Community Funding Panel Chair for an approval decision. The Community Funding Panel Chair will present the approval decisions to the Executive Director of Finance (Chief Finance Officer) for final determination to award the CFG.

9 Unsuccessful Applications and Resubmissions

- 9.1 If a CFG application is refused the reasons for the refusal will be contained within a notification letter.
- 9.2 There is no right of appeal.
- 9.3 You cannot reapply for a Community Funding Grant for the same project / service if your initial complete CFG application has been submitted and refused and you are not asked to resubmit by the Council in writing. Any subsequent CFG applications for the project / service will only be accepted, for a following appropriate grant round, if there has been a material change to the application or the amount of funding being requested.

10 Policy and Application Form Review

- 10.1 The CFGP and CFG application form will be reviewed at least once a year. These can be reviewed more frequently, if necessary, for example, to ensure that the Council's corporate plan, strategic aims, objectives and priorities are appropriately reflected within the assessment criteria.

11 Related Policies and Procedures

- 11.1 The CFGP will be supported with working procedures, guidance notes and an online application form. All documentation will be aligned to ensure that applying for Community Funding is easy and straight forward for the applicant.

12 Comments, Compliments and Complaints

- 12.1 The Council is always keen to hear feedback from applicants; both positive and negative. If an applicant wishes to leave feedback on how their application has been dealt with, details can be emailed to [here](#). If an applicant wants to make a formal complaint they can use the Council's complaints process, details are available [here](#).

13 Contact Details

13.1 If you have any questions relating to this CFGP or the CFG application process they can be addressed to:

Peter Worth
Community Funding Officer

Healthy Communities Team
West Northamptonshire Council
Email: Peter.Worth@westnorthants.gov.uk
Telephone: 01327 322227

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Community Funding Grant Application Form

Part 1: Grant application details

- 1 **Organisation's name, type and registered charity number or Companies House registration number where applicable:**

Organisation name:	
Organisation type:	
Registered charity / Companies House number:	

- 2 **Organisation's address details of main / registered office and applicant's (the person who is completing this application) contact details:**

Address of organisation:	
Postcode of organisation:	
Telephone number of organisation:	
Email address of organisation:	
Web address of organisation:	
Applicant's name:	
Applicant's telephone number:	
Applicant's mobile number:	
Applicant's email address:	

- 3 **Provide the address where all correspondence should be sent to if different from the organisation's address:**

Name:	
Address:	
Postcode:	
Telephone:	
Email:	

4 **Provide your organisation's bank account details:**

Name of bank:	
Account Number (must be eight digits long):	
Sort code:	
Organisation's name on bank account:	

5 **Project / service title name:**

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6 **Summary of the project / service which requires funding in no more than 150 words:**

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7 **Location and postcode of the project / service:**

Location:		Postcode:	
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8 **When was your organisation setup / established:**

Month:		Year:	
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9 **What are the aims, objectives and purpose of your organisation:**

Aims:	
Objectives:	
Purpose:	

10 **Are you a not-for-profit organisation and will the project / service be provided on a not-for-profit basis:**

	Yes:	No:
Not-for profit organisation:		
Not-for profit project / service:		
If a company, do you make or have you awarded dividends to shareholders, awarded shares, or made directors' drawings (state dates and values):		

11 **Total project / service cost, grant requested from the Council and contributions from other sources:**

A	Total project / service cost including VAT £:		
B	Total project / service cost excluding VAT £:		
C	Total cost of project / service (this figure should not include VAT if you are able to claim the VAT back from HMRC):		
D	Amount of grant requested from Council for revenue and capital purposes £ (these figure should not include VAT if you are able to claim the VAT back from HMRC):	Revenue Costs £:	
E		Capital Costs £:	
F	Total value of grant requested (D+E=F) £:		
G	Total cost of project / service (C):		
H	Contribution from parish / town council £ (state whether secured or anticipated):	Value £:	
I		Status:	
J	Secured grants (guaranteed) £:	Amount £:	
K		Providers:	
L	Anticipated grants (not guaranteed / subject to) (include your grant request to the Council (F) £:	Amount £:	
M		Providers:	
N	Fund raising required £:	Amount £:	
O		Methods:	
P	Self-funding contribution from balances and / or reserves £:		
Q	Other funding sources £ (i.e. co-funding, partners, loans, etc.) please detail provider and amount):		
R	Funding (shortfall) / surplus £:		
S	Total (this total should equal C and G above) £:		

12 Breakdown of total project / service cost (equal to the value in C above) (grant awards):

Detail / item:	Revenue:	Capital:
Total £:		

13 Value of all the quotes you have obtained for the project / service or estimate of cost (VFM):

Quote 1 £:	
Quote 2 £:	
Quote 3 £:	
Other(s) £:	
Estimate of cost £:	
Reason for less than three quotes / tenders:	
If a single supplier has to be selected, please state the reasons why:	

14 VAT Registration Number (if applicable):

Are you VAT registered yes / no:	
Registration number:	

15 VAT grant funded expenditure intension:

100% of VAT to be reclaimed back from HMRC (yes / no):	
Less than 100% of VAT to be reclaimed from HMRC (yes / no):	
Value of VAT to be reclaimed if not 100% from HMRC £:	
If not reclaiming VAT back from HMRC please state the reason why:	

16 Will this be your sole application for grant funding from the Council for this project / service and for future projects / services within the next three years:

Yes:	
No:	
If no, for this project / service, please state the additional phases of the project / service where	

grant funding from the Council may be requested:	
If no, for other future planned projects / services, please state the projects / services where grant funding from the Council may be requested:	

17 Previous grant funding from the Council or other grant funding bodies in the last 5 years (more or less?):

Year:	Funding source:	Grant used for:	£:

18 Account balances, including current, general, investment, reserves, earmarked reserves and other accounts at a stated date(s):

Accounts:	Date:	£:	Reason for current account balance or balances being held in reserve or earmarked reserve:

19 Is your organisation expecting a material amount of funding from another source within the next twelve months:

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20 Proposed start and completion date of the grant funded work (month and year):

Start date	Month:		Year:	
Completion date	Month:		Year:	

21 When will the project / service be accessible to users:

Proposed start / availability date:	
Opening / availability hours:	
Opening / availability days of the week:	
Opening / availability weeks per year:	

22 Describe how your organisation and the project / service will support the Council's local priorities (Council's priorities):

	Priorities:	How:
A1	Corporate plan - green and clean: environment & wellbeing	
A2	Corporate plan - improved life chances: health, social care & families	
A3	Corporate plan - connected communities: transport & connectivity	
A4	Corporate plan - thriving villages & towns: place shaping & homes	
A5	Corporate plan - economic development: growth & prosperity	
A6	Corporate plan - robust resource management: transparency & financial probity	
B	Strategic aims, objectives and priorities...	
B1	Building stronger communities:	
B2	Shaping place and driving growth:	
B3	Creating thriving and vibrant communities:	
B4	Improving mental wellbeing:	
B5	Supporting volunteering, community	

	involvement, neighbourhood and community led activities:	
B6	Enabling community participation / cohesion:	
B7	Enabling participation in physical activities:	
B8	Enable voluntary youth action and the development of services for young people:	
B9	Preventing homelessness, improving social mobility and tackling inequality:	
B10	Preventing or reducing the impact of poverty:	
B11	Promoting social inclusion and community resilience:	
B12	Empowering local people:	
B13	Supporting marginalised groups:	
B14	Addressing antisocial behaviour / crime and keeping people safe:	
B15	Improving biodiversity and green spaces:	
B16	Creating clean, green and tidy communities:	

23 **Provide evidence of the need for your project / service, the groups you have consulted about your project / service and summarise their feedback and support (need):**

Project / service needs identified:	
Who has been consulted and what was their feedback:	
Did you obtain 100% support for the project /	

service? Or did any decline to comment or were not in favour of this project / service:	
--	--

24 **How many people will benefit from your project / service (reach):**

Number – new users:	
Number – existing users:	

25 **Which specific groups of the population will benefit from your project / service and what are the current issues they face (reach):**

Groups:	
Current issues they face:	

26 **Explain the extent to which your project / service will benefit the immediate and wider community (outcomes):**

Benefits within or / and outside the immediate vicinity of the project / service:	
--	--

27 **Summarise the objectives, outcomes and measurable targets that you expect the project / service to achieve (outcomes):**

Objectives:	Outcomes:	Measurable targets:

28 **Are you prepared to provide the Council with monitoring performance data for the grant awarded project / service (outcomes):**

Yes:	
No:	

29 **How will the continuation of the project / service be funded (sustainable):**

Short, medium and long-term funding arrangements:	
Ongoing revenue / capital costs:	
The expected life of the project / service (months / years):	
How the project / service is going to be funded over the life of the project / service:	

30 Are all consents in place at the time of making this grant application (sustainable):

Yes:	
No:	
If no, please state what is still outstanding:	
Does your project / service require planning approval:	
Does your project / service require building regulations approval:	
Does your project / service require listed building consent:	
Does your project / service require conservation area consent:	
Does your project / service require landlord consent:	
Does your project / service require custodian trustee / management committee consent:	
Other consents:	
Do you own the building / site that the project / service will operate from:	
Please provide details of the tenure you hold for the building / site the project / service will operate from:	

What is the extent of the remaining tenure period. If a lease or licence, please state the number of months left from the date of this application:	
List any specialist / supporting advice you have obtained for the project / service:	

31 **Are all parts of the facility where the project / service will operate from accessible for people with disabilities (sustainable):**

--

32 **State the value of the grant requested from the Council as a percentage of the total project or service cost (VFM):**

%:	
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33 **Are you aware of any other organisations operating locally that provide a similar project / service (VFM):**

Organisation names:	
Do you intend to work in partnership with these:	
How does your project / service complement the other organisations project / service, or fills a gap in the need provision:	

34 **What added value will be obtained from the use of the grant for your organisation and the community (VFM):**

Your organisation:	
The community:	

35 **What other sources of funding / match funding has been considered and applied for (other sources of funding and match funding):**

Funding:	Considered:	Applied for:	Result:

36 **Are you prepared to provide the Council with monitoring and evaluation data for the grant awarded (monitoring & evaluation):**

Yes:	
No:	

37 **If your grant application is successful, will you require an advance payment (grant payment):**

Yes:	
No:	
Percentage (maximum 75%):	

38 **If your grant application is successful, will you be able to spend the grant awarded on the approved project / service within 12 months of the grant offer letter (grant defrayment):**

Yes:	
No:	
Expected date by which the grant award will be spent:	
Reason for why the grant award will take longer than 12 months to spend (defray):	

Part 2: Checklist of documents to be provided (where applicable)

39 **Please complete the checklist and provide the documents requested (where applicable):**

	Documents to be provided where applicable:	State yes or N/A if not applicable:
A	Constitution / Trust Deed – any constitution / trust deed relating to the applicant’s organisation:	
B	Public Liability Insurance – copy of policy and certificate (all applicants):	
C	Safeguarding policy:	
D	Disclosure Barring Service (DBS) referral policy:	
E	First aid policy:	
F	Accident / incident reporting policy:	
G	Codes of conduct:	
H	GDPR (General Data Protection Regulation):	
I	<p>Consultation evidence - evidence that consultation has been sought from users, local community, Town / Parish Councils, Councillor support, groups and organisations you have consulted with (all applicants):</p> <p>NB: Town / Parish Council or Councillor emails of support, can be sent directly to the Community Funding Officer via email: communitygrants@westnorthants.gov.uk</p>	

J	Quote / tenders for work - detailed quotes from for all single item costs over £1,000 (unless a single tender / quote justification can be provided) (all applicants):	
K	Evidence to support the full breakdown of costs - cost to be covered by the grant if not covered by the quotes / tenders supplied:	
L	Statement of accounts - the latest audited statement of accounts all parts i.e. full set (all applicants):	
M	Reserve / balances held Policy - if not included in your statement of accounts, please provide a copy of you reserve / balances held needs requirements / policy:	
N	Copy bank / statements balances - of all bank / investment balances, including current, general, investments, savings, reserves, earmarked reserves and other accounts at a stated date (all applicants):	
O	<p>Letter from Finance Officer, Treasurer, Bursar, Director of Finance, or equivalent - listing and confirming all the bank / investment balances held, including current, general, investments, savings, reserves, earmarked reserves and other accounts at a stated date (all applicants).</p> <p>The letter should list all the accounts held, with their balances and contain the following declaration that is signed:</p> <p>I confirm that the accounts and balances listed below are complete and accurate as at the dates given; and the accounts listed in this letter and the copy bank balance statements / statements provided in our Community Funding Application Form are all the accounts held in the name of: (state organisation name).</p> <p>NB: If you, the applicant, are one of the above, a letter is still required. This should be countersigned by an authorised signature of your organisation to confirm the declaration.</p>	
P	Planning approval (if applicable):	
Q	Building regulations approval (if applicable):	
R	Listed building consent (if applicable):	
S	Landlord consent (if applicable):	
T	<p>Custodian trustee / management committee consent: (if applicable):</p> <p>Organisations with Custodian Trustees or a Board of Trustees need to provide a signed letter from the Trustees confirming that all Trustees are aware and supportive of the proposed project / service and this application for a Community Funding Grant.</p>	

	For organisations that have Custodian Trustees or a Board of Trustees, two signatures by nominated trustees are required and those two trustees must be authorised to sign on behalf of all the trustees.	
U	Other consents (if applicable):	
V	Land / building ownership / right to occupy - proof of ownership of land / buildings or a copy of the lease / licence: (all applicants):	
W	Land purchase - for purchase of land: 1. a location plan; 2. a site plan showing means of access; and 3. a copy of an up to date land valuation by a suitably qualified Valuer: (land purchase applications only)	
X	Building projects over £5,000 – for building projects: 1. a *scale plan or drawings; 2. a site plan including location of any buildings*; 3. accessibility statement; and 4. details of Valuation: *A full specification for building works is not required, but scale drawings should show: 1. areas of each room and total area within external walls; 2. outline specification (brief notes) of materials to be used in the main construction; 3. heating and hot water supply (type of installation and fuel); 4. drainage and any exceptional site or ground conditions; and 5. construction material of any part of the existing building retained.	
Y	Photographs – provide supporting photographs to support your grant application (all applicants where applicable):	

Part 3: Declarations:

40 **Complete declarations 1 and 2:**

Declaration 1 - State Aid Compliance:

Question:	Yes:	No:
Is your organisation an "undertaking"? An undertaking is defined as any entity, regardless of its legal status, which is engaged in economic (commercial / competitive) activity and where there is a market in comparable goods or services.		
Is your organisation engaged in economic activity? This is defined as offering goods and / or services in a given market and		

which could, at least in principle, be carried out by a private operator for remuneration in order to make profits.		
Does your organisation distribute profit to owners, directors or shareholders?		

Declaration 2 - applicants declaration (to be signed by an authorised member of your organisation).

I confirm I have read and understood the following:	Yes / No:
Community Funding Grant Application Form Guidance:	
Community Funding Grant Terms & Conditions (Appendix A, B, C and D of the Community Funding Grant Application Form Guidance):	

By completing and signing this form:

- 1) I confirm that the information provided in declarations 1 and 2 is correct;
- 2) I give consent for my information to be processed in accordance with the purposes set out in the Community Funding Grant Application Form Guidance and the Council's Privacy Policy; and
- 3) I confirm that I have read and understood the terms, conditions and the requisite processes as contained within the Community Funding Grant Application Form Guidance, and that the information contained within this application is complete and accurate.

Name:	
Title:	
Organisation:	
Signature:	
I hereby confirm that I am an authorised signatory of the above organisation:	

Please return your completed form and supporting documentation by email to:

Completed application forms should be sent to:
communitygrants@westnorthants.gov.uk

Please do not PDF this application form.

If you require any clarification or help to complete the application form process, please email: peter.worth@westnorthants.gov.uk or call Peter Worth, Community Funding Officer, telephone number 01327 322227.

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WEST NORTHAMPTONSHIRE COUNCIL

COUNCILLOR COVID SUPPORT FUND APPLICATION & RECORD OF DECISION

PART A - GRANT AGREEMENT

Part A must be completed and signed by a representative of the organisation

Scheme details	
Name of the organisation being awarded the grant money	
Brief description of the scheme and how the money will be spent.	
Funding details	
Amount applied for:	
Organisations must provide details of the purchases they wish to make If WNC is delivering the scheme please put WNC as name of supplier	<p>If the organisation is purchasing goods, services or works from a supplier they must provide a brief description and the agreed price.</p> <p>Name of Supplier.....</p> <p>What is being purchased?</p> <p>Price (including VAT)...£.....</p>

Payee details	
<p>Bank Account details</p> <p>Leave blank if goods / services are being supplied by WNC</p>	<p>Name of Bank.....</p> <p>Bank A/c Payee</p> <p>Bank A/c Number.....</p> <p>Sort Code.....</p> <p>Address.....</p> <p>Telephone.....</p> <p>Email</p>
<p>Details for remittance slip.</p> <p>Leave blank if goods / services are being supplied by WNC</p>	<p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>Post Code.....</p> <p>Telephone</p> <p>Email</p>
<p>Signature and agreement of organisation representative</p>	<p>The person named below hereby agrees as follows:</p> <ol style="list-style-type: none"> 1. That he or she is properly authorised under the rules of the organisation of which he or she is a member to enter into this agreement for and on behalf of the other members as set out in those rules or in a binding authorisation of the members. 2. That it accepts the grant on behalf of the association on the terms set out in this Agreement and the Terms and Conditions of the Councillor Covid Support Fund of which he or she has received a copy. <p>Signed.....</p> <p>Print name.....</p> <p>Name of organisation.....</p> <p>Position within the organisation.....</p>

Part B – COUNCILLOR COVID SUPPORT FUND APPLICATION FORM
 (To be completed by Ward Councillor(s))

Title of proposal	
Decision	To award the monies identified below for the purpose outlined in this application.
How much do you wish to give to this proposal in total? This includes total pooled award	£
Are there any ongoing costs associated with the Scheme? If so how will this be funded in the future?	
When is the proposal likely to be implemented?	

I / We confirm that the Project is not contrary to the Prohibitions contained within the Terms and Conditions of the Scheme and confirm that I / We have checked this application in accordance with the Councillor Covid Support Fund guidelines and agree that I / We wish to fund this organisation as stated. I hereby submit this application for agreement

Name of Councillor			
Ward		Amount	£
Relevant declaration of interests (Councillor)			
Signature		Date	

Name of Councillor			
Ward		Amount	£
Relevant declaration of interests (Councillor)			
Signature		Date	

Name of Councillor			
Ward		Amount	£
Relevant declaration of interests (Councillor)			
Signature		Date	

Signature		Date	
Authorised by Joanne Barrett, Assistant Director Housing & Communities			

Please post or email this form to:
 Peter Worth, Community Funding Officer,
 West Northamptonshire Council, The Forum, Moat Lane, Towcester NN12 6AD.
 Email: peter.worth@westnorthants.gov.uk

TERMS AND CONDITIONS FOR ORGANISATIONS

1. Under the Councillor Covid Support Fund Scheme, West Northamptonshire Council (the Council) has an obligation to ensure that any grant (Grant) is used for the purpose for which it is granted, that the Grant is spent within a reasonable timescale, and that the terms on which the Grant is given are agreed between West Northamptonshire Council and the recipient of the Grant described in the Grant Agreement (Agreement) of which these Terms and Conditions form a part (Recipient).
2. Recipients agree to spend the Grant for the purposes/project outlined in the Agreement (the Project). Any variation to the Agreement or the Project must be agreed in writing with an authorised officer of the Council.
3. The Agreement is made with the Recipient's representative on the understanding that the Recipient's members will be accountable for the delivery of the Project and the obligations in the Agreement. The Grant is not transferable.
4. The Grant is paid out of public funds. The Recipient agrees to allow the Council's officers, agents and statutory audit bodies' access to all documents and records relating to the Grant and any premises where such documents and records may be kept.
5. Council is not responsible for any costs or liabilities incurred by Recipient in connection with the Grant or the Project and Recipient should ensure that it has appropriate liability insurance in place to cover any liabilities that may arise in connection with the Project. If the Project may involve any of the Recipient's members or representatives having unsupervised access to children, the Recipient should ensure that it carries out appropriate CRB checks in respect to any such members or representatives, and that those checks do not reveal any matter that would cause the Recipient to consider such access inappropriate. Recipient must ensure that in carrying out the Project it complies with all applicable laws and regulations.
6. Neither Recipient nor any of its members must at any time claim to be a representative, employee or agent of the Council. Should Recipient become aware that anyone it is dealing with believes it is acting on behalf of Council it must make it clear that is not the case.
7. The payment is made for the period not exceeding 12 months from the date of authorisation by the Council. The money must be spent within this 12 month period and any alteration to this must be agreed in writing with West Northamptonshire Council.
8. By signing the agreement the Recipient certifies that all information given in the application along with any additional papers given to Council by the Recipient or representations made by any member of the Recipient to the Council are true, complete and correct.
9. The Recipient agrees to keep all records relating to the Grant and the Project in particular to retain original receipts as proof of expenditure.
10. The Council may reclaim all or any part of the Grant if the Recipient or any member of the Recipient breaches any terms of the Agreement.

TERMS AND CONDITIONS FOR THE USE OF THE COUNCILLOR COVID SUPPORT FUND FOR COUNCILLORS

1. The Councillor Covid Support Fund Scheme of £2,500 per Councillor exists to support local communities recover from the impact of Covid-19, for instance, cover losses incurred as a result of covid or helps mitigate the impact of covid on local residents.
2. The funding is for local voluntary and community groups (not individuals or town and parish councils).
3. The purpose of the funding is to enable Councillors to efficiently and effectively allocate money to organisations based in or working in their ward or used by resident living in their ward.
4. Councillors should note that they cannot access the Fund directly. All payments will be made by the Community Funding Officer and are subject to the usual internal controls on expenditure.
5. The application form to access the Fund must be completed prior to the issue of approval and money being granted to ensure that the Council does not breach its responsibilities in this regard.
6. All Councillors must attend a training course on financial regulations and use of the fund prior to any monies being released.
7. The minimum award from the fund should be £200.
8. The Fund may not be used for any purpose for which the Council could not itself incur expenditure and must not contravene Financial Regulations or the Councillor Code of Conduct.
9. Councillors may co-operate with other Councillors on any authorised use and may pool their fund allocations for this purpose.
10. The Assistant Director Housing and Communities or any other officers with relevant delegated authority.
11. A Report of the Councillor Covid Support Fund that details expenditure authorised, the originating member, the amount and the purpose shall be summarised in an annual report taken to Council.
12. A time limit is applied to the Councillor Covid Support Fund to ensure that all allocations are complete by 31 March 2022.

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Housing & Communities Directorate Funding Provision for Community & Voluntary Sector Organisations

	2020-21			2021-22			Comment
	Base budget available for CFG	Base Budget Direct Grants	One off direct Grants	Base budget available for CFG	Base Budget Direct Grants	One off direct Grants	
DDC	85,000 (capital)	185,426	7,333 (lotto)*	99,237**	171,189	2,231 Lotto as at July 2021*	*Lotto accumulates throughout the year and can only be spent within Daventry locality by Local Lotto good causes. NOT AVAILABLE FOR CFG. **includes £85,000 capital and unallocated £14,237 revenue available for CFG.
NCC							
NBC	269,589***	627,411	90,000****	269,589	627,411		***This amount includes Northampton Borough Councils previous Councillor Empowerment fund. **** One off covid funding awarded by Councillors.
SNC	64,575		770,471^	64,575		170,200^^	^includes £169,598 allocation from 2019-20 NHB for direct (commissioned) grants in 2020-21. ^^NHB allocated in 2020-21 for direct (commissioned) grants in 2021-22.
Total	419,164	812,837	867,804	433,401	798,600	172,431	
Year Total	1,232,001			1,232,001			

Base budget available for CFG: Revenue and Capital budget within communities' base budgets available for Community Funding Grant awards.

Base Budget Direct Grants: Revenue and Capital budget within communities' base budgets assigned to projects/organisations. Not available for CFG.

One off direct Grants: Funds that have been made available for grant giving additional to CFG grant awards.

Note: above table sets out the available budget starting point on launch of new Community Funding Policy. Subject to change through the financial year for example claw back of underspent or unclaimed community grant awards that have rolled over from 2020-21.

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