



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community
Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

5th July 2024

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 11th July 2024 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

42/24. To receive apologies for absence

43/24. To receive and approve the minutes of the meeting held on Thursday 6th June 2024 (APPENDIX A)

44/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

Tel: 01604 583626

Web: www.duston-pc.gov.uk

Email: office@duston-pc.gov.uk

[f@DustonPC](https://www.facebook.com/DustonPC) [X@Duston_PC](https://twitter.com/Duston_PC)

45/24. Public Participation Session (Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).

46/24. To receive any information update on Section 106 / Community Infrastructure Levy
(Note two S106 applications have been submitted. One for play equipment on Mendip Park and one for a path around the Perimeter of Errington Park).

47/24. Councillor Reports – Information Only

- To receive any informational reports from Councillors.

48/24. PLR Report

- To receive a report from Cllr Iain Liddon as the DPC Police Liaison Representative.

49/24. Village Hall Hedge

- a) To receive a report from the Community Services Committee Grants Working Party (APPENDIX B)
- b) To consider (APPENDIX C)
 - Do nothing
 - Maintaining the hedge ongoing through a contractor
 - Removing the hedge completely once the nesting season is over

50/24. Planters

- a) To obtain agreement and install two planters for the amenity shops on Weggs Farm Road / Bordeaux Close. Using CIL. (APPENDIX D)
- b) To obtain agreement and install 25 lamppost planters along Main Road and Port Road. Using CIL. (APPENDIX E).

51/24. Bench Sponsorship Policy

- To discuss the response to requests for sponsoring a bench from commercial organisations (APPENDIX F)

52/24. Duston Fun Day

- a) To give thanks to all staff and others involved in making Duston Fun Day a success this year Proposed by Cllr Paul Enright-King
- b) Councillors to give feedback to the Clerk on this Event

53/24. Timken Gates

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk

- To refurbish the Timken Gates and adjoining railings using CIL. £1540 excluding VAT. (APPENDIX G)

54/24. Local Insight Data

- How we can use the Local Insight Data to inform the DPC Health & Wellbeing Strategy (APPENDIX H)
Proposed by Cllr Matt Golby

55/24. Remembrance

- To discuss the role of Duston Parish Council in Remembrance Events (e.g. remembrance Sunday, VE DAY, D Day etc)
Proposed by Cllr Paul Enright-King

56/24. Devolution

- What services, if any, should be devolved from West Northamptonshire Council to Duston Parish Council? (APPENDIX I)

57/24. Bank Reconciliations

- a) To approve bank reconciliations for April 2024 (APPENDIX J)
- b) To approve bank reconciliations for May 2024 (APPENDIX K)

58/24. Payment of Invoices

- a) To note invoice payments for April 2024 (APPENDIX L)
- b) To note the payments for May 2024 (APPENDIX M)

59/24. Committee Updates

- To receive a report in the form of the draft minutes of the Environment Committee (APPENDIX N)



DUSTON PARISH COUNCIL

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FULL COUNCIL MINUTES
THURSDAY 6TH JUNE 2024

Chair: Cllr P Enright-King

Councillors Present:

Craven, Dickinson, Ennis-Clark , Liddon, Littlewood, Maitland

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

23/24. To receive apologies for absence

- Apologies were received from Cllrs Barnes, Ingram and Roper.

24/24. To receive and approve the minutes of the meeting held on Thursday 16th May 2024

- That the minutes of the meeting held on the 16th of May 2024 (APPENDIX A) were approved as a true record and duly signed by the Chair.

25/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Cllr Golby declared a non-pecuniary interest in relation to 34/24 due to his connections with Golby's Nursery & Plant Centre.

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Email: office@duston-pc.gov.uk

[f@DustonPC](#) [X@Duston_PC](#)

26/23. Public Participation Session

- A representative from the Road Traffic Collision Unit spoke upon how the Police deal with Voi related incidents and the mechanisms used to ensure safe and legal uses of E-Scooters. To use private E-Scooters the rider must have the land owners permission. The use of private E-Scooters on the public highway is illegal.
- The representative answered questions from members regarding Voi and other e-scooters.
- The Council thanked the representatives for the presentation and information.

27/24. To receive any information update on Section 106 / Community Infrastructure Levy

- The Assistant Clerk provided the Council with a verbal update on Section 106 / Community Infrastructure Levy. He reminded Council of the two S106 applications, Errington Park Path application and Mendip Park Play Equipment application, both applications are ready to be submitted.
- The Clerk informed the Council of a meeting with West Northamptonshire Council's Head of Enforcement and noted the positive working relationship.
- Duston Parish Council has received a majority of its outstanding Community Infrastructure Levy monies. Smaller amounts maybe still due. The Assistant Clerk is chasing up these outstanding amounts.

28/24. Councillor Reports – Information Only

- Councillors gave various reports on their activities.

29/24. Annual Return

- **RESOLVED:**
 - a) That the Report of the Internal Auditor for 23/24 (APPENDIX B) was received and noted.
 - b) That the Annual Return and Governance Statement 23/24 (APPENDIX C) was approved and duly signed by the Proper Officer and Chair of the Council.
 - c) That the year end information was received and the Accounting Statements for 2023/24 (APPENDIX D) was approved and duly signed by the Responsible Financial Officer and Chair of the Council
 - d) That the period for the exercise of electors rights, Tuesday 13th June 2024 to Monday 24th July 2024 was confirmed.

30/24. Asset Register

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk

- **RESOLVED:** That the Asset Register for 2023/24 (APPENDIX E) was received and approved.

31/24. Reserves Policy

- **RESOLVED:** That the Reserves Policy (APPENDIX F) was received, discussed and approved.

32/24. Committee Updates

- **RESOLVED:**
 - a) That the report in the form of the minutes of the Planning Committee (APPENDIX G) was received and noted.
 - b) That the report in the form of minutes of the Community Services Committee (APPENDIX H) was received and noted.

33/24. Community Services Committee Recommendations

- **RESOLVED:**
 - a) That the Youth Report and the updated SLA (APPENDIX I) were received, discussed and approved.
 - b) That the draft newsletter's content and layout (APPENDIX J) was approved. It will be distributed to every domestic property in Duston.
 - c) That Cllr Enright-King and Cllr Liddon produce a questionnaire for Duston Fun Day to get feedback on the Newsletter.

34/24. Planters

- Councillor Golby noted that Golby's Nursery & Plant Centre is willing donate and replace stolen flowers for Duston Paish Council displays. The Council thanked Cllr Golby.
- **RESOLVED:**
 - a) That Duston Parish Council will replace all stolen plants from DPC planters.
 - b) The Clerk to bring a quote for lamppost planters and a proposed location to the next meeting of the Council.

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk

35/24. DOPWA Bench

- Duston Old People Welfare Association would like a bench to commemorate it's work over many decades.
- **RESOLVED:** That DOPWA is granted permission to fund and install a bench at St Luke's Field.

36/24. Litter Bins

- **RESOLVED:**
 - a) That the Council was reminded of the plans install a litter bin and bench at Duston Gardens / Telstar Way now it has been transferred to the Council. It was agreed to proceed with this funded by Community Infrastructure Levy.
 - b) That the proposal to install a litter bin at Haydown Green Play Area, funded via Community Infrastructure Levy Monies, was approved.
 - c) That the request to put a litter bin on the grass verge adjacent to Harlestone Road on Firview Drive, funded via Community Infrastructure Levy Monies, was approved.

37/24. Play Equipment Items

- **RESOLVED:** That the proposal to install new playground equipment items at Haydown Green and Grafton Way Meadow using Community Infrastructure Levy (APPENDIX K) was received, discussed and approved.

38/24. Duston Parish Council Corporate Objectives

- **RESOLVED:**
 - a) The following was agreed as Duston Parish Council Corporate Objectives (as set out in APPENDIX L).
 1. **Excellent Community Centres:** *Providing high-quality, accessible community centres for all residents.*
 2. **High Quality Green Spaces:** *Ensuring our green spaces are well-maintained and enjoyable for everyone.*
 3. **A Safer, Sustainable, and Pleasant Environment:** *Working towards a community that is safe, environmentally friendly, and enjoyable to live in.*

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk

4. **Events Programme:** Producing a varied and engaging events programme, either independently or in partnership with others.
 5. **Advancing Health & Wellbeing:** Promoting initiatives that enhance the health and wellbeing of our residents.
 6. **Advocating and Promoting Duston:** Actively advocating for and promoting the interests of Duston.
 7. **Being a Professional and Competent Council:** Striving for professionalism and competence in all our operations.
- b) Each standing Committee will be consulted on the drafting of a new Corporate Plan.
 - c) Bring back to Council for consideration and devise a new Corporate Plan to replace the existing Four Year Plan.

39/24. Staffing Review

- As previously explained it was agreed to review the current staff structure to ensure it is still aligned with the objectives and priorities of the Council.
- To note that if councillors have any comments or proposals on the current staffing review then contact the Chair of the Council directly.

40/24. Bravery Award

- **RESOLVED:** The Assistant Clerk will speak to the various shop keepers to see what is appropriate.

41/24. Date of the Next Meeting

- **RESOLVED:** To move the full Council meeting back by one week and cancel the Community Services Committee.

Meeting Closed at 20:55

Report to Duston Parish Council on the Future of the Hedge at Duston Village Hall

Introduction

This report discusses the current condition and future maintenance of the hedge at Duston Village Hall (Duston Institute). After consultation with our current contractors, several options have been presented to address the hedge maintenance.

Contractors' Assessment

The contractors visited the site and provided the following options:

1. Heavy Trim Back with Chainsaws

- **Description:** A significant reduction in both height and width of the hedge using chainsaws. Recommended to be undertaken after the nesting season to avoid disturbing wildlife.
- **Cost:** £1,200 + VAT
- **Includes:** Removal of all arisings from the site.

2. Complete Removal of Hedge

- **Description:** Total removal of the hedge, including the stumps, eliminating future maintenance needs.
- **Cost:** £3,200 + VAT
- **Includes:** Removal of all arisings from the site.

3. Short-term Maintenance

- **Description:** Trimming the hedge back from the path and reducing the height to manage immediate overgrowth.
- **Cost:** £600 + VAT
- **Includes:** Removal of all arisings from the site.

Recommendation

After evaluating the options, the most cost-effective long-term solution is to remove the hedge entirely. This recommendation is based on the following points:

1. Cost-Effectiveness

- Although the initial cost is higher, removing the hedge will eliminate the need for continuous and costly maintenance.

2. Financial Allocation

- The Village Hall can redirect its limited funds to other necessary maintenance and upkeep tasks, benefiting the overall infrastructure.

3. Community Benefits

- Local residents will no longer face the inconvenience of an overgrown hedge every growing season, improving the area's appearance and accessibility.
- The Parish Council will be relieved from the recurring grant applications for hedge cutting, reducing administrative burdens and expenses.

4. Timing

- It is recommended to undertake the removal after the nesting season to ensure compliance with environmental guidelines and minimize the impact on local wildlife.

Conclusion

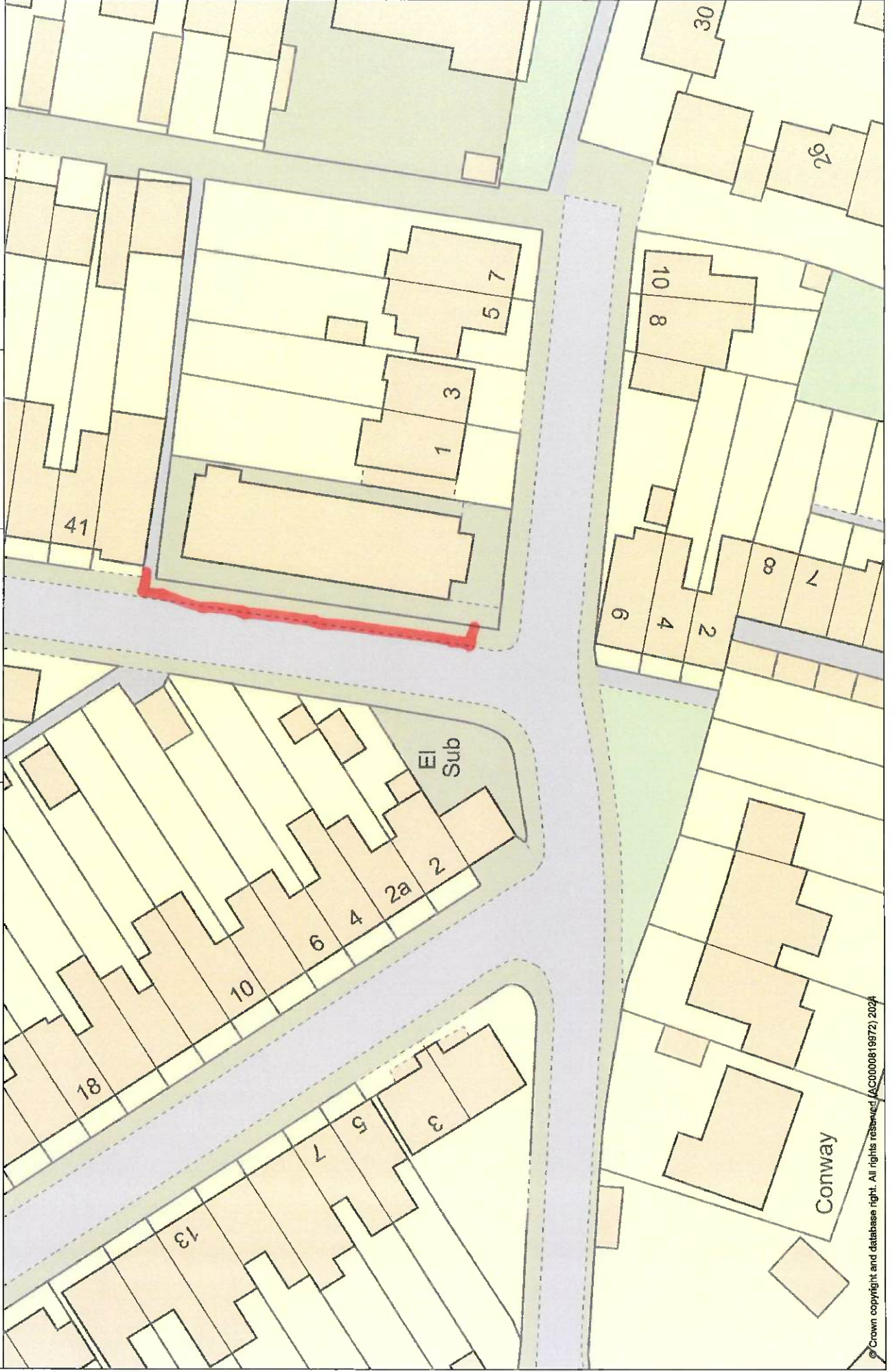
Removing the hedge at Duston Village Hall is the most sustainable and financially prudent option. This action will address both immediate and long-term concerns, enhancing the environment around the Village Hall and benefiting the community.



Duston

Author: G. Youens

Date: 28/06/2024



MTWY
SECTION



Scale
1" = 100'

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Introducing

The Orbea Range

Stylish and contemporary, the **geViews Orbea Range** can be configured just the way you want it.

With the option of a high impact tower planter, a large floor planter, a compact planter, and a hanging basket, the versatile Orbea Range has a solution for every space.

Not just a stylish design, the Orbea Range stays true to our core values of providing high quality, hard wearing, low maintenance planters, manufactured in the UK. Each unit has been innovatively designed with a range of features that will keep your displays looking fantastic for longer.

Orbea Tower Planter

Available as a Floor Planter or a 2 or 3 tiered tower.

The contemporary Orbea Tower Planter is a striking centrepiece to your floral displays, available as a 1, 2 or 3 tiered option, allowing you to design the Orbea Tower Planter to suit your space. The tiers are connected by robust steel supports making the tower incredibly durable. Each tier benefits from a generous self-watering reservoir to keep your displays looking fantastic with minimal upkeep.

The Orbea Tower Planter is configured by combining the Floor Planter, Compact, and Hanging Basket in the design of your choice.



The Benefits...

- **Versatile** – create continuity in your display with various assembly options.
- **Self-watering reservoir** – reduces the time, labour and cost of watering, and minimises water wastage.
- **Overflow point** – ensures displays won't be damaged due to overwatering.
- **Soft edges** – protect plants from damage in wet or windy conditions and in areas with a heavy footfall.
- **Drainage point** – water reservoirs can be drained for easier and safer transport.
- **Transportable** – built in pallet runs so that units can be moved easily and safely.
- **Hard-wearing** – designed and built with durability and longevity in mind.
- **100% recyclable** – better for the environment.
- **Cost-effective** – we've used our manufacturing expertise to keep costs to a minimum, so you get the best value for your budget.

Tiers	Height	Compost capacity	Water capacity
1 Orbea Floor Planter	750mm	156l	137l
2 Orbea 2 Tier Tower	1400mm	208l	181l
3 Orbea 3 Tier Tower	1902mm	222l	193l



The Orbea Range

Stylish, Versatile, Unique



The opportunities are almost endless with the Orbea Range. Each planter can be used independently, or they can be combined to make the striking Orbea Tower Planter.

The Orbea Range has softer lines adding a calming ambience as well as giving you more options for greenery.

Unlike any other planter on the market.



Our popular self-watering reservoir makes it low maintenance – these planters are designed to only need watering once a week, saving you time and money, and lessening water waste.

Our accreditations back up our confidence in our products, we've got 150 years of manufacturing experience, so you can trust us to deliver.



Orbea Floor Planter

The Orbea Floor Planter is the bedrock of this collection. Its 750mm x 1020mm size makes it an ideal building block for your floral displays. The soft edges and curved design give it eye-catching appeal, perfectly complementing any area.

Size (mm):	1020 x 1020 x 750 (LWH)	Capacity:	Compost	Water
			156l	137l



Orbea Compact Planter

The Orbea Compact Planter is ideal for any area where space is at a premium. It can be used on its own as a smaller floor planter, or as part of a co-ordinated display alongside the rest of the range. If you are creating a tower display, the Orbea Compact Planter can be your base, mid, or top tier, depending on the size tower you want to create.

Size (mm):	735 x 735 x 455 (LWH)	Capacity:	Compost	Water
			52l	44l



Orbea Hanging Basket

The Orbea Hanging Basket is a striking addition to any floral display. Its 20 inch diameter is the perfect size to add a burst of colour to any space. Includes high-durability chains to keep your floral arrangements safe and secure. If you are creating a tower planter the Orbea Basket can be used as a top tier.

Size (mm):	508 x 508 x 307 (LWH)	Capacity:	Compost	Water
			14l	12l

Everything you need for creating stunning floral displays for any pole or lamppost up to a 110mm max diameter. Easily installed the Pagoda Pole Basket Package provides a high impact display while offering security and stability. With all the great features you would expect from the Pagoda range, our Pole Basket is designed to be an extremely hardwearing, cost effective and low maintenance planting solution.

The Pagoda Pole Basket comes with our popular self-watering capillary matting and features an easy fill watering channel for fuss-free maintenance. The smooth edges allow plants to flow over easily, and its UV stable and highly durable construction mean it will look great season after season.

Our Easy Drain feature allows the reservoirs to be emptied while still in situ, making removal and transportation significantly less labour intensive – and less risky. Our Self Watering Liners mean installing and removing planting is also simple and hassle free.

Included in the Pagoda Pole Basket Package:

- 2 x Pagoda Pole Basket Half Units
- 2 x Self-Watering Removable Liners
- 2 x Steel Fixing Brackets

Overall Diameter:	685mm
Height:	405mm
Water Capacity:	20 Litres
Compost Capacity:	16 Litres
Pole Diameter:	110mm Max

*All measurements per Half Basket

Pagoda Pole Basket Package



Make the most of every space with our Pagoda Wall Unit. This stylish basket lets you fill any empty wall space with a high-impact floral display. Ideal for areas where space is limited the Pagoda Wall basket is a simple and effective option to add some colour and help brighten your spaces.

Overall Diameter:	685mm
Height:	405mm
Water Capacity:	20 Litres
Compost Capacity:	16 Litres

The easy-fill watering channel makes filling the reservoir far easier than traditional wall units, and the popular Pagoda self-watering capillary matting will keep your floral displays looking stunning all season long.

Just like the rest of the Pagoda range, the wall unit is hard-wearing and low maintenance, and its UV stable construction means it will look fantastic season after season.

Pagoda Wall Unit



Duston Parish Council received the below correspondence.

Recommendation: Commercial organisations should pay 100% of bench cost and installation. This is so public money is not seen as favouring on market competitor over another.

Dear Duston Parish Council team,

I hope this email finds you well. My name is XXXXXXXX, and I am writing on behalf of XXXXX, a dedicated provider of care services to the elderly in Northampton. We have been closely following the commendable initiatives by the Duston Parish Council to enhance community amenities, including the recent installation of the beautiful bench at Telstar Way, which caught our attention.

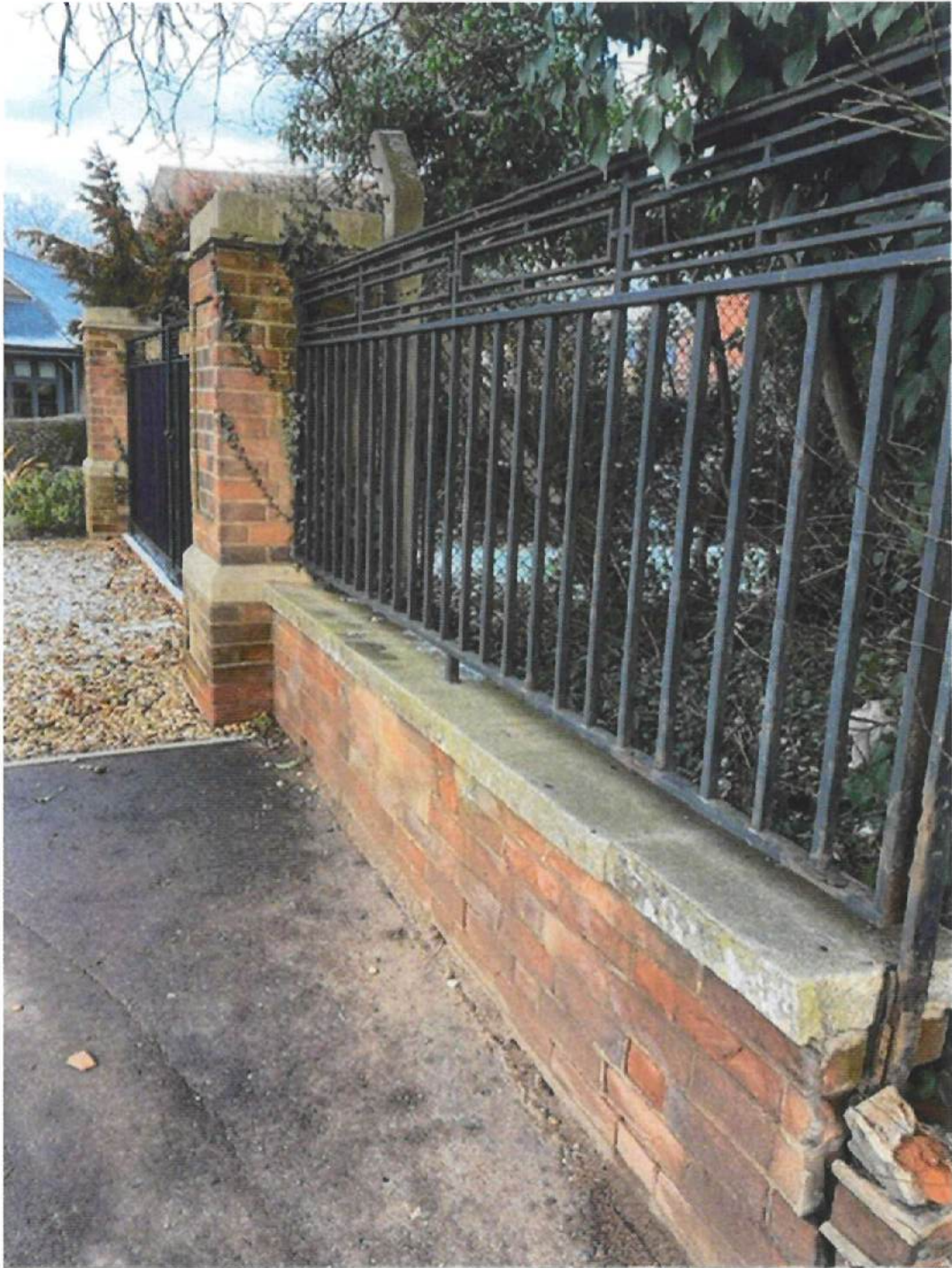
As an organization deeply rooted in the Northampton community, we are always looking for meaningful ways to give back and support local projects that benefit our residents. With this in mind, we would like to propose a collaboration with the Duston Parish Council to install another bench in Duston.

XXXXXXXXXX would be delighted to contribute a portion towards the cost of this new bench. In return, we kindly request the opportunity to have our services advertised on the backrest of the bench. We believe this partnership will not only help in further beautifying our community spaces but also raise awareness about the care services available to those in need within our community.

We are confident that this initiative will be mutually beneficial and appreciated by the community members. We are open to discussing any specific requirements or adjustments the council might have regarding the design and placement of the advertisement to ensure it aligns with the community's standards.

We look forward to the opportunity to work together to enhance our community spaces and support the residents of Duston.

Best regards,



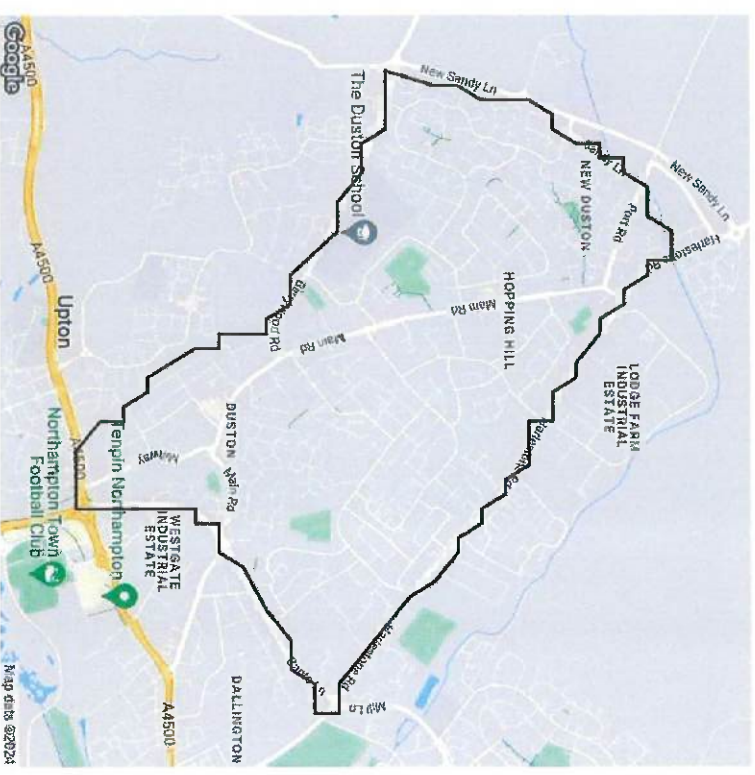


Local Insight England Summary Report

Duston

West Northamptonshire Council

3 July 2024



Local Insight

Local Insight provides instant access to the information you need for the neighbourhoods you care about.

We bring together small-area social and demographic data in one easy to use and intuitive platform. You can explore data for any area you are interested in through maps, dashboards and reports.

Find out more at: localinsight.org

OCSI

We combine expertise in research and technology to support organisations working for social good to make evidence-based decisions. We have worked with more than 250 public and community sector organisations from local to international level.

Our research and services are based on unrivalled knowledge and use of place-based social, economic and demographic data.

Find out more at: ocsi.uk

About the indicators

OCSI routinely collect all small-area data published by more than 50 government agencies and other reputable bodies. We identify key indicators relevant to local authorities, grantmakers and charities to include within this report and the Local Insight platform.

We manage and maintain all the data and provide comprehensive metadata so that you can be confident you are using the most up-to-date data.

How we have identified the area of Duston

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This report is based on the “Duston” area created by West Northamptonshire Council. There is a map image of the area at the start of this report. Source: Office for National Statistics licensed under the Open Government Licence v.3.0. Contains OS data © Crown copyright and database right [2024].

We use sophisticated aggregation and apportioning methods to calculate the data values used in the charts and tables in this report.

Alongside data for the “Duston” area, we also display data for the selected comparator areas: West Northamptonshire and England.

Contents

Population

Unemployment

Housing

Crime

Health

Education

Employment

Communities and Environment

Access and Transport

Appendix: Data sources

Population

The following data is a summary of key population demographics.

The table below provides an overview of people living in Duston. These population figures provide detail of the structure of the population by broad age bands and by sex. Finally, it also includes a measure of population density by hectare.

The total population of Duston was 16,667 people in 2021.

Of the total population in Duston in 2021, 18.10% are children aged under 16, 59.47% are adults aged 16-64, and 22.37% are over 65 years old.

Population overview

Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate
All people (Census 2021) (2021)	16,667	-	425,725	-	56,490,048	-
All Females (Census 2021) (2021)	8,540	51.29%	215,060	50.52%	28,833,712	51.04%
All Males (Census 2021) (2021)	8,127	48.80%	210,665	49.48%	27,656,336	48.96%
Population aged under 16 (Census 2021) (2021)	3,016	18.10%	82,222	19.31%	10,483,091	18.56%
Population aged 16 to 64 (Census 2021) (2021)	9,912	59.47%	270,827	63.62%	35,605,654	63.03%
Population aged 65+ (Census 2021) (2021)	3,728	22.37%	72,676	17.07%	10,401,303	18.41%

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Population overview

Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate
Population Density (Persons per sq km) (Census 2021) (2021)	16,667	4,458.10	425,725	308.41	56,490,048	433.10

Source: UK Census

Index of Multiple Deprivation (IMD)

The following visualisations draw upon data from the Index of Multiple Deprivation (IMD) to give insight into vulnerable populations in Duston, West Northamptonshire, England. The Indices of Deprivation 2019 are a relative measure of deprivation for small areas (Lower-layer Super Output Areas) across England. The overall Index of Multiple Deprivation 2019 combines together indicators under seven different domains of deprivation: Income Deprivation; Employment Deprivation; Education Skills and Training Deprivation; Health Deprivation and Disability; Crime; Barriers to Housing and Services and Living Environment Deprivation. A higher score indicates that an area is experiencing high levels of deprivation.

The table below shows the IMD score and rank (average LSOA Rank, where a lower rank indicates that an area is experiencing high levels of deprivation) for Duston, West Northamptonshire and England.

Duston has an IMD score of 12.97. This means that Duston has lower levels of deprivation to West Northamptonshire (17.68) and lower levels of deprivation to England (21.76).

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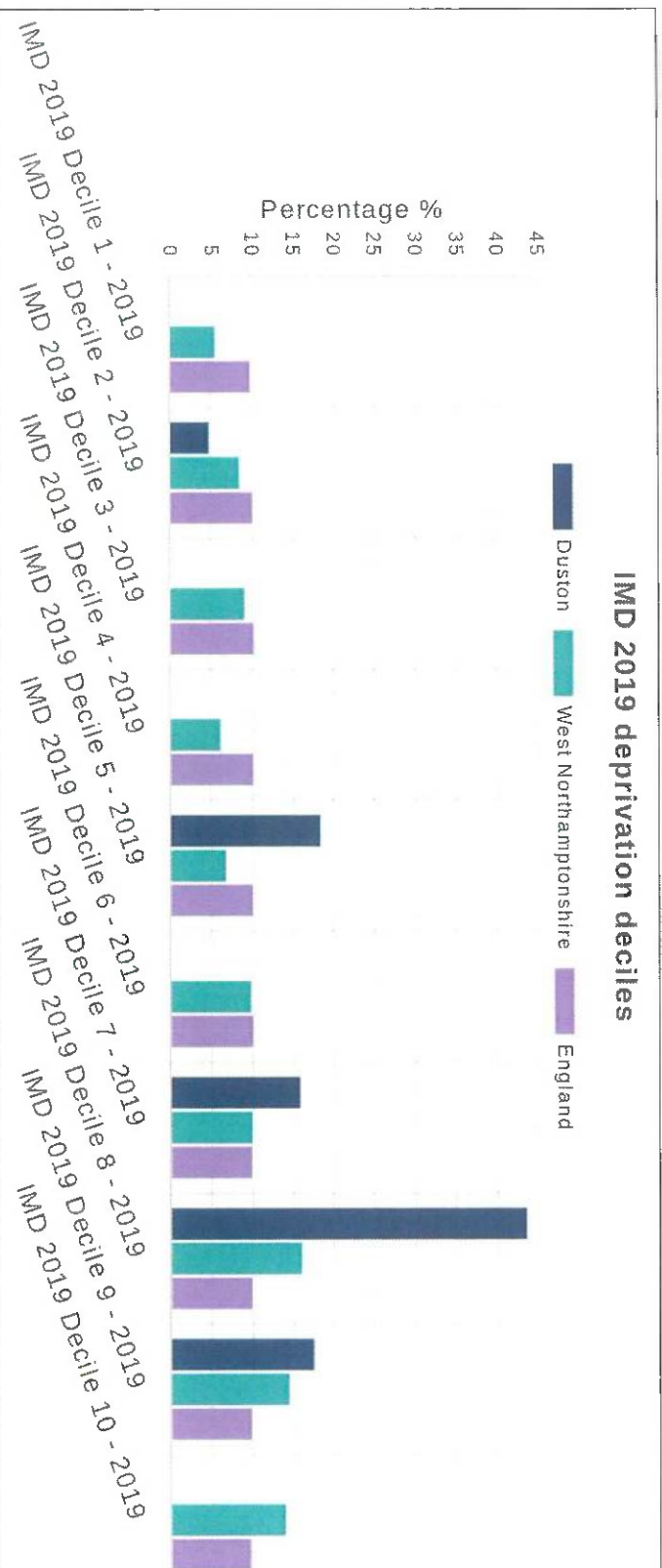
Index of Multiple Deprivation (IMD)

Indicator	Duston	West Northamptonshire	England
Index of Multiple Deprivation 2019 (IMD) Score (2019)	12.97	17.68	21.76
Index of Multiple Deprivation (IMD) 2019 Rank (2019)	22,002	19,202	16,356

Source: Ministry of Housing Communities and Local Government (MHCLG) 2019

The bar chart below explores this further, showing the proportion of people living in neighbourhoods grouped into deciles according to level of deprivation derived from the IMD. A higher score on the IMD indicates that an area is experiencing greater levels of deprivation. To clarify, all neighbourhoods in England are grouped into ten equal sized groups "deciles", neighbourhoods in decile 1 fall within the most deprived 10% of neighbourhoods nationally, whilst neighbourhoods in decile 10 fall within the least deprived 10% of neighbourhoods nationally.

Proportion of people in each deprivation decile



Source: Ministry of Housing Communities and Local Government (MHCLG) 2019

Unemployment

The following data shows the key unemployment indicators.

The table below shows the total number and proportion of people receiving Universal Credit (UC) or Job Seekers Allowance (JSA) by age and sex. The proportion of working age people receiving benefits for unemployment in Duston was 2.35% in May-2024. This is lower than the average across West Northamptonshire (3.32%) and lower than the average across England (3.96%).

Unemployment Benefit Claimants

Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate
Unemployment benefit claimants (Jobseekers Allowance and out of work Universal Credit claimants) (May-2024)	234	2.35%	8,990	3.32%	1,420,670	3.96%
Youth unemployment (18-24 receiving JSA or Universal Credit) (May-2024)	30	3.11%	1,410	4.39%	243,430	5.12%
Older person unemployment (50+ receiving JSA or Universal Credit) (May-2024)	70	0.98%	2,060	1.30%	325,270	1.50%
Unemployment benefit (JSA and Universal Credit), female (May-2024)	95	1.90%	3,960	2.91%	615,720	3.38%

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Unemployment Benefit Claimants

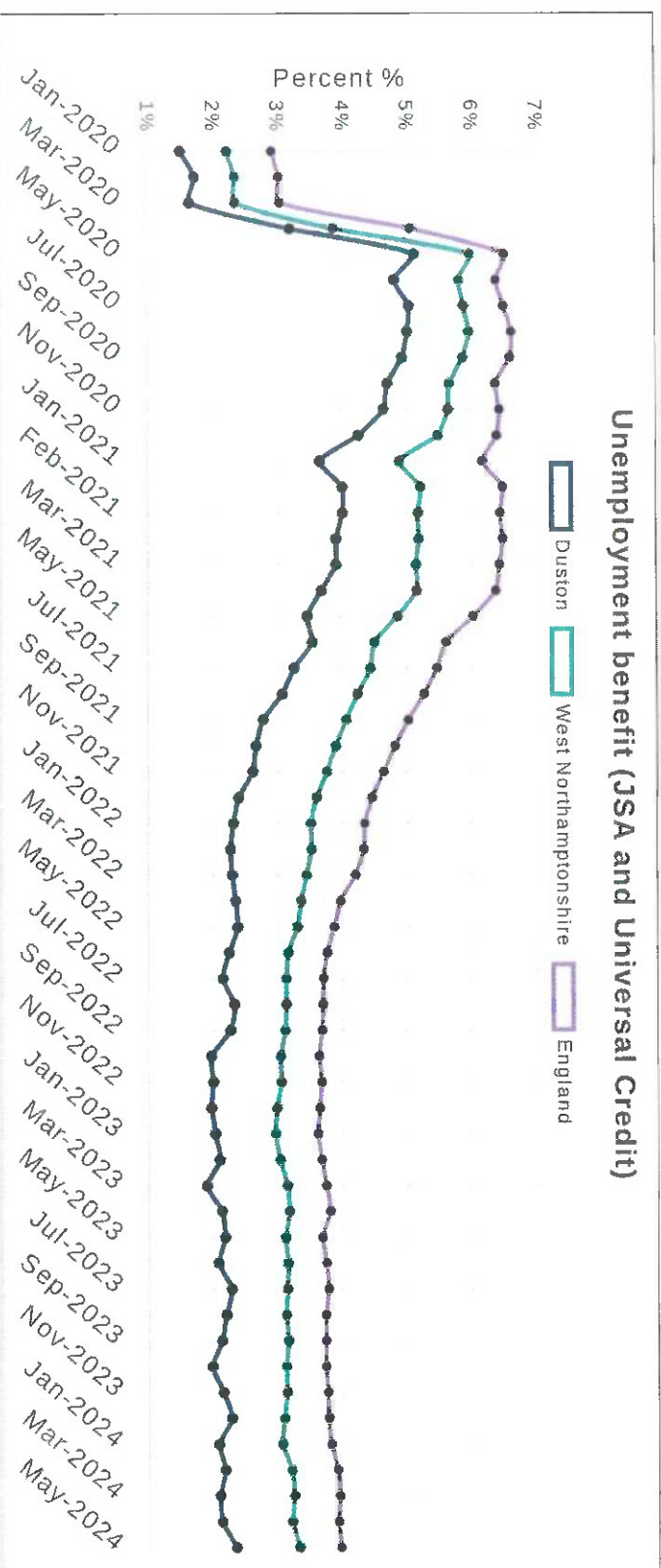
Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate
Unemployment benefit (JSA and Universal Credit), male (May-2024)	124	2.51%	5,030	3.73%	804,950	4.55%

Source: Department for Work and Pensions (DWP)

The chart below shows the total proportion of people receiving unemployment benefit (JSA or Universal Credit) between Jan-2020 and May-2024.

The total unemployment rate in Duston has increased from 1.52% in Jan-2020 to 2.35% in May-2024.

Unemployment Benefit Claimants (time series)



Source: Department for Work and Pensions (DWP)

Housing

The following data is a summary of key housing related indicators.

The table below shows the mean house prices by accommodation type across Duston and the comparator areas for four key dwelling types (flats, semi-detached houses, terraced houses and detached houses) from Mar-2023 to Feb-2024.

The average property price for all dwelling types in Duston is £265,396, this is lower than the average across West Northamptonshire (£314,210) and lower than the average across England (£357,874).

Data on house prices is from the [Land Registry open data price-paid dataset](#). Please note some small areas may not have had a transaction recorded within the twelve month period leading to gaps in the table below.

Average house prices

Indicator	Duston	West Northamptonshire	England
Average house price (12 months) (Mar-2023 to Feb-2024)	£265,396	£314,210	£357,874
Average house price for detached houses (12 months) (Mar-2023 to Feb-2024)	£365,207	£482,080	£540,100
Average house price for flats (12 months) (Mar-2023 to Feb-2024)	£131,343	£149,688	£309,602
Average house price for semi-detached houses (12 months) (Mar-2023 to Feb-2024)	£266,711	£280,525	£321,534
Average house price for terraced houses (12 months) (Mar-2023 to Feb-2024)	£220,432	£239,462	£291,990

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Average house prices

Indicator	Duston	West Northamptonshire	England
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Source: UK Land Registry

The chart below shows the tenure of housing in Duston, West Northamptonshire, and England.

Tenure types include;

- 'Owner occupied' housing includes accommodation that is either owned outright, owned with a mortgage or loan, or shared ownership (paying part rent and part mortgage).
- 'Social rented' housing includes accommodation that is rented from a council (Local Authority) or a Housing Association, Housing Co-operative, Charitable Trust, Non-profit housing company or Registered Social Landlord.
- 'Rented from the Council includes accommodation rented from the Local Authority.
- 'Housing Association or Social Landlord' includes rented from Registered Social Landlord, Housing Association, Housing Co-operative, Charitable Trust and non-profit housing Company.
- 'Private rented or letting agency' includes accommodation that is rented from a private landlord or letting agency.
- 'Other Rented' includes employer of a household member and relative or friend of a household member and living rent free.
-

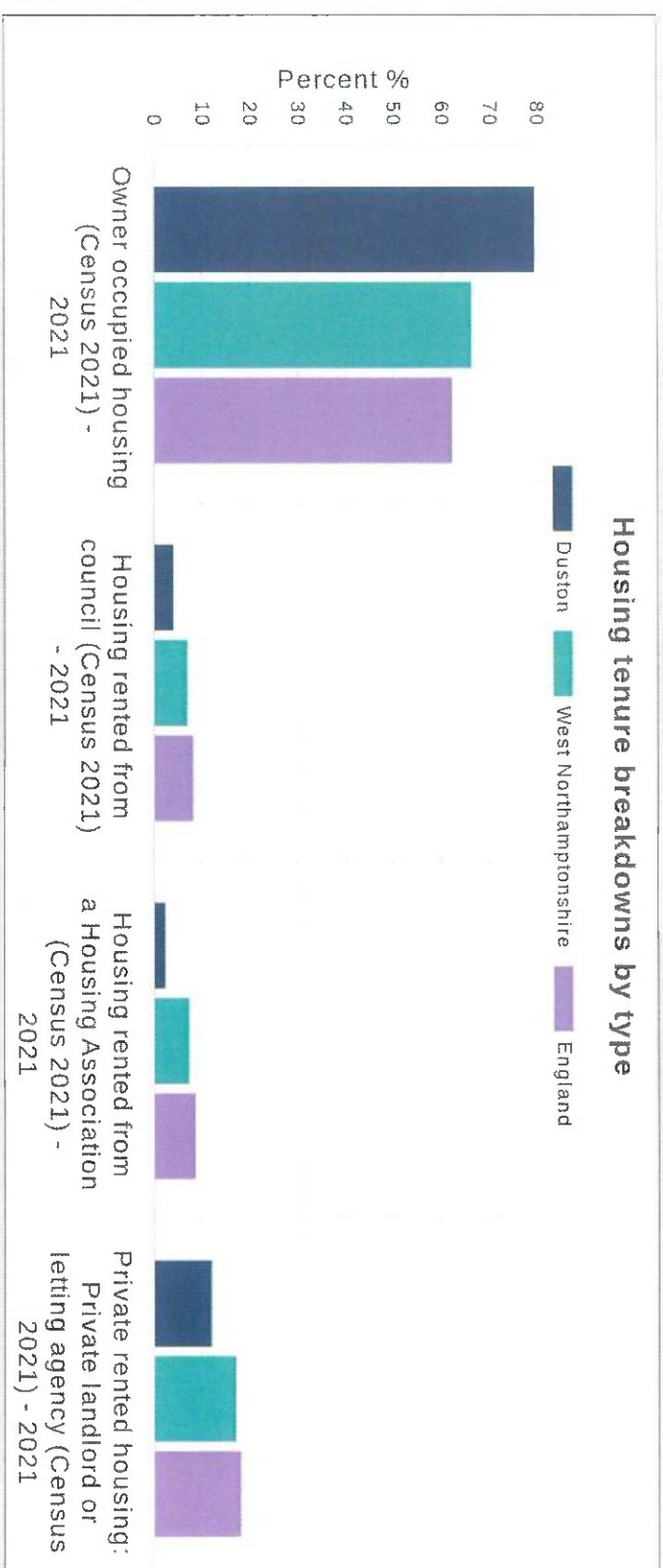
In Duston 79.68% of households are owner-occupied, which is higher than the proportion of households in West Northamptonshire (66.38%), and a higher proportion than England (62.32%).

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Overall, 4.11% of households in Duston are rented from the local authority, 2.29% are rented from a housing association and 12.07% are privately rented.

Housing tenure



Source: UK Census

Crime

The information below shows the level of recorded crime in Duston and comparator areas. This is based on data for individual crime incidents published via the [Police UK open data portal](#), which has been linked by Local Insight to selected neighbourhoods.

The table below shows counts and rates for the main crime types and anti-social behaviour incidents between Mar-2023 to Feb-2024.

There were 1,319 total crime offences in Duston between Mar-2023 to Feb-2024, with the overall crime rate being 78.8 per 1,000 population. This is lower than the average across West Northamptonshire (127.3) and lower than the average across England (131.3).

Crime and Anti-Social Behaviour Incidents

Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate
Total crime offences (12 month total) (Mar-2023 to Feb-2024)	1,319	78.8	54,621	127.3	7,500,363	131.3
Anti-social behaviour (12 month total) (Mar-2023 to Feb-2024)	190	11.3	7,962	18.6	1,086,606	19.0
Bicycle theft offences (12 month total) (Mar-2023 to Feb-2024)	5	0.3	449	1.0	75,128	1.3
Burglary (12 month total) (Mar-2023 to Feb-2024)	115	16.1	2,748	15.9	334,898	14.3
Criminal damage (12 month total) (Mar-2023 to Feb-2024)	90	5.4	4,017	9.4	588,991	10.3
Drug crime offences (12 month total) (Mar-2023 to Feb-2024)	21	1.3	1,643	3.8	201,703	3.5

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Crime and Anti-Social Behaviour Incidents

Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate
Other crime offences (12 month total) (Mar-2023 to Feb-2024)	30	1.8	1,123	2.6	137,531	2.4
Other theft offences (12 month total) (Mar-2023 to Feb-2024)	107	6.4	4,145	9.7	598,779	10.5
Shoplifting offences (12 month total) (Mar-2023 to Feb-2024)	68	4.1	3,040	7.1	490,748	8.6
Possession of weapons offences (12 month total) (Mar-2023 to Feb-2024)	18	1.1	687	1.6	66,926	1.2
Public order offences (12 month total) (Mar-2023 to Feb-2024)	63	3.8	2,850	6.6	571,712	10.0
Robbery recorded offences (12 month total) (Mar-2023 to Feb-2024)	19	1.2	630	1.5	95,888	1.7
Theft from the person offences (12 month total) (Mar-2023 to Feb-2024)	7	0.4	244	0.6	145,092	2.5
Vehicle crime (12 month total) (Mar-2023 to Feb-2024)	51	3.0	3,682	8.6	491,866	8.6
Violent crime and sexual offences (12 month total) (Mar-2023 to Feb-2024)	534	31.9	21,401	49.9	2,614,495	45.8

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Crime and Anti-Social Behaviour Incidents

Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate

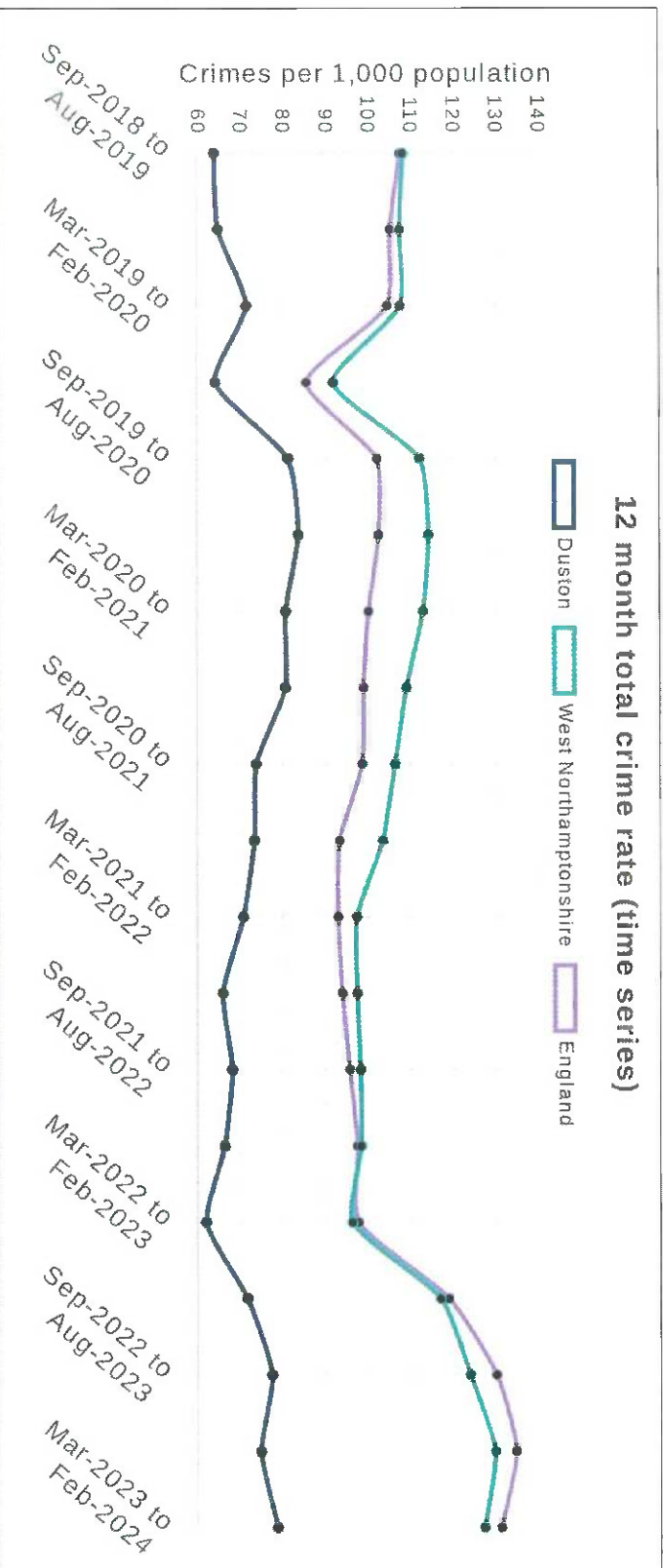
Source: Police UK (Police recorded crime figures)

The line chart below shows a time series made up of 12 month totals of neighbourhood-level incidents of criminal offences. The figure is a rate per 1,000 residents. The first data point covers Sep-2018 to Aug-2019 and the final data point covers Mar-2023 to Feb-2024.

The overall crime rate in Duston has increased from 64.1 per 1,000 people between Sep-2018 to Aug-2019 to 78.8 per 1,000 people between Mar-2023 to Feb-2024.

Please note there can be missing data in Police.uk crime counts for certain areas. This is often due to issues with IT system changes at various police forces such as Devon and Cornwall, and Greater Manchester currently, which affects their reporting of figures to Police UK. Please see the [Police UK change log](#) for details of current known issues.

12 month total crime rate (time series)



Source: Police UK

Health

The following data provides an overview of people's health with the first table below providing some key health statistics.

There are 1,068 people in Duston who are disabled under the equality act and whose day to day activities are limited a lot. This is 6.41% of the working population, which is higher than West Northamptonshire (5.89%) and lower than England (7.33%).

In regards to the provision of unpaid care, there are 398 people in Duston providing 50+ hours of unpaid care a week. This is 2.52% of the working population, which is higher than West Northamptonshire (2.25%) and lower than England (2.63%)

Key health statistics

Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate
Disabled under the Equality Act: Day-to-day activities limited a lot (Census 2021) (2021)	1,068	6.41%	25,073	5.89%	4,140,357	7.33%
Disabled under the Equality Act: Day-to-day activities limited a little (Census 2021) (2021)	1,695	10.17%	39,803	9.35%	5,634,153	9.97%
Not disabled under the Equality Act: Has long term physical or mental health condition but day-to-day activities are not limited (Census 2021) (2021)	1,286	7.71%	30,401	7.14%	3,856,029	6.83%
Not disabled under the Equality Act: No long term physical or	12,620	75.71%	330,448	77.62%	42,859,509	75.87%

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Key health statistics

Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate
mental health conditions (Census 2021) (2021)						
Very good health (Census 2021) (2021)	7,699	46.17%	209,457	49.20%	27,390,829	48.49%
Good health (Census 2021) (2021)	6,016	36.08%	149,226	35.05%	19,040,735	33.71%
Very bad health (Census 2021) (2021)	145	0.87%	3,669	0.86%	662,881	1.17%
Bad health (Census 2021) (2021)	564	3.38%	13,891	3.26%	2,248,255	3.98%
No unpaid care (Census 2021) (2021)	14,415	91.09%	369,994	92.09%	48,734,833	91.24%
50+ hours unpaid care a week (Census 2021) (2021)	398	2.52%	9,057	2.25%	1,404,771	2.63%
Children providing unpaid care (Census 2021) (2021)	17	0.56%	538	0.65%	78,810	0.75%

Source: UK Census

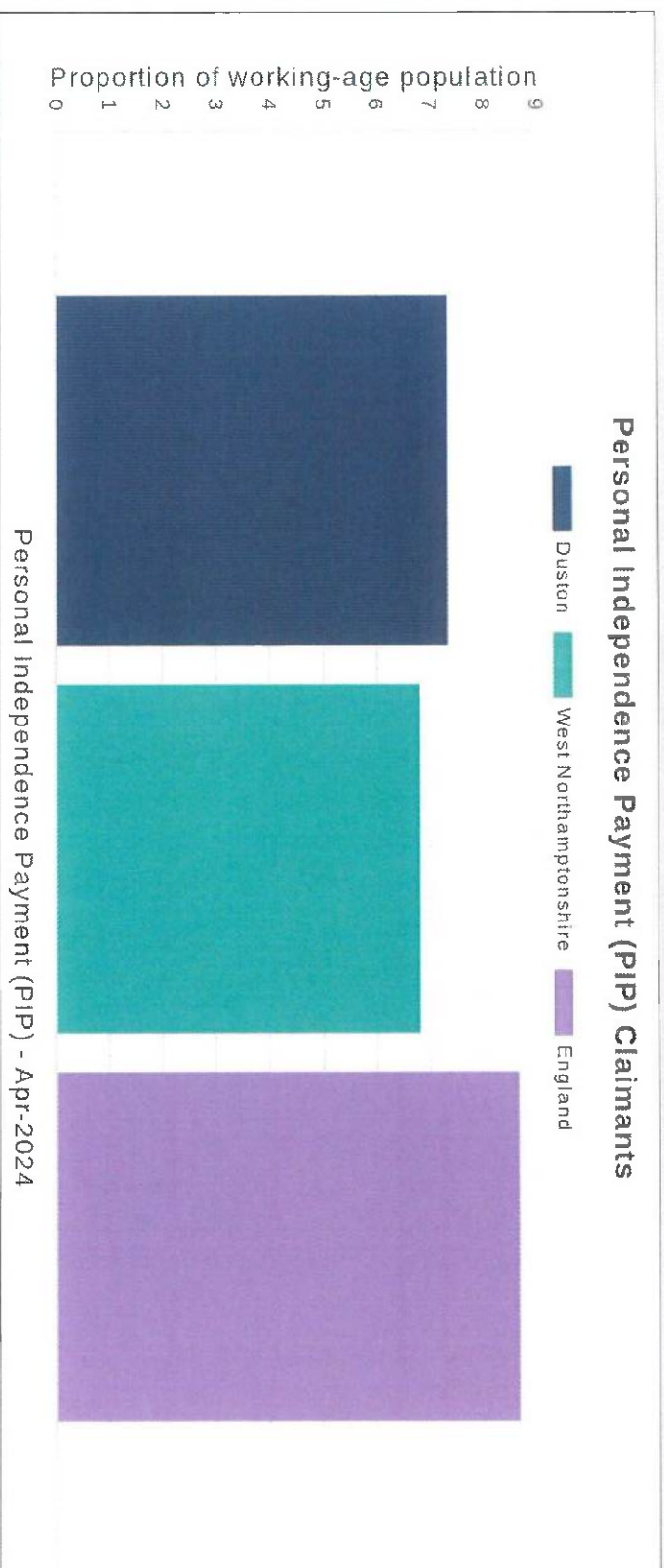
The chart below shows the most recent number of Personal Independent Payment claimants.

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A higher proportion of people in Duston are claiming Personal Independence Payment (7.33%) than in West Northamptonshire (6.81%) and a lower proportion than in England (8.66%).

Personal Independence Payment (PIP) Claimants



Source: Department for Work and Pensions (DWP)

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Education

The following data is a summary of the key indicators related to education.

The table below shows the distribution of qualification levels and the subsequent bar chart shows a comparison of those with no qualifications besides those with degree level qualifications or higher.

There are 2,538 people in Duston with no qualifications, which is 19.38% of all people aged over 16. This is higher than the average for West Northamptonshire (17.41%) and higher than the average in England (18.08%).

There are 3,541 people with degree level qualifications in Duston, which is 27.04% of people aged 16+. This is lower than the average in West Northamptonshire (31.76%) and lower than the average in England (33.92%).

Level of qualification

Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate
People with no qualifications (Census 2021) (2021)	2,538	19.38%	59,804	17.41%	8,317,789	18.08%
Highest level of qualification: Apprenticeship (Census 2021) (2021)	1,027	7.84%	19,758	5.75%	2,446,935	5.32%
Highest level of qualification: Other qualifications (Census 2021) (2021)	436	3.33%	10,168	2.96%	1,268,468	2.76%
Highest level of qualification: Level 1 qualifications (Census 2021) (2021)	1,531	11.69%	37,390	10.89%	4,456,198	9.69%

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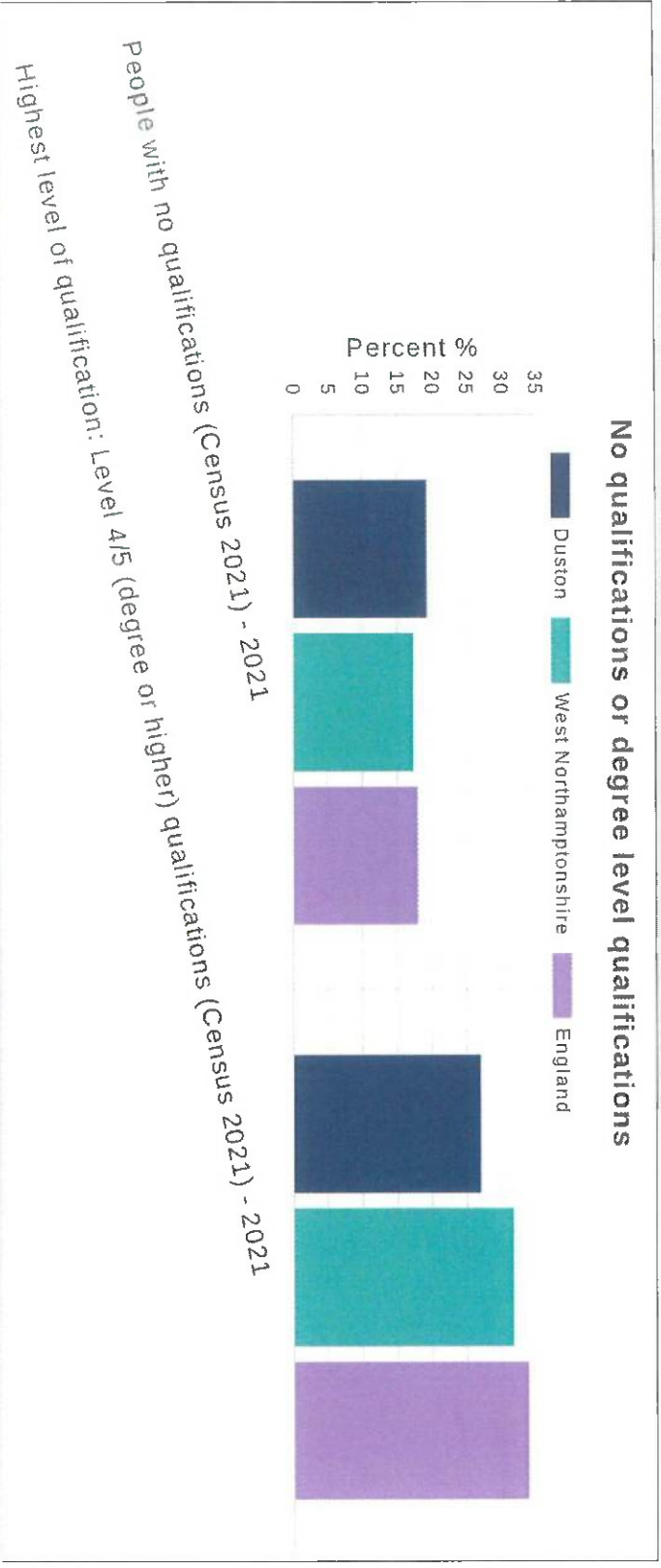
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Level of qualification

Indicator	Duston		West Northamptonshire		England	
	Count	Rate	Count	Rate	Count	Rate
Highest level of qualification: Level 2 qualifications (Census 2021) (2021)	1,865	14.24%	49,213	14.33%	6,126,130	13.32%
Highest level of qualification: Level 3 qualifications (Census 2021) (2021)	2,159	16.48%	58,081	16.91%	7,784,977	16.92%
Highest level of qualification: Level 4/5 (degree or higher) qualifications (Census 2021) (2021)	3,541	27.04%	109,086	31.76%	15,606,458	33.92%

Source: UK Census

No qualifications or degree level and above



Source: UK Census

Employment

The following data is a summary of key indicators related to employment

The table below shows figures for the number of people that hold either full or part-time roles alongside the figures for those working in either the public or private sectors.

A higher proportion of people in Duston work in the private sector (83.52%) than the public sector (16.53%). People are more likely to be part-time employed in Duston (42.68%) than in West Northamptonshire (29.55%) and more likely than in England (30.82%).

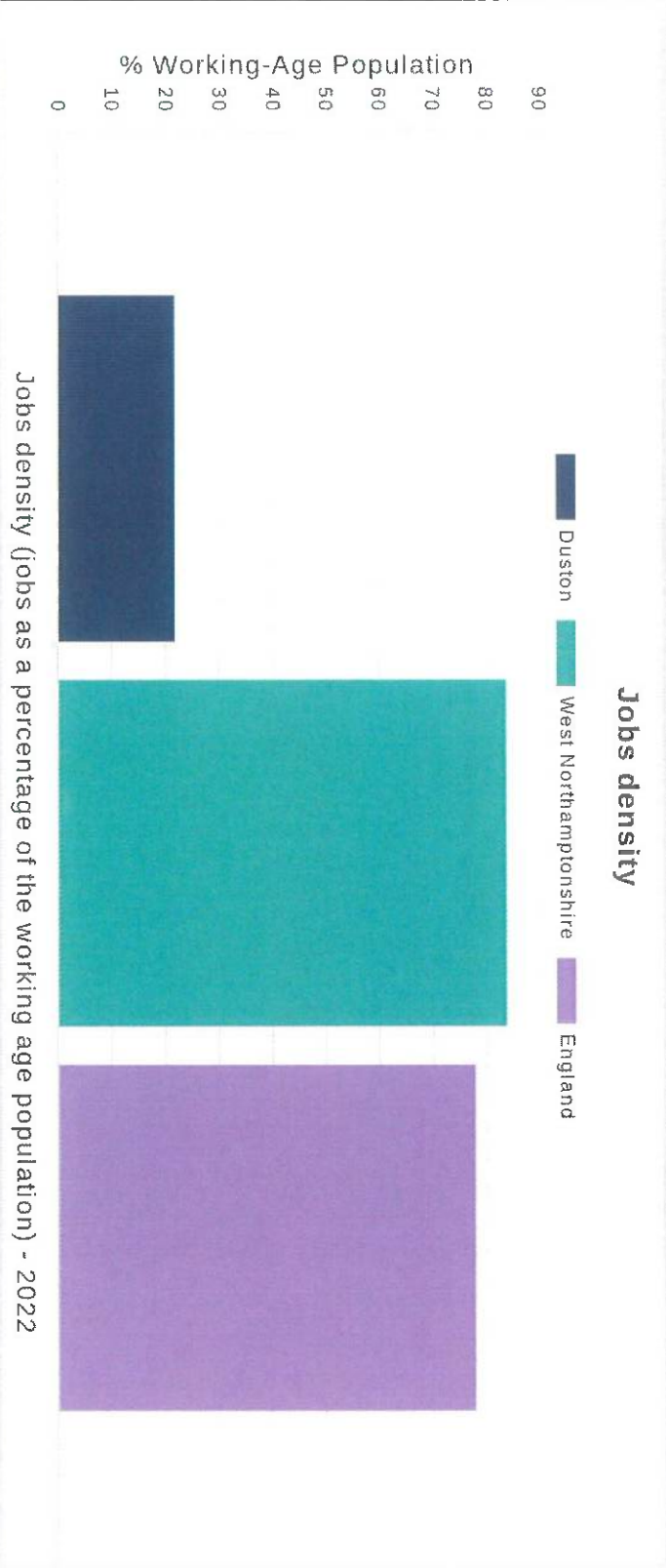
Jobs by type

Indicator	Duston	West Northamptonshire	England
Full-time employees (2022)	59.02%	70.00%	69.18%
Part-time employees (2022)	42.68%	29.55%	30.82%
Public sector employees (2022)	16.53%	14.23%	16.84%
Private sector employees (2022)	83.52%	85.77%	83.16%

Source: Business Register and Employment Survey (BRES)

The jobs density (calculated as the number of jobs per 100 working-age people) in Duston was 21.67% in 2022. This is lower than the average across West Northamptonshire (83.72%) and lower than the average across England (77.86%).

Jobs density



Source: Business Register and Employment Survey (BRES)

Communities and Environment

The following data is a summary of key indicators related to the community and environment.

The first chart below shows the overall rank on the 2023 Community Needs Index (CNI), as well as a rank on each of the three CNI domains for Duston, West Northamptonshire and England.

The CNI was developed to identify areas experiencing poor community and civic infrastructure, relative isolation and low levels of participation in community life. The index was created by combining a series of 28 indicators, conceptualised under three domains: Civic Assets, Connectedness and Active and Engaged Community. A lower rank indicates that an area has relatively higher levels of need.

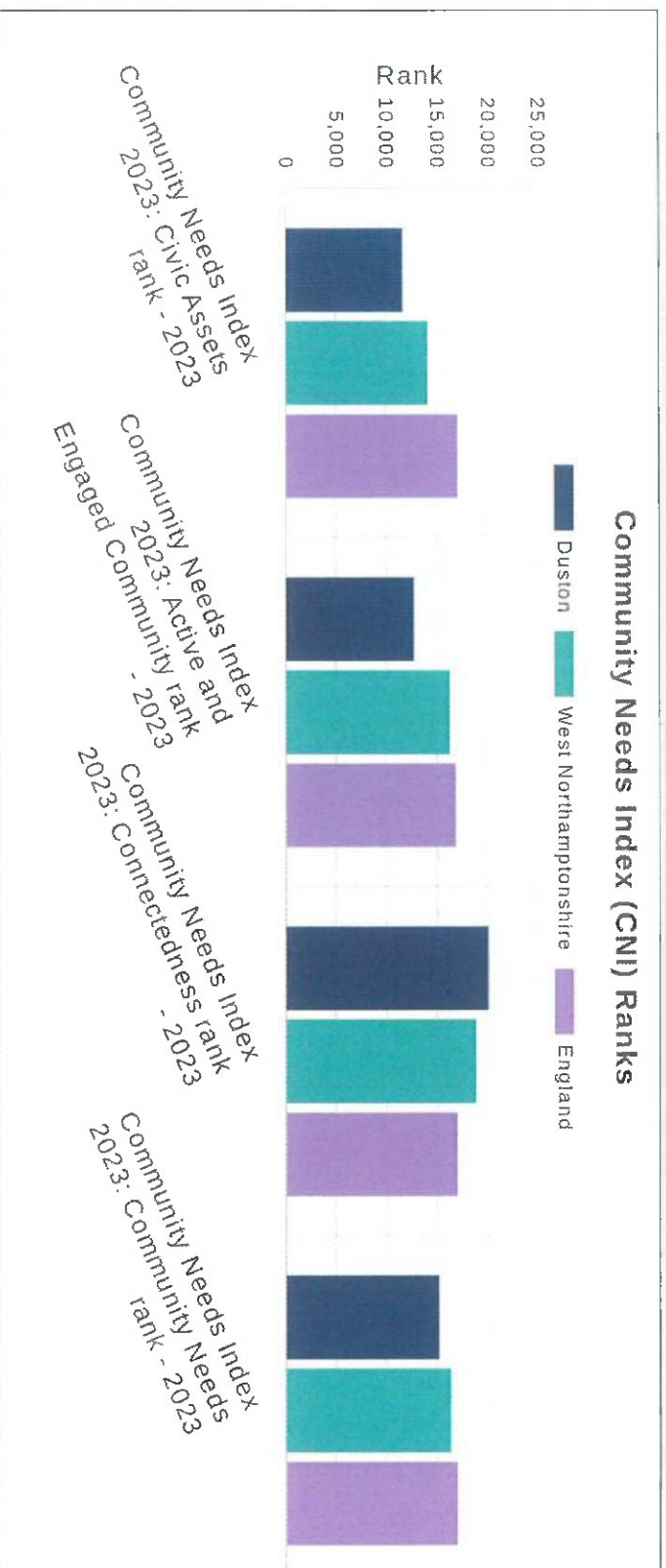
Civic Assets: measures the presence of key community, civic, educational and cultural assets in a close proximity of the area. These include pubs, libraries, green space, community centres, swimming pools – facilities that provide things to do often, at no or little cost, which are important to how positive a community feels about its area.

Connectedness: measures the connectivity to key services, digital infrastructure, isolation and strength of the local jobs market. It looks at whether residents have access to key services, such as health services, within a reasonable travel distance. It considers how good public transport and digital infrastructure are and how strong the local job market is.

Active and Engaged Community: measures the levels of third sector civic and community activity and barriers to participation and engagement. It shows whether charities are active in the area, and whether people appear to be engaged in the broader civic life of their community.

Duston has an overall CNI rank of 15,208. This means that Duston has higher levels of community need than West Northamptonshire (16,387) and higher levels of community need than England (17,040).

CNI Rank



Source: Oxford Consultants for Social Inclusion (OCSI)

The table below shows the Indices of Deprivation Air Quality Measures. For each pollutant the atmospheric concentration was compared to a national standard value, with the concentrations in each Lower-layer Super Output Area divided by the appropriate national standard, before summing to produce a single indicator. A higher score indicates that an area is experiencing relatively higher levels of deprivation.

Based on the IOD 2019 Air quality indicator - Duston has lower levels of air pollution (0.887 IOD score) than West Northamptonshire (0.906 IOD score) and lower levels of air pollution than England (0.957 IOD score).

Indices of Deprivation Air Quality Measures

Indicator	Duston	West Northamptonshire	England
IOD 2019 Air quality indicator (2016)	0.887	0.906	0.957
IOD 2019 Benzene (component of air quality indicator) (2016)	0.084	0.081	0.098
IOD 2019 Nitrogen dioxide (component of air quality indicator) (2016)	0.370	0.387	0.430
IOD 2019 Particulates (component of air quality indicator) (2016)	0.411	0.411	0.395
IOD 2019 Sulphur dioxide (component of air quality indicator) (2016)	0.026	0.026	0.034
IOD 2019 Road traffic accidents indicator (2015 to 2016)	0.576	0.496	0.739

Source: Ministry of Housing Communities and Local Government (MHCLG)

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Access and Transport

The following data is a summary of the main access and transport related indicators.

The table below shows the proportion of households according to their ownership of a car or van. This is based on responses to the car ownership question in the 2021 Census which asks information on the number of cars or vans owned, or are available for use, by one or more members of a household. This includes company cars and vans available for private use and is based on details for private households only. Cars or vans used by residents of communal establishments are not counted.

In Duston, 13.06% of households have no access to a car or van. This is less than the proportion without access to a car or van in West Northamptonshire (15.90%) and less than the proportion without access to a car or van in England (23.54%).

Car or van ownership

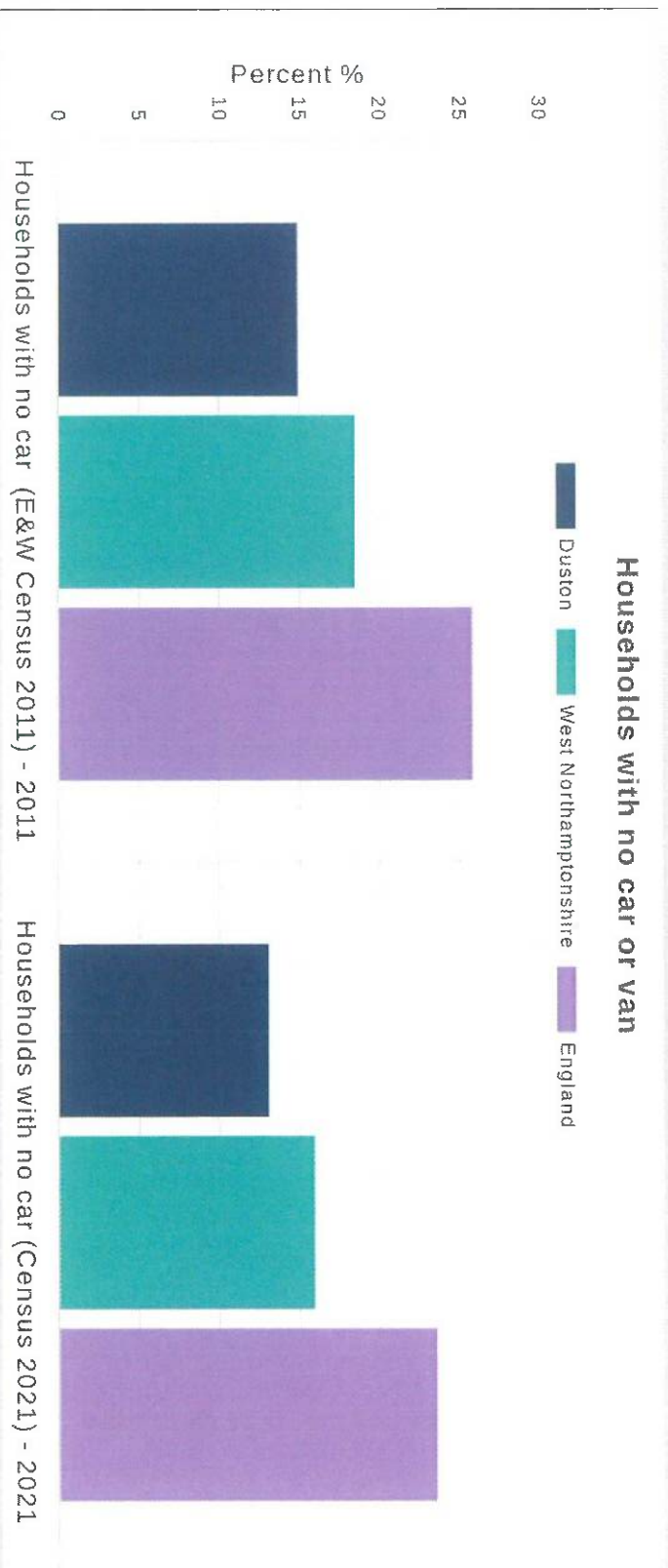
Indicator	Duston	West Northamptonshire	England
Households with no car (Census 2021) (2021)	13.06%	15.90%	23.54%
1 car or van in household (Census 2021) (2021)	41.70%	38.97%	41.28%
2 cars or vans in household (Census 2021) (2021)	33.68%	32.74%	26.06%
Households with 3+ cars (Census 2021) (2021)	10.88%	12.39%	9.12%

Source: UK Census

The bar chart below shows the proportion of households with no car or van in the 2021 Census alongside the proportions from previous Censuses to identify changes over time.

In 2011, 14.92% of households in Duston had no access to a car or van. This is greater than the proportion without access to a car or van in 2021 (13.06%).

Households with no car or van



Source: UK Census

Appendix: Data sources

Theme	Data	Data source / time period
Population	All people (Census 2021)	Census 2021 (2021)
Population	All Females (Census 2021)	Census 2021 (2021)
Population	All Males (Census 2021)	Census 2021 (2021)
Population	Population aged under 16 (Census 2021)	Census 2021 (2021)
Population	Population aged 16 to 64 (Census 2021)	Census 2021 (2021)
Population	Population aged 65+ (Census 2021)	Census 2021 (2021)
Population	Population Density (Persons per sq km) (Census 2021)	Census 2021 (2021)

Theme	Data	Data source / time period
Population	Index of Multiple Deprivation 2019 (IMD) Score	Ministry of Housing Communities and Local Government (MHCLG) (2019)
Population	Index of Multiple Deprivation (IMD) 2019 Rank	Ministry of Housing Communities and Local Government (MHCLG) (2019)
Population	IMD 2019 Decile 1	Communities and Local Government (CLG) (2019)
Population	IMD 2019 Decile 2	Communities and Local Government (CLG) (2019)
Population	IMD 2019 Decile 3	Communities and Local Government (CLG) (2019)
Population	IMD 2019 Decile 4	Communities and Local Government (CLG) (2019)
Population	IMD 2019 Decile 5	Communities and Local Government (CLG) (2019)

Theme	Data	Data source / time period
Population	IMD 2019 Decile 6	Communities and Local Government (CLG) (2019)
Population	IMD 2019 Decile 7	Communities and Local Government (CLG) (2019)
Population	IMD 2019 Decile 8	Communities and Local Government (CLG) (2019)
Population	IMD 2019 Decile 9	Communities and Local Government (CLG) (2019)
Population	IMD 2019 Decile 10	Communities and Local Government (CLG) (2019)
Unemployment	Unemployment benefit claimants (Jobseekers Allowance and out of work Universal Credit claimants)	Department for Work and Pensions (DWP) (May-2024)
Unemployment	Youth unemployment (18-24 receiving JSA or Universal Credit)	Department for Work and Pensions (DWP) (May-2024)

Theme	Data	Data source / time period
Unemployment	Older person unemployment (50+ receiving JSA or Universal Credit)	Department for Work and Pensions (DWP) (May-2024)
Unemployment	Unemployment benefit (JSA and Universal Credit), female	Department for Work and Pensions (DWP) (May-2024)
Unemployment	Unemployment benefit (JSA and Universal Credit), male	Department for Work and Pensions (DWP) (May-2024)
Unemployment	Unemployment benefit claimants (Jobseekers Allowance and out of work Universal Credit claimants)	Department for Work and Pensions (DWP) (Jan-2020)
Housing	Average house price (12 months)	Land Registry (Mar-2023 to Feb-2024)
Housing	Average house price for detached houses (12 months)	Land Registry (Mar-2023 to Feb-2024)
Housing	Average house price for flats (12 months)	Land Registry (Mar-2023 to Feb-2024)
Housing	Average house price for semi-detached houses (12 months)	Land Registry (Mar-2023 to Feb-2024)

Theme	Data	Data source / time period
Housing	Average house price for terraced houses (12 months)	Land Registry (Mar-2023 to Feb-2024)
Housing	Owner occupied housing (Census 2021)	Census 2021 (2021)
Housing	Housing rented from council (Census 2021)	Census 2021 (2021)
Housing	Housing rented from a Housing Association (Census 2021)	Census 2021 (2021)
Housing	Private rented housing: Private landlord or letting agency (Census 2021)	Census 2021 (2021)
Crime	Total crime offences (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Anti-social behaviour (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Bicycle theft offences (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Burglary (12 month total)	Police UK (Mar-2023 to Feb-2024)

Theme	Data	Data source / time period
Crime	Criminal damage (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Drug crime offences (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Other crime offences (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Other theft offences (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Shoplifting offences (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Possession of weapons offences (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Public order offences (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Robbery recorded offences (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Theft from the person offences (12 month total)	Police UK (Mar-2023 to Feb-2024)

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Theme	Data	Data source / time period
Crime	Vehicle crime (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Violent crime and sexual offences (12 month total)	Police UK (Mar-2023 to Feb-2024)
Crime	Total crime offences (12 month total)	Police UK (Sep-2018 to Aug-2019)
Health	Disabled under the Equality Act: Day-to-day activities limited a lot (Census 2021)	Census 2021 (2021)
Health	Disabled under the Equality Act: Day-to-day activities limited a little (Census 2021)	Census 2021 (2021)
Health	Not disabled under the Equality Act: Has long term physical or mental health condition but day-to-day activities are not limited (Census 2021)	Census 2021 (2021)
Health	Not disabled under the Equality Act: No long term physical or mental health conditions (Census 2021)	Census 2021 (2021)
Health	Very good health (Census 2021)	Census 2021 (2021)
Health	Good health (Census 2021)	Census 2021 (2021)

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Theme	Data	Data source / time period
Health	Very bad health (Census 2021)	Census 2021 (2021)
Health	Bad health (Census 2021)	Census 2021 (2021)
Health	No unpaid care (Census 2021)	Census 2021 (2021)
Health	50+ hours unpaid care a week (Census 2021)	Census 2021 (2021)
Health	Children providing unpaid care (Census 2021)	Census 2021 (2021)
Health	Personal Independence Payment (PIP)	Department for Work and Pensions (DWP) (Apr-2024)
Education	People with no qualifications (Census 2021)	Census 2021 (2021)
Education	Highest level of qualification: Apprenticeship (Census 2021)	Census 2021 (2021)
Education	Highest level of qualification: Other qualifications (Census 2021)	Census 2021 (2021)

Theme	Data	Data source / time period
Education	Highest level of qualification: Level 1 qualifications (Census 2021)	Census 2021 (2021)
Education	Highest level of qualification: Level 2 qualifications (Census 2021)	Census 2021 (2021)
Education	Highest level of qualification: Level 3 qualifications (Census 2021)	Census 2021 (2021)
Education	Highest level of qualification: Level 4/5 (degree or higher) qualifications (Census 2021)	Census 2021 (2021)
Education	People with no qualifications (Census 2021)	Census 2021 (2021)
Education	Highest level of qualification: Level 4/5 (degree or higher) qualifications (Census 2021)	Census 2021 (2021)
Employment	Full-time employees	Business Register and Employment Survey (BRES) (2022)
Employment	Part-time employees	Business Register and Employment Survey (BRES) (2022)

Theme	Data	Data source / time period
Employment	Public sector employees	Business Register and Employment Survey (BRES) (2022)
Employment	Private sector employees	Business Register and Employment Survey (BRES) (2022)
Employment	Jobs density (jobs as a percentage of the working age population)	Business Register and Employment Survey (BRES) (2022)
Communities and Environment	Community Needs Index 2023: Civic Assets rank	Oxford Consultants for Social Inclusion (OCSI) (2023)
Communities and Environment	Community Needs Index 2023: Active and Engaged Community rank	Oxford Consultants for Social Inclusion (OCSI) and Local Trust (2023)
Communities and Environment	Community Needs Index 2023: Connectedness rank	Oxford Consultants for Social Inclusion (OCSI) (2023)
Communities and Environment	Community Needs Index 2023: Community Needs rank	Oxford Consultants for Social Inclusion (OCSI) (2023)

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Theme	Data	Data source / time period
Communities and Environment	IoD 2019 Air quality indicator	Ministry of Housing Communities and Local Government (MHCLG) (2016)
Communities and Environment	IoD 2019 Benzene (component of air quality indicator)	Ministry of Housing Communities and Local Government (MHCLG) (2016)
Communities and Environment	IoD 2019 Nitrogen dioxide (component of air quality indicator)	Ministry of Housing Communities and Local Government (MHCLG) (2016)
Communities and Environment	IoD 2019 Particulates (component of air quality indicator)	Ministry of Housing Communities and Local Government (MHCLG) (2016)
Communities and Environment	IoD 2019 Sulphur dioxide (component of air quality indicator)	Ministry of Housing Communities and Local Government (MHCLG) (2016)
Communities and Environment	IoD 2019 Road traffic accidents indicator	Ministry of Housing Communities and Local Government (MHCLG) (2015 to 2016)
Access and Transport	Households with no car (Census 2021)	Census 2021 (2021)

Theme	Data	Data source / time period
Access and Transport	1 car or van in household (Census 2021)	Census 2021 (2021)
Access and Transport	2 cars or vans in household (Census 2021)	Census 2021 (2021)
Access and Transport	Households with 3+ cars (Census 2021)	Census 2021 (2021)
Access and Transport	Households with no car (E&W Census 2011)	Census 2011 (2011)
Access and Transport	Households with no car (Census 2021)	Census 2021 (2021)

A PRACTICAL GUIDE TO TAKING ON DEVOLVED SERVICES FROM PRINCIPAL AUTHORITIES

The Devolution Local Paper toolkit sets out strategic directions for NALC to lobby government to introduce or repeal legislation that impacts on parish councils' ability to take decisions and provide services at a the most local level.

This practical guide is designed to assist parishes who wish to consider taking on devolved services from their principal authorities. It provides guidance on how to start the process, an understanding of the range of service that may be available for devolution, and information on getting to grips with the practicalities of taking on devolved services.

In order to do this it is broken up into the following steps:

1. Engaging with your principal authority on devolution.
2. Taking decisions on types of services to be devolved and the types of service models that can be adopted.
3. Impact on precept.
4. Examples of Councils who have taken on devolved services/assets.
5. Paperwork within the devolution process.

1. **ENGAGING WITH PRINCIPAL AUTHORITIES ON DEVOLUTION OF SERVICES**

Whereas a few years ago most principal authorities would have shuddered in horror at the thought of handing over vast chunks of service delivery to parish councils, a change of heart is taking place, owing to the constraining financial climate which has these authorities struggling to meet their statutory demands on social service alone. Principal authorities all over the country are now beginning to openly engage their parish and community councils in discussion about sharing services, or even handing over services and assets wholesale.

1.1 **The Community Right to Challenge**

However, even if your principal authority or authorities (for regions with both County and District Councils) have not thought to open up conversations on services the parish might wish to deliver there is nothing to stop parishes approaching them directly. The Community Right to Challenge, unlike Neighbourhood Plans, is not a well used piece of local legislation, but it does give parishes the ability to force engagement with principal

authorities where the parish feels it can run a service better: more efficiently, or more effectively and with better support from the local community.

Parishes and Community Councils will vary enormously in their appetite to take on local services with many seeing this as a form of double taxation, and others chomping at the bit to run services they believe are not being properly or efficiently performed.

1.2 Double Taxation

To address the issue of double taxation, when exactly does this apply? If a principal authority were, for example, to reduce the number of times it cuts the grass in its borough from 12 cuts per year to 8 cuts per year, and asks the parish to make up the costs of the additional 4 cuts per year, is this double taxation?

No. A principal authority has the right to reduce the scope or frequency of the services it provides, as long as it maintains its statutory obligations. Is there a statutory obligation to cut the grass on verges, play areas and parks? No, other than an obligation to maintain effective sight lines around bends and at certain road junctions where safety is compromised by long grass. In theory, any principal authority may consider not ever cutting the grass in your parish again.

However, if your principal authority continued to cut the grass in another parish in its borough, but didn't cut the grass in your parish, unless residents in the other parish were charged a special reserve within their borough precept, this would be double taxation.

1.3 Approaches – Adversarial or collaborate

If your principal authority approaches parishes on devolution, you are likely to at least start out the engagement process in a collaborative manner. It is more complex when a push upward is required, but a collaborative manner is still possible if you can get to grips with the finances at a reasonably early stage. Seeing things from your principal authorities point of view, and particularly couching your approach to them through demonstrating direct savings to them is likely to at gain you a foothold in the door, even if things don't remain cordial for very long.

Collaboration will almost always offer more speedy results, but even if you are using adversarial methods such as demanding information on service delivery and costs through freedom of information requests, arranging to 'call in' your principal authorities decisions (easily done if enough of your members agree to write individually to the principal authority) or taking legal advice on The Community Right to Challenge, it is helpful to maintain a cordial tone and manner during discussions and in the letters and emails you

send. Screaming matches between Borough and Parish Councils rarely result in good news stories, and are often played out in the press with no benefit to either party.

1.4 Gaining information

Perhaps more complex is the point that, because devolution is a relatively new concept, no-one really knows how to do it until you have done it. And this includes principal authorities. Even in circumstances where principal authorities approach parishes, stating they have a willingness to engage on devolution and need help in meeting their financial obligations, they will often approach the matter with no clear devolution strategy in mind. Phrases like, 'This must be driven from the parishes upwards,' 'One size does not fit all,' and, 'You tell us what services you are interested in taking on,' are typical, with parishes and community councils countering with, 'We don't know what issues to address unless you give us a full breakdown of costs,' 'What are statutory and non-statutory services,' and 'Tell us how much are you cutting this year and next.' The general lack of information at the starting point can paralyse both parties into inaction. It should be recognised that when a borough council goes out to tender, it will tender for a whole borough, not an individual parish, and so does not have at its fingertips the exact costs of emptying all your litter bins, cutting your grass verges, dealing with glass on your pavements, or providing an elderly person's anti-isolation service.

2. TAKING DECISIONS ON THE TYPES OF SERVICES TO BE DEVOLVED

2.1 Setting a vision

It is therefore a helpful starting point if parishes consider during a visionary item on their meeting agenda, 'What services are most important to our residents and what would they most miss if there were withdrawals of service.' This will vary from parish to parish. One parish might feel, for example, that maintaining the quality of the High Street is its number one priority through a good cleansing routine, proper street furniture maintenance and good lighting, whilst another might feel that providing on-going or expanded services for the young or the elderly takes precedence. Other examples of key goals might be to maintain library services, or improve the health of the parish residents through good leisure facilities, play provision and health and safety related services. Parish Council are best placed to know and to undertake surveys of residents, to get to grips with what are considered the most important services. A borough authority might believe it would be helpful if all parishes in its area focussed only on landscaping devolution, or cleansing issues, or the borough might introduce a community asset transfer regime without considering other services for devolution, but that doesn't mean that parishes have to be content with such limited thinking. Start from the point of view of what would your

residents most want you to do, given that they will end up paying for these devolved service, most likely through increases in the parish precept.

2.2 Undertaking a resident survey on services

It is difficult to decide on exactly when to broach the concept of devolved services with residents. Some parishes may feel it is necessary to engage with residents at the earlier opportunity to find out what services are most important to them.

Other parishes may feel that until they have a fully worked proposal on exactly how much it is going to cost for any services, there is no point in consulting with residents. In truth, it is up to the parish itself to decide when to engage with residents, and it is possible to engage more than once on this important subject.

If you decide residents need to tell your parish what they regard as most important then a survey is the best approach. Your survey should detail a list of services you may consider taking on and for the purposes of survey results collation, it is best to ask residents to rank each service between 1 and 6 for importance to them.

Your list of services could be fairly long including for example:

Landscaping – cutting grass on verges

Landscaping – maintenance of trees

Landscaping – maintenance of shrubs and wooded plants and plant beds

Landscaping – installation of bedding plants, maintenance of beds.

Landscaping – weed spraying of pavements, street edges.

Landscaping- grass cutting public amenity areas,

Landscaping- maintenance of shrubs, trees and flower beds, public amenity areas.

Landscaping- maintenance of public footpaths.

etc.

Cleansing – Removal of rubbish from all public amenity bins

Cleansing – Emptying dog waste disposal bins

Cleansing – removal of graffiti

Cleansing – removal of chewing gum from High St pavements.

etc.

Play area and park maintenance – maintenance and renewal of play equipment

Play area and park maintenance – maintenance and renewal of seating, paths, fencing and waste provision.

etc.

On-going provision of library – for adult books

On-going provision of library – for children's books

Retained hours of Library service provision

etc.

Provision of youth club facilities

Provision of youth club staff to run programme activities

Leisure services provision – of whatever services are run in the parish by the principal authority.

Elderly person club provision

Elderly person home contact anti-isolation provision

etc.

Environmental services – street sign maintenance

Environmental services – enforcement on dog waste and litter.

Environmental services – dealing with fly tipping and flyposting.

etc.

The list is almost endless but if you've undertaken a vision exercise, and isolated your thinking in terms of what the parish might realistically consider, then your first survey with residents would only reflect these items.

To ensure you engage with all age groups in your population it is a good idea to send out your survey questionnaire to every household by post/dropped delivery service, but also to include an option to complete the survey electronically. Survey Monkey is a good tool for this and allows you to construct a simple survey on-line in some cases for free, and others for a reasonably low cost, depending on exactly how complex your survey is.

Once you have done your costings of those services it looks most likely that you would take on, you can consult with residents a second time, perhaps this time through putting on engagement events, where you display options on services to residents and get them to put their responses in a box. However, another way to engage with residents is simply to take a ball park view of costs i.e. if the parish were to take on all landscaping services from its principal authority it would cost 'X' which would be a 'Y' increase on every D band household. A simple questionnaire to every household asking if residents would be willing to pay an extra 'Y' per annum to ensure landscaping in the parish was maintained and improved could give you an excellent mandate going forwards.

2.3 Models of engagement

There are a number of different ways to engage with your principal authority in taking on devolved services. These range from :

2.3.1 Parish Councils topping up reduced level of services provided by their principal authorities.

This is very simple model, where the parish simply agrees that it does not want its principal authority to reduce the level of a particular service, which could range from grass cutting frequency to running a social club for the elderly.

The parish then provides its principal authority with funding to continue providing the service at the same level it was previously provided. This model tends to work for very small parishes, who don't have the infrastructure to run services themselves, but don't want to see their residents suffer cutbacks in service. It does not work where the principal authority has decided to remove the service entirely, only where it is cutting back on its current provision.

Advantages of this model

- Less work for parishes
- Each parish in a borough can decide how much top up it wants
- Economies of scale in purchasing the service

Disadvantages

- A base level service must be agreed by the principal authority, and with changing budget constraints this may vary from year to year.
- Parish residents pay more precept to parishes, but parish cannot control contractual outcomes.
- Not all parishes in the borough will agree with top up option and will want control over own destiny.
- Various sets of on-costs (management fees) may apply, as the borough council will have its own team to manage contracts, will have engaged a contractor who will also have a management team, and they in turn may sub-contract adding yet another set of management fees to the cost of undertaking the service.

2.3.2 Parish Councils take over the management of the contract the borough council has with their contractor.

This model works where parishes want a more active engagement with the organisations supplying the contracted services. The borough council would undertake the development of the contract tender and would appoint their preferred bidder. The parish would then develop a relationship with the management team of the contractor, to ensure that the contractor sticks to what was agreed in the tender. This gives the parish a hands on approach to maintain an effective relationship with the contractor, but does not give the parish rights to dictate who the contractor is, or what services they are contracted to provide. The parish may use this model in conjunction with the model in 2.3.3 to top up services so that the contractor provides an additional frequency of services which it is not applying in other parishes.

Advantages

- Parish can decide how much top up it wants
- Parish has control over contractor and outcomes.
- Parish will not need to draw up a contract or go out to tender, as it takes over existing contract with existing specifications, terms and conditions.
- Economies of scale

Disadvantages

- One contract, multiple clients each placing their own demands on contractor. Who get priority?

- Parish takes over existing contract with existing specifications, terms and conditions, but may top-up, not adjust specifications.
- Contract on-costs will apply.

2.3.3 Parish Council provides its own contractors, or employs its own staff, while the borough council provides the parish with base level funding.

In this model the parish will take over the running of a service, either by going out to tender for a contractor to run the service, engaging its own staff, or taking on through Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) legislation the staff the borough council or its contractor used to run the service. If the borough council has decided to cut the service entirely, then there is not likely to be any funding from the borough council. If however, it has decided to reduce its service level then it may be willing to provide the parish with a base level of funding equal or similar to the cost it puts into running the service for other parishes. However, much will depend on the timing of the end date of the contract the borough council has with its own contractor. If the borough council is mid way through its contractual term, then it is unlikely to have funding to give to the parish, as it will still have to pay its existing contractor for the remainder of the contractual term. The way in which TUPE arrangements can be negotiated will affect this calculation. TUPE issues are a legal minefield, and it is always best for a parish to take advice if this forms part of the transfer of services. TUPE doesn't always apply when parishes take on services, because the original contract will have been written for the whole borough, and not for an individual parish. However, determining whether it does or does not apply in each instance is a matter on which you should engage an HR expert to give you sound advice. Sometimes a borough council will automatically agree to redundancies and to make redundancy payments, because of changes in their circumstances, and this will remove obligations for TUPE to extend to the parish.

Advantages

Control over own contracts

Control over decision on who will provide service and how. e.g. man and mower, volunteers, engaged contractor, multiple methods, engage own staff, clustering with other parishes.

No unrelated on-costs

Ownership options e.g. play areas, parks, libraries, buildings for providing youth or elderly services, etc.

May get better prices from smaller local businesses.

Disadvantages

Parish must have skill set to write tenders, and manage contracts unless clustering with other parishes who already have these skills.

Parishes lose economies of scale benefits – e.g. for landscaping consider provision of a depot, number of gang mowers, etc.

Existing contract obligations e.g. TUPE, claims, penalty clauses, duration of existing contracts.

2.3.4 Hybrid version – Borough Council provides a base level of service, while parishes use their own contractor or staff to top up services.

In this model the Borough Council offers a base level of service provision, but a parish can add to this provision by engaging their own staff or using their own contractor to add services e.g. A borough council may reduce grass cuts to 6 per year whilst the parish employees a 'man/woman with a mower' to undertake a further 4-6 grass cuts per year.

Advantages

- Parish can decide how much top up it wants
- Parish has control over own contractor and to some extent outcomes.

Disadvantages

- Two distinct contractors to control – each blaming the other for faults
- Programme scheduling e.g. will be difficult
- Contract specifications may be different between contractors – e.g. outcome specifications versus input specifications making it hard to manage. An output specification is where for example the contract states grass must be no longer than 3 cm before being cut, whereas an input contract specification states that, irrespective of rainfall, the grass must be cut 12 times per year, on the following schedule.

2.4 Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)

TUPE issues are a legal minefield, and it is always best for a parish to take advice if this forms part of the transfer of services. TUPE doesn't always apply when parishes take on

services, because the original contract will have been written for the whole borough, and not for an individual parish. However, determining whether it does or does not apply in each instance is a matter on which you should engage an HR expert to give you sound advice. Sometimes a borough council will automatically agree to redundancies and to make redundancy payments, because of changes in their circumstances, and this will remove obligations for TUPE to extend to the parish.

One of the significant issues with respect to TUPE obligations is any deficit that exists for the pension funds of those employees. Many LGPS pension funds are currently running deficits, so it is important to check this out. An actuary will be required to determine the exact level of the deficit. Part of your negotiation with your principal authority if you are taking on TUPE staff is who pays for the actuarial valuation and who pays the on-going deficit for the years of service the staff member has already worked. Generally speaking it should be the transferring employee (in other words the borough council or their contractor) who pays for both the actuarial valuation and the on-going deficit for previous years of work.

Another complexity of TUPE is the transfer of adequate records of staff members. Data transference on staff should include two years of Human Resource records, including absenteeism, discipline and grievance records (where there are still within their active deadline) and precise information on conditions of service, contracts of employment, pensions, leave, etc. Even apparently small changes such as changing the date on which pay is received, can be a major issue where TUPE is undertaken.

2.5 Taking on ownership of assets from the principal authority

Any parish who has taken on an asset (usually in the form of a building and land, but sometimes just land alone as in the case of parks or play areas) will tell you that actually they haven't taken on an asset at all, they've taken on a liability. This is because most often when a borough council has been struggling with retaining a range of services that take place through a variety of small assets, it has had neither the funding nor the man/womanpower to invest in ensuring those assets are kept in excellent condition. Stories about therefore about assets taken on where there has been immediate failure of industrial boilers, where ventilation systems have needed replacement, where floors have sunk, or where quite literally the roof has fallen in. It's never an easy process, and it is made harder by the hoops borough councils will try to set up when taking on an asset from them.

2.5.1 Borough Council concerns

Borough councils have to consider the following when undertaking Transfer of assets to a parish council:

Who could the asset be transferred to? This need not necessarily be a parish council but could be a charitable organisation, a private users group constituting themselves as a co-operative body/company, or an existing company. These other organisations are not democratically accountable to their residents, so therefore the selection process that borough councils adopt is likely to be strict.

Can the organisation to whom the asset is being transferred afford to continue to run the building? To answer this question, you may be asked to prepare a business case in making application to take ownership of the building. More on this shortly.

Does the asset's value mean that state aid is being given to the organisation it is being transferred to? If the value is so high that it is interpreted as state aid, then the building cannot be transferred for the usual £1.00 even though it may be a loss making operation. Usually state aid in this context will be for buildings valued at more than £2M.

What are the long term aspirations of the organisation applying to take on the asset? These should in the mind of the borough council at least meet existing service needs. However, this is a point subject to negotiation. You may have a very different purpose in mind for the building/land.

What do existing users think of the parish taking over the building/land? Borough councils do not wish to get bad press about such asset transfers so often borough councils will seek to ensure that the existing users needs are being met, which can place onerous burdens on parish councils, as these may be incompatible with the parish vision or ability to run the building in a financially successful way. Again this is a matter for negotiation.

2.5.2. Writing a business plan

A business plan is a roadmap that outlines goals and details how you plan to achieve those goals. It:

- clarifies your business idea
- helps to spot potential problems
- sets out your goals for the future
- makes financial projections

A typical business plan includes

- A description of the service, asset or power you wish to take on from the principal authority.

- Brief details about the parish – current assets and value of these, precept, reserves on hand, annual return.
- A statement of intent – what the level of service or asset is like now, how do you plan to deliver against current standards, do you plan to raise/improve the service or asset?
- Are there overlaps between existing services or assets your parish owns or runs and the new service/asset?
- Any specific details about the product/service you wish to raise
- What consultation you have undertaken with residents and other groups
- What social purposes would be filled by your parish running the operation.
- Details on finance including: new capital outlay required and where funding will come from, 5 year forecast of income and expenditure, how cash flows will be managed
- What are the principal risks and how will these be mitigated
- Environmental issues
- Legal issues
- Health and safety issues
- What staffing requirement do you need to run the asset, and what provision have you made for this?
- Have condition surveys been undertaken on the asset?
- Relationships with current service/assets users and how these will be managed
- An Executive summary for those members of the cabinet who don't have time to read the rest.

A worked example of a business plan can be found at the end of this toolkit.

2.5.3. Process of applying to take over an asset

It is possible that your principal authority may have set up a process for this to take place, which will involve a pre-application stage, where you need to prove you are a suitable body to take on the ownership of the asset and won't fritter it away, or allow it to fall into disrepair, whereafter the borough council will have to 'rescue' the asset from you at great cost to themselves. You may be invited to attend several interviews after making your application and sending in as much paperwork as is necessary in the form of your business plan, financial projections, your own financial statements to prove level of income, and level of reserves, proof of your audited accounts, your financial and health and safety regulations, your code of conduct, your standing orders and whatever other policies may be particularly relevant such as your policy on safeguarding if you are taking on a youth club.

On the other hand your application to take over the asset may come completely out of the blue to the borough council, and they will need time to adjust their thinking around to yours. Be prepared to allow a bit of time for this to take place, speak regularly with ward

members and officers of your borough council, send them your business plan demonstrating that you have thought seriously about the matter, before raising legislation such as the Community Right to Challenge as an overt threat.

Asset transfers can take three or more years to complete. This is not a quick process.

2.5.4. Legal clauses

One of the reasons why such asset transfers often fall by the wayside is because both parties employ lawyers, and solicitors make their money by having long drawn out legal debates and not actually achieving what it is either party wishes to achieve. Whatever you do, don't let the solicitors of both parties talk to each other. Keep them apart, and insist all meetings are attended by the parish and the borough council, and no phone calls take place between solicitors. This will save you a significant sum of legal fees. Documents too should be emailed directly to the parish, and not sent to your solicitor for comment.

Solicitors will want to introduce two very arduous legal concepts into the Transfer Documents. Transfer documents are relatively simple until you add the concept of clawback. (See example in Section 5 of a TR1 document) Clawback comes into play when the borough council puts conditions on the way in which you run the asset, and if you do not meet these conditions they take on the right to clawback the asset, often with a large chunk of associated money for the privilege of the borough council taking back the asset. You will need to negotiate your way out of having a pre-emption agreement which will outline all the clawback requirements for the asset (liability) you are just about to take on. If you can't make sure at least that the clause does not set conditions so burdensome that the principal authority can clawback the asset just as soon as it starts making slightly more income than is needed to recover its own costs. A second clause that may pose you some difficulty is the disposal clause/s, which may prevent you from leasing the building in a sustainable way, or otherwise disposing of some or all of the building. Let's consider transfer of play areas as an example. You may find that you have an overprovision of those small Local Play Areas contractors used to be so fond of building with every development of 100 or 200 homes. Your resident population may now find that a tiny play area with a swing and a broken slide doesn't offer them much benefit, particularly as the children have now grown up. On the other hand other parts of your community may be crying out for a large Neighbourhood Play Area (NEAP) that can service multi-age families. If you can't sell off the small play area for housing to gain funds to help you develop a large NEAP then what is the point of you working to directly satisfy your residents needs? Yet the disposal clauses will prevent you from doing exactly that. Again something that you will need to

negotiate with your borough council. An example of a pre-emptive agreement which includes clawback and disposal clauses can be found in section 5.

3. IMPACT ON PRECEPT

It is rare for a parish to be able to take on a devolved service without increasing staff, putting out a new tender, or both. These activities are likely to have a significant effect on precept, particularly when precept is measured, as it always is by the DGLG, in percentage terms. In reality services can sometimes be taken on with just a few pounds or pence increase on an annual basis to a D Band household, but percentages can give misleading conclusions. The difficulty will be continuing to persuade ministers that parishes are good value for money, when percentage increases are above 2% and sometimes need to double in order for a devolved service to be taken on.

3.1 Referendum Principles on parish precepts

A challenge has been issued by the Secretary of State to parishes to engage their residents in any precept increases, and the DGLC will be looking for evidence that this is happened to avoid introducing referendum principles on parish precepts. Only a few parishes at this point in time use participatory budgeting thereby actively set their budgets with residents and resident groups. Where this takes place two methods are used: 1) a survey is sent out to residents asking for a response to an X% increase in order to undertake Y project. 2) residents are invited to form a working group with the parish, and the few who put themselves forward come together with the parish members at budget setting time to consider the budget for the forthcoming 3 years ahead. Of course, residents have no legal ability to set the budget, which must be done by Full Council, but they do get involved in the process and idea generation. Many more parishes will instead consult with residents after the process, in a way that clearly demonstrates to residents the decision making process involved. Sometimes this is done through a parish leaflet which goes out in March to all resident homes. An example of a parish leaflet setting out the reasons for parish precept increases can be seen in section 5 of this toolkit.

3.2 Working out the impact of taking on a new service or asset on your precept

If you are taking on a service you will in the first instance need to decide whether the service can be performed by existing staff, whether you will need to engage new staff, whether you must engage staff under TUPE regulations, whether you can fund or part fund the service through volunteers, or whether you need to bring in a contractor for the service.

In considering staff costs not only do salary, pension and National Insurance contributions need to be taken into account, but the management of all the ancillary functions related to staff needs to be considered, such as who will undertake line management, human resource management, payroll, toilet and desk provision, and increases to your insurance. The more manual jobs the higher your insurance, and the more employees the higher your employer's insurance will be. You might also wish to consider insurance to cover tribunal and legal costs which may arise. The impact of increasing levels of minimum wage must be considered, as must the impact of higher levels of minimum wage pushing up against your other wage bands. A 15-20% management fee is not considered unreasonable when taking on new employees, on top of wages, pension and National Insurance contributions.

When engaging a contractor you need to take into account inflation clauses or escalation clauses in your contract, the term (duration) of your contract, and whether the contract binds you to TUPE requirements in the long term should you in future want to employ a different contractor or your own staff. If there is a dispute over how the contract is being undertaken, what are the dispute resolution procedures and are they likely to cost you money such as legal fees?

If you are buying equipment for your own staff to undertake the service, do you need to depreciate this, and against what time-frame. For vehicles and mowers a 5 year fixed line depreciation rate is reasonable. You would need to ensure that reserves against re-purchases of such items are built up. i.e. cost of new item divided by 5, needs to be put aside annually for replacement. You may instead consider leasing equipment.

Other than the costs of employees and equipment, or the cost of the contract per annum, are there other costs you should be taking into account? Where will you store the vehicles you need such as gang mowers for grass cutting? What other equipment will be needed such as mobile phones, computers, or personal protective equipment?

If you are taking on a new building will you need both a short term maintenance budget and a long term refurbishment budget (broken into annual segments for the building)

Are there indirect costs associated with managing a contract or new employees, such as additional time used by your clerk, and how will you fund this?

When taking on a building, you should always have a condition survey undertaken, which could possibly, as a result of the condition survey pointing to something severely wrong, also highlight the need for a structural, electrical, or mechanical survey done. An asbestos survey is needed, as is a risk assessment for legionella's disease. These surveys will be a

starting place for you to understand what the building is likely to cost you over the next five years to repair.

Beyond this there are likely to be regular building running costs, beyond utilities, including rates, refuse removal, fire equipment provision and checks, alarm provision and checks, periodic inspection of electricity and annual testing of every appliance's electrical connection within the building. If music is played in the building provides then PRS and PPS charges may need to be paid.

Ground maintenance costs may also be associated with buildings, even if this is just the small flower bed around the outside of the building.

What about signage costs? Will you want the building to retain the same signage once you have taken it over or would you be seeking new branding in line with that of your own parish?

Producing your 5 year business plan, which will in turn feed into your budget for running the building is therefore no simple thing. Add all these annual costs together, (plus your sum going into the budget for long term refurbishment) then remove any funding your principle authority is giving you for on-going maintenance. Bear in mind however that on-going maintenance funding is not likely to last forever. Do not remove lump sum funding given to you by your principle authority for once off repairs; simply do not add the cost of these repairs (or the amount of funding provided towards the repairs) into the total.

Once you have the total additional annual cost for taking on the service/asset/or both, less on-going funding provided by your principal authority, it is then relatively simple to divide this by your tax base (number of D band houses in your parish) to find how much extra your residents would have to pay per annum for you taking on the costs of the devolved service. At this point consultation with residents is hugely important to ensure you get a mandate for taking on these services/assets.

4. EXAMPLES OF COUNCILS WHO HAVE TAKEN ON DEVOLVED SERVICES

- 4.1.** Buckinghamshire Town Council has taken on all verge and park maintenance from their principal authority. They engaged apprentices and trained up school leavers for this project.
- 4.2** Cornwall Council has a policy of having individual discussions with Town and Parishes who have an aspiration to engage. Some of the assets/services devolved include the following:
 - Libraries

- Public Toilets
- Public Buildings
- Tourist Information
- Town Management
- Highway weed-spraying
- Green Spaces, Parks and Gardens and Sports Pitches (non-strategic)
- Allotments
- Information Services (One Stop Shops)
- Public Open Spaces
- Beach Management
- Event Management
- Youth Services
- Education Services
- CCTV
- Car Parks
- There are also various opportunities to add top-up (i.e. cash) to the delivery of enforcement services and environmental initiatives.

Contact: Rob Andrew Head of Localism at Cornwall Council randrew@cornwall.gov.uk or Scott Sharples who has a remit for asset/service devolution ssharples@cornwall.gov.uk

- 4.3 Stoney Stratford Town Council has taken on a library from their principal authority and re-configured the top floor of the library for meeting room space. They are working with a voluntary organisation to train unemployed people at the venue.
- 4.4 Newport Pagnell Town Council has taken on a swimming pool, sports ground, community centre and youth club from their principal authority. They have engaged a leisure services contractor who has built a £1M gymnasium on the site of the pool, thereby creating a new income stream which has allowed the facility to pay for itself rather than be funded. They have introduced a successful Friday night youth club for young people at the youth club which has over 200 signed members, and are seeking opportunities to provide targeted youth interventions at the facility. Plans are also afoot to improve the sports facility with a new off-site cricket ground, new pavilions, floodlights, etc.

Contact Shar Roselman on TownClerk@newport--pagnell.org.uk

- 4.5 South Gloucestershire Council (SGC) devolved responsibility for highway verges and meadow grass cutting plus maintenance of shrub beds in the town as well as the cost of emptying the dog bins to Bradley Stoke Town Council and SCG are now looking to pass down open space maintenance to groups/clubs/towns and parish councils.

Contact Sharon Petala on sharon.petela@bradleystoke.gov.uk

- 4.6 Western-super-Mare Town Council took on Weston Museum premises for £1 but only after initial reluctance due to a huge public campaign against its total closure and all running costs fall on the town council while the museum retained ownership of the museum collection. Public toilets were

taken on after the principal authority withdrew all funding and basically said if communities want toilets they must pay for them themselves. The parish did get a one off capital sum of about 70% of the cost needed to do some long overdue repair work but nothing towards the on-going running costs. Similar with flowerbeds where the borough council withdrew all funding for flowerbeds. Western-super-Mare now provide 11 flowerbeds in two of their parks. Youth services which were completely withdrawn by the borough council, except for children in care, so the town council now funds the YMCA to do some youth work.

Contact Malcolm L Nicholson LLB DMS MILCM on malcolm.nicholson@wsm-tc.gov.uk

5. PAPERWORK RELATION TO DEVOLUTION

5.1 EXAMPLE OF A BUSINESS PLAN

YOUTH CLUB BUSINESS PLAN TRANSFER OF OWNERSHIP TO NEWPORT PAGNELL TOWN COUNCIL.

Executive Summary:

The Newport Pagnell Youth Club was previously leased to the Trustees of the Youth Club, but this lease has expired. A Management Committee runs the Youth Club on behalf of the Trustees. Funding for the club and all youth provision has been withdrawn by Milton Keynes Council. The Trustees of the Youth Club do not wish to take on the personal risk of managing the finances of the Youth Club, given such lack of on-going funding. The Management Committee has agreed it does not wish to apply for ownership of the club. The future of the Youth Club is therefore uncertain, so Newport Pagnell Town Council has decided to make application under the CAT process to own and manage the Youth Club, with a view to continuing Youth Services in Newport Pagnell and surrounding areas. The Town Council is a very active Parish Council, which already has significant connections with the Youth Club in that one of its members is a Youth Club Trustee, and the Town Council funds the Friday night Youth Club sessions that currently take place at the Youth Club. The Town Council has already demonstrated competence in devolution of assets in taking ownership of Green Park Community Centre, Middleton Swimming Pool and Willen Road Sports Ground from Milton Keynes Council.

1. Background

The Newport Pagnell Youth Club has been in existence since 1964, when the ground was first leased to the Trustees of the Newport Pagnell Youth Club. The Trustees acquired funding from the Co-operative, to build the Youth Club building on the land leased to them. A further lease was issued in 1992 to the Trustees, but this lease period expired in 2002. The Newport Pagnell Youth Club is a registered charity.

Milton Keynes Council has in the past providing funding for the maintenance of the building. However, the Trustees have been advised that no such funding will be forthcoming in the future from the financial year starting 1st April 2016.

Milton Keynes Council has also been providing Youth Services through the building. However all such services have already been withdrawn, aside from the Friday night Youth Club sessions, which are funding by Newport Pagnell Town Council. Youth worker provision for these Friday night sessions has stopped on 1st April 2016. It is understood that a single youth worker will be made available by Milton Keynes Council for the whole of the rural area.

In addition to the above, the Trustees of the Youth Club have been advised that they will be expected to pay SME business rates as from 1st April 2016, rather than be awarded charitable rates status.

The Trustees had appointed a Management Committee to manage the activities of the club. A number of different organisations use the club for youth related activities, such as football, preschool provision, a youth theatre group, and other clubs. The Youth Club also hires out premises from time to time for parties, and thus operates in a similar way to a community centre. The only actual Youth Services provision that takes place in the building is the Friday night Youth Club and a group of carers that meets fortnightly. The Management Committee holds a licence agreement with Milton Keynes Council for the adjacent field owned by Cedars School, whereby they maintain the pitches on it and the land in return for exclusive use of the field during evening and weekend hours.

Given the loss of the financial support and youth worker services previously provided by Milton Keynes Council, the Trustees of the Newport Pagnell Youth Club have stated that they do not wish to be burdened with the long term financial obligations of running the facility in the future.

Newport Pagnell Town Council has been funding Youth Service activities from the building, and would like to see a continued Youth Service provision in the town. Newport Pagnell Town Council is therefore making application under the CAT process to own and manage the Youth Club, with a view to running Youth Services for youth in Newport Pagnell and surrounding areas.

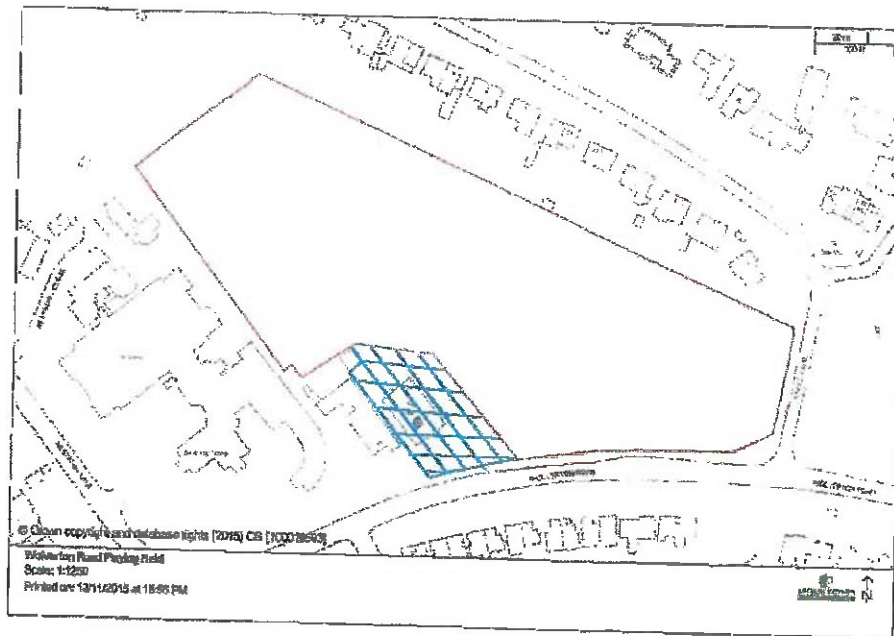
2. Name and details of Applicant:

Newport Pagnell Town Council
Principal contact: Shar Roselman Town Clerk
Address: 80 High Street, Newport Pagnell, MK16 8AQ
Email: TownClerk@newport-pagnell.org.uk
Phone Number: 01908 519718 or 01908 618756

3. Facility for which the community asset transfer application is being made:

Newport Pagnell Youth Club

The Newport Pagnell Youth Club consists of a two story building with hard core parking, a small area of surrounding land which is dedicated to the use of the pre-school, a grass triangle of land which is used by the pre-school, and an extended area of grass, which is marked out with football pitches. It is this latter grassed area which is the land that is owned by the Cedars School and is a school playing field. The Town Council is applying under the CAT scheme for the area hatched in blue below. It is envisaged that a licence agreement for the school playing field will continue, either between the Football Club using the premises and Milton Keynes Council, or between the Town Council and Milton Keynes Council. The Youth Club acts as the emergency site for critical incidents at various schools in Newport Pagnell.



The area outlined in red on the plan above is the school playing field. The area hatched in blue is the Youth Club buildings, parking, and the external area used by the pre-school.

4. Organisation applying for asset transfer.

Newport Pagnell Town Council is a local council servicing the town of Newport Pagnell and its approximately 16000 residents, as well as offering many services to residents beyond the boundaries of Newport Pagnell. The Town Council's has recently taken ownership of the Green Park Community Centre, Middleton Pool and Willen Road Sports Ground from Milton Keynes Council and has worked with a partner, Places for People, to capital fund and build a 50 station gymnasium adjacent to Middleton Pool worth £1,1m. Current assets are worth approximately £11,737,356.00 at replacement value, and in addition to the pool and gymnasium include three community centres, Town Council offices and Council Chamber, five allotment sites, a sports pavilion, public toilets and five other buildings which are let out to clubs and organisations. The Town Council has 16 members, from all walks of life, who are dedicated to the development and management of services within Newport Pagnell. Management of Services takes place through various committees which generally meet on a monthly basis.

5. Statement of Intent

Newport Pagnell Town Council has provided funding for a Friday night Youth Club (ages 8-13) at the Newport Pagnell Youth Club building for fifteen years, and plans in the future to continue this. There are 205 young people registered on this club's attendance register, and the average attendance is between 39 and 70 children per Friday evening. Although most of the children are from Newport Pagnell itself, a number of children from Campbell Park, Olney, Stantonbury, and Wolverton attend, and there are a

sprinkling of children from Bradwell, Broughton, Old Woughton, Monkston, Woughton, Fishermead and Stony Stratford. A service level agreement has already been set up with a Youth Service Provider (Youth Network MK) to take over the running of the Friday night Youth Club when youth workers from Milton Keynes stop this provision. The current youth worker running this session will be employed by Youth Network MK to continue in this role. Beyond this, the Town Council intends to expand Youth Provision at the Youth Club, re-instating the club for teenagers, which is was previously run by Milton Keynes Council but was withdrawn in September 2015. The Town Council is also looking at additional youth functions such as a Coderdojo club, for teaching young people computer coding techniques, as well as an enhanced education provision and youth counselling sessions. In addition to the above, the Town Council would intend to keep existing users of the facility in place.

6. Vision of the Town Council

The Town Council set a vision for Newport Pagnell during 2013, based on five pillars these being:

- Keeping and enhancing the vibrancy of the Town Centre
- Encouraging more and better events
- Creating further off-street parking
- Developing the Town's Heritage offerings
- Expanding leisure and sporting facilities in the town.

This fifth pillar is fundamental to the desire of the Town Council to ensure that the Youth Club remains a leisure and sporting facility for the youth of Newport Pagnell and that it provides a full scope Youth Service.

7. Product/Services

Currently there is only a very limited youth offering that takes place at the Youth Club building in the form of the Friday night Youth Club sessions that are funded by the Town Council. However, there are a range of other activities for young people that occur in the building, including a pre-school, a theatre group, a karate club, zumba classes, football and junior football, and a young carer's group. Should the Town Council take ownership of the Youth Club facility, there is no reason for any of these groups to be displaced.

In addition to these the Town Council will fund a teenage Youth Club with related activities, and is also looking to provide enhanced education facilities, further youth interest clubs ranging from computers to music, and youth counselling services. There is also the possibility of engaging young people in community interest projects. The Town Council has already consulted with attendees at the Friday night club on play provision in the town, and would seek to further engage the youth at the club in consultation exercises and community work such as litter picking volunteer days, where this is relevant. The Town Council is also in discussion with Sports Traider and Growth Business Portal about the development of sporting activities for disabled people through the Youth Club.

8. Consultation

Newport Pagnell Town Council has consulted with the Management Committee, the Trustees, all the user groups at the facility as well as with churches in the town, on opinions and views as to the Town Council taking ownership and management of the facility. No responses were received that indicated a negative view of the Town Council taking ownership, and there was strong support in many cases for this to occur.

9. Social Purpose

The Newport Pagnell Youth Club serves several different social purposes:

- It provides a key facility for children to engage in fun activities.
- It provides a key facility for children to engage in sporting activities.
- It offers a 'home from home' for children who are struggling to find support at either their homes or their school environment.
- It provides opportunities to make new friends.
- It offers children career opportunities in the theatre environment.
- It provides a pre-school venue, for pre-schooling which is in very short supply in the town. It should be noted that this lack of pre-school provision is prior to the building of the 1400 new homes planned within the Neighbourhood Plan.
- It can provide an opportunity for children to enhance their school grades.
- It can help to reduce crime and delinquent behaviours by offering teenagers the opportunity to engage in other activities.
- It can offer counselling services to young people needing mental health assistance, or other forms of counselling, in a facility that is not as threatening as a school environment.
- It offers opportunities for young carers to have a break away from their duties.
- Other drivers to the project include a growing obesity problem with youth in Milton Keynes, which healthy exercise in a Youth Facility can address.
- It can offer the opportunity for disabled/disadvantaged children to become engaged in sporting activities.

10. Funding, finance, and cash flows

Year 1 Income and Expenditure

Income		Expenditure	
Rental income	18,354	Utilities	4,356
Casual bookings	1,326	TV licence	152
Vending	5,291	Phone and Internet	855
Strawberry Fayre*	2,784	Cleaning	6,487
		Insurance	700
		PRS & PPS	352
		Small Business rates	1,168
		Action for Youth	103
		Security	649
		Fire safety	455
		Maintenance	2,050
		Toilet services	121
		Refuse	358
		Variable costs	1,962
		Vending	4,874
		Strawberry Fayre*	648
		Friday night Youth Club	7,740
		* Subject to volunteer work	
* Subject to volunteer work			
Total income	27,755	Total Expenditure	33,030

CASH FLOW PROJECTIONS	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Income	27,755	28,587	29,445	30,328	31,238
Expenditure	33,030	41,849	49,104	50,081	51,583
Surplus/(Loss)	(5,275)	(13,262)	(19,659)	(19,753)	(20,345)

It is envisaged that losses will be funded from the precept. Year 2 should see the introduction of a teenage club, and in Year 3 provision for supporting education and youth counselling will increase the level of services at the club, which accounts for the additional expenditure in the cash flow forecast over and above inflationary increases.

11. Savings to MKC

There would be a saving to Milton Keynes Council of £14,220 (2015 figures) for funding to maintain the building. This is funding Milton Keynes Council has already decided to withdraw. However, if no one runs the Youth Club, then some of the costs of building maintenance will still apply, unless Milton Keynes Council wishes to see the building become derelict.

12. MKC Play Strategy.

The Milton Keynes Council Play Area Strategy states that *Play is key to both the physical and cognitive development of young people and successful play areas can help to regenerate areas and increase community cohesion.* It goes on to state that *whilst on the whole play areas should be areas of positive activity, allowing children to freely vent their physical, cognitive and emotional impulses. There will at times be negative issues surrounding these areas. Issues such as anti-social behaviour might occur; but these could indeed crop up in any number of places and spaces, and should be dealt with in an appropriate manner. However, some negative impacts could well be foreseen and should be designed out, for example noise impact, the need for car parking and the relationship to surrounding homes and buildings.*

The Newport Pagnell Youth Club offers a facility that allows for indoor play, and some outdoor play, including two large halls for sports and recreation activities. Play takes place in a managed environment, reducing much of the anti-social behaviour that might occur. Noise is strictly managed and confined within the building, and is therefore not a problem for surrounding neighbours. If the facility were to close, then they would be likely to attract significant anti-social behaviour and become derelict.

13. Marketing

The venue is let to short term hirers from time to time, and this income could be marginally increased, amounting to a further £700 per annum (approx.) The Town Council already owns three community centres, and has the existing capacity in place to extend this marketing to the Youth Club. Such marketing occurs on the Town Council website and Facebook accounts, in the Town Council Quarterly Magazine, and in various other publications, such as the Phone Box magazine that is circulated to residents in the area on a monthly basis.

Perhaps the more important marketing issue is the promotion of the Youth Club to the young people of the area. There is already very good attendance at the Friday night Youth Club sessions, ranging between 39

and 70 children per night with over 200 children registered as members. However, during the period when the older teenage club was being run at the centre, attendance was poor, and when this is re-introduced a concerted effort will be required to ensure the Youth Club meets the requirements of this age group, and is well publicized. The Town Council will do this through consultation with schools to establish what it is that teenagers require from a teenage Youth Club. Individual services to meet needs will then be commissioned. These may include music provision and opportunities to 'jam' together, meeting of 'sporting heroes' with related activities, opportunities for teenagers to mingle socially in a non-pressured environment, or various activities such as 'tough mudder' obstacle courses that may appeal to this age group. It is important that whatever is offered through the club directly meets the needs of teenagers, and is not a series of initiatives designed by adults for what they believe teenagers are interested in. The Town Council is uniquely placed to undertake such consultations.

14. Staffing

The Town Council understands that the Transfer of Undertakings, Protection of Employment regulations do not apply to the Youth Club, as all youth workers and the administrative staff member will be transferred to other areas of work within Milton Keynes Council. The Town Council has an existing staffing structure including both a Properties Clerk and a Responsible Finance Officer, which will allow for the management of facilities hire, property management, and accounting functions to easily be absorbed into the normal functions of the Town Council. The Town Clerk, who is an experienced and qualified clerk accustomed to dealing with large scale projects worth millions of pounds, will hold ultimate responsibility for the facility. The Town Clerk will report to a Stakeholder's Sub-Committee comprising members of the Town Council and members of the existing Management Committee at the Youth Club who wish to attend these meetings. In this way continuity will be assured. At this point it is not clear whether Council staff will need to be based at the Youth Club, but should this be the case, this can be arranged by the Town Council.

15. Existing and future project controls

The Town Clerk will be responsible for taking day to day decisions regarding the Youth Club, and the Stakeholder's committee will be responsible for the strategic direction taken by the Youth Club. In this way protection will be offered to existing users of the facility, through attendance by members of the Management Committee at Stakeholder meetings. Financial controls will take place in the first instance through the Stakeholder's Committee, whilst the Policy and Finance committee will set budgets and keep an overriding watch on expenditure. Provision of Youth Services will be managed by means of Service Level Agreements with providers, and undertakings at the club will be managed both quantitatively in terms of numbers attending, as well as through qualitative surveys.

16. Delivery of the project and timing of the transfer

Anticipated timetable

Approval by Town Council members to take on the asset	Completed
Consultation with existing users, trustees and other interested parties such as local churches	Completed
Condition and Structural surveys of the building	April 2016
Application for CAT transfer process Stage 1	March 2016
Stage 2 application	May 2016

Anticipated conclusion of CAT transfer process	June 2016
Legal Transfer of asset to NPTC	July 2016

17. Measurement of success

Success of managing the Youth Club can be measured through continued and improved attendance at the Friday Night Youth Sessions, development of a successful teenage Youth Club, the introduction and use of auxiliary youth provision such as youth counselling and further youth education, as well as through the continued ability to hire the club to existing and future users who also provide youth activities.

18. Risk Management

Property Risk

A reserve of approximately £90,000 is held by the Youth Club, for building maintenance, which was accumulated during the years when Milton Keynes Council paid building maintenance funding to the Trustees. This reserve should be enough to deal with any structural issues arising from the condition survey, unless there are major failings to the roofing structure. In the longer term the building will no doubt require resurfacing of the parking area, replacement windows, lighting and flooring, replacement of kitchen and bathroom fixtures and redecoration. Computers provided at the centre for youth work will need regular updating of both hardware and software. It is unlikely that the £90,000 will fund all the long term repairs required over a 20 year period, but it will go some way towards reducing this risk. The Trustees of the Youth Club are responsible for handing the reserve to any organisation of their choice on the dissolution of the Trusteeship. However, Milton Keynes Council may wish to have a voice in its distribution, given that most of this funding was obtained from Milton Keynes Council in the first place, for the purpose of maintaining the Youth Club Building.

Safeguarding risk

A condition of all Service Level Agreements with Youth Providers will be that staff and volunteers interacting directly with young people are DBS checked.

Legionella risk

The facility does include showers. There appears to be no legionella risk assessments, descaling or water flushing processes at this time, so this will need to be addressed.

Insurable risk

The property and contents will be insured by the Town Council. Public Liability risk will be added to the Town Council's current policy which offers £10M cover.

19. Environmental issues

Flooding

The area of the Youth Club is within Flood Zone 3 of the Environment Agency Flood maps. This risk will be insurable. No further hard core build would be planned, and the field next to the site will allow for adequate surface water drainage.

Noise

This factor has already been dealt with in clause 12 above. It is not envisaged that new activities at the Youth Club will create any additional noise, and most of the activities will take place inside the club.

Protection from illegal occupation of site

The site is gated, and gates will be kept closed to prevent illegal occupation. Where this is not possible owing to hirer requirements, a height barrier can be erected. It may be necessary to separate the school playing field from the Youth Club by means of a fence which will further discourage illegal occupation of the adjacent school field.

20. Legal issues

The Town Council is fully cognisant of all the legal requirements of the CAT process, including the Pre Emptive Agree and TR1, protections for claw back, and maintenance of accounts.

The charitable trust comprising of the three trustees will need to be wound down, and the trust removed from the Charities Commission website and records. The lease to the trustees, although expired, will have to be legally dissolved.

Arrangements for the transfer of funding held as reserves will have to be made. The current agreement between the Management Committee and the Trustees states that any assets of The Club remaining after satisfaction of any liabilities properly payable there out shall not be distributed amongst the members of The Club but shall be given to such other charitable organisation or organisations for the benefit of young people in the Parish of Newport Pagnell as the Management Committee, with the consent of the Trustees, shall decide.

21. Health and Safety

Health and Safety management will be undertaken through regular Health and Safety audits of premises, and completed risk assessments for the activities taking place at the Youth Centre.

23. Condition and structural surveys of the project

A condition survey on the building will need to be conducted, and should this provide evidence of any issues, a full structural survey will be undertaken. Should any major defects be present in the building, the Town Council would seek to negotiate with Milton Keynes Council as to refurbishment costs of these. On immediate visual inspection, there is nothing evidently wrong with the fabric of the building although some life cycle costs will be incurred. The car park is in need of some attention, with serious potholes.

24. Localism agenda

In line with Milton Keynes Council's decision to actively engage in an asset transfer programme with the community, this project will see the Newport Pagnell Youth Club continue to be managed through very close links between the members of the Town Council, residents, the existing Management Committee and user groups. Members are best placed to ensure that service provision and facilities best reflect the needs

of the community.

25. Conclusion

In conclusion the Newport Pagnell Youth Club funds and will manage a thriving Friday night Youth Club, as well as providing a whole host of other activities for children, ranging from theatre and singing to karate and football. There are risks associated with taking on ownership of the building and continuing Youth Services, but these risks are manageable through the Town Council's precepting and insurance activities. It is unlikely other service providers interesting in taking on the building would offer the same standard of Youth Services as well as continuing to provide a home for all the existing clubs and organisations that use the building. This building is one of the last remaining in Milton Keynes for the provision of Youth Services, and it would be a great pity to see it closed, or restructured into a facility that did not service youth in the area. The building is known throughout Milton Keynes, as is evidenced by the youth who attend from a far greater area than just Newport Pagnell. The proximity to Ousedale Secondary School also attracts a number of teenagers to the Youth Club. The Town Council's extensive involvement with the Youth Club for many years has meant that the Town Council already has youth provision as a key element of its future vision, and the Town Council will therefore not only be seeking to maintain existing Youth Services, but also to increase these.

5.2 EXAMPLE OF A TRANSFER AGREEMENT FOR TRANSFERRING AN ASSET

See next page.

Land Registry
Transfer of part of registered title(s)

TP1

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

1	Title number(s) out of which the property is transferred:
2	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
3	<p>Property: Land and buildings on the north side of Wolverton Road, Newport Pagnell being part of land more particularly described in a Conveyance dated 3 May 1946 between (1) The Misses E. And F.G. Leach and others and (2) The Bucks County Council.</p> <p>The property is identified</p> <p><input checked="" type="checkbox"/> on the plan annexed hereto and shown edged red thereon</p> <p><input type="checkbox"/> on the title plan(s) of the above titles and shown:</p>
4	Date: 17 November 2016
5	<p>Transferor:</p> <p>The Council of the Borough of Milton Keynes</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>
6	<p>Transferee for entry in the register:</p> <p>Newport Pagnell Town Council</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>

5.3 EXAMPLE OF A PRE-EMPTIVE AGREEMENT WITH A PRINCIPAL AUTHORITY FOR A TRANSFERRED ASSET

THIS AGREEMENT is made the day of BETWEEN:

(1) Newport Pagnell Town Council of 80 High Street, Newport Pagnell, MK16 8AQ ('the Seller') and

(2) The Council of the Borough of Milton Keynes of Civic Offices 1 Saxon Gate East Milton Keynes MK9 3EJ ('the Buyer')

1 Definitions and interpretation

In this Agreement:

1.1 'the Buyer's Solicitors' means Legal Services, the Council of the Borough of Milton Keynes or such other solicitor as the Buyer may appoint

1.2 "Buy Out Value" means a sum equal to the market value of the Property at the time of payment, and disregarding any increase in value attributable to alterations made since the date of this agreement, (as evidenced by reference to the attached photographs assessed in accordance with the edition at the time of payment of the publication known as "RICS Valuation – Professional Standards" or such other relevant publication as the Buyer may reasonably nominate on the basis of full vacant possession and in the event of any dispute clause 25 shall apply.

1.3 'the Completion Date' means where clause 4 applies the twentieth working day after the date of service by the Buyer on the Seller of the duplicate Offer Notice with the acceptance statement signed by the Buyer or where clause 6 applies the twentieth working day after the date of service by the Buyer on the Seller of the Option Notice the Expert has provided his written decision

1.4 'the Contract Rate' means 3% over the base rate of the National Westminster Bank PLC or such other similar rate as the Buyer shall nominate

1.5 'a Disposal' means

disposal of the Property or any part by sale or by lease for more than 99 years without the prior written consent of the Buyer whether by means of a single transaction or by a number of separate transactions whether or not at the same time and whether before or after it has negotiated terms for a disposal whether or not for valuable consideration

1.6 'the Offer Notice' means the notice signed by and served by the Seller pursuant to clause 4

1.6 "the Option" means the Option granted to the Buyer by clause 5

1.6 "the Option Notice" means the notice served by the Buyer pursuant to clause 6 in the form contained at the Fourth Schedule

1.7 'the Pre-emption' means the right granted to the Buyer by clause 2

1.8 'a Pre-emption Event' has the meaning given in clause 3

1.9 'the Pre-emption Period' means the period of 25 years from the date of this Agreement

1.10 'the Property' means the property described in the First Schedule

1.11 'the Purchase Price' means One pound (£1) which shall be the purchase price at which the Seller

offers to sell the Property to the Buyer

- 1.12 'the Seller's Solicitors' means the Seller or such law firm as the Seller may appoint
 - 1.13 'the Standard Conditions' means the Standard Commercial Property Conditions (2nd Edn)
 - 1.14 "Transfer" means the transfer of the Property dated the same date as this agreement made between the Buyer (1) the Seller (2)
 - 1.15 "VAT" means value added tax or any substituted or similar tax
 - 1.16 where the context so admits the expression 'the Buyer' shall include any successors in title of the Buyer
 - 1.17 words importing one gender shall be construed as importing any other gender
 - 1.18 words importing the singular shall be construed as importing the plural and vice versa
 - 1.19 words importing persons shall be construed as importing a corporate body and/or a partnership and vice versa
 - 1.20 where any party comprises more than one person the obligations and liabilities of that party under this Agreement shall be joint and several obligations and liabilities of those persons
 - 1.21 the clause headings do not form part of this Agreement and shall not be taken into account in its construction or interpretation
 - 1.22 any reference to a clause or a paragraph or a schedule is to one in this Agreement so numbered
- 2 Grant of the Pre-emption**
- 2.1 In consideration of £1 which is inclusive of VAT at the standard rate if applicable paid by the Buyer to the Seller (receipt of which is acknowledged) the Seller grants to the Buyer the right following the occurrence of a Pre-emption Event during the Pre-emption Period to buy the freehold interest in the whole of the Property at the Purchase Price
 - 2.2 The consideration is not refundable to the Buyer in any circumstances
- 3 Pre-emption Event**
- 3.1 A Pre-emption Event occurs when:
 - 3.1 the Seller decides to make a Disposal:
 - 3.1.1 whether by means of a single transaction or by a number of separate transactions whether or not at the same time
 - 3.1.3 whether before or after he has negotiated terms for a Disposal to someone other than the Buyer;
 - 3.2 If the Disposal is to be carried out by a number of transactions the Pre-emption Event occurs when the decision is made in relation to the first transaction
 - 3.3 The Seller shall not make a Disposal during the Pre-emption Period unless the procedure set out in clause 4 has been carried out
- 4 Pre-emption procedure**
- 4.1 The Seller shall serve the Offer Notice in duplicate on the Buyer within seven days after a Pre-emption Event occurs

- 4.2 The Offer Notice shall be in the form set out in the Third Schedule
- 4.3 The Pre-emption shall be exercisable by the Buyer signing the statement of acceptance at the foot of the Offer Notice and serving it on the Seller at any time within two months after service of the Offer Notice on the Buyer
- 4.4 On the valid exercise of the Pre-emption the Seller shall sell and the Buyer shall buy the freehold interest in the Property or the relevant part at the Purchase Price on the terms of this Agreement
- 4.6 The Offer Notice may not be withdrawn or varied before the expiry of the period for acceptance of the offer
- 4.7 The parties shall do all things necessary to ensure that the exercise of the Pre-emption constitutes an enforceable agreement for sale and purchase in accordance with the Law of Property (Miscellaneous Provisions) Act 1989 Section 2 or any statutory re-enactment or modification of it for the time being in force. The Seller confirms that it has the power to enter into this agreement.

5 Grant of the Option

In consideration of the payment of £1 paid by the Buyer to the Seller (receipt of which is acknowledged) the Seller grants to the Buyer the Option to buy the freehold interest in the Property for £1 at any time after the occurrence of either or both of the following:

- 5.1 the Property has been left vacant for more than one year within the Pre-emption Period; or
- 5.2 Any of the sums due under clause 11.5 of the Transfer are not paid at the time due under the Transfer.

6 Exercise of the Option

6.1 The Option shall be exercisable by the Buyer serving on the Seller the Option Notice:

- In the case that clause 5.1 applies, within the Pre-emption Period and (if the Seller has advised the Buyer that the Property has been left vacant for at least 12 months continuously) within three months from when the Seller so advised the Buyer
- In the case that clause 5.2 applies at any time

. On the valid exercise of the Option the Seller shall sell and the Buyer shall buy the Property at the Purchase Price on the terms of this Agreement.

7 Deposit

No deposit shall be payable upon the exercise of the right of pre-emption or upon the exercise of the Option

8. Failure to exercise the Pre-emption

If the Buyer rejects or (within the two month acceptance period stated in clause 4.3) fails to accept the offer contained in the Offer Notice the following provisions apply:

- 8.1 The Seller may at any time within 6 months after the earlier of the date of rejection or expiry of the time for acceptance of the offer make a Disposal of the Property or the part of it in the Offer Notice to a third party who shall first enter a deed of covenant in favour of the Buyer to observe and perform the obligations of the Seller in this Agreement (other than clauses 3 and 4)

8.2 If such Disposal is completed the Pre-emption shall cease and be extinguished in relation to the premises comprised in the Disposal

8.3 If the Disposal is of less than the whole of the Property the Pre-emption shall continue in respect of the remainder of the Property until the expiry of the Pre-emption Period

8.4 If the Disposal does not take place within the period specified in clause 8.1 or having taken place is never completed the Pre-emption shall continue in respect of the whole of the Property until the expiry of the Pre-emption Period

8.5 For the purposes of clauses 8.1 and 8.4 a Disposal takes place on exchange of contracts for the Disposal if there is one or otherwise on completion of the Disposal

8.6 The Seller shall deliver to the Buyer copies certified by a solicitor to be true copies of:

6.6.1 the Disposal contract within 14 working days of it being entered into and

6.6.2 the draft transfer to the third party at least 7 working days before the intended completion date

9 Completion

Completion of the sale and purchase (whether under clauses 3 and 4 or under clauses 5 and 6, and all references in this agreement to the sale of the Property or part are construed accordingly) and payment of the Purchase Price and any other sums due and of any VAT applicable shall take place on the Completion Date at the offices of the Seller's Solicitors or where they may reasonably direct

10. Title guarantee

The Seller sells with limited title guarantee

11 Possession

The Property is sold with vacant possession on completion and free of financial charges

12. Title

Title to the Property is registered at the Land Registry with absolute title under title number BM302497 and in relation to such title the Seller shall when sending the Offer Notice provide to the Buyer official copies of the items referred to in rules 134(1)(a) and (b) and 135(1)(a) of the Land Registration Rules 2003 except charges or encumbrances registered or protected on the register which are to be discharged or overridden at or before completion and the Buyer or the Buyer's Solicitors having been supplied with such copies prior to the date of this Agreement the Buyer shall be deemed to purchase with full knowledge of the title in all respects and shall not raise any requisitions or make any objection in relation to the title except as to matters or events occurring after the date of this Agreement, except that the Seller shall not create any new encumbrances on the title after the date of this Agreement other than a lease for 99 years or less which has no security of tenure, and which includes a clause enabling the landlord to end the lease on not more than six months' notice, at any time after the Seller parts with the freehold interest in the Property.

13 Encumbrances

13.1 The Property is sold subject to and (where appropriate) with the benefit of the matters contained or referred to in the property proprietorship and charges registers of title number BM302497 as at 14 February 2014 except for any subsisting mortgage

13.2 The transfer of the Property shall contain a covenant by the Buyer that the Buyer will observe and perform the covenants and conditions contained or referred to in the property proprietorship and charges registers of title number BM302497 so far as applicable to the Property or the part to be transferred to the Buyer and will indemnify and keep the Seller and his estate indemnified against all actions proceedings damages costs claims and expenses which may be suffered or incurred by the Seller or his estate in respect of any future breach or non-observance or non-performance of those covenants and conditions save to the extent caused by the Seller

13.4 The transfer shall be engrossed in duplicate by the Seller's Solicitors and both engrossments shall be executed by the Buyer before the Completion Date

13.5 If at any time the Seller gives six months' notice to the Buyer and pays the Buy Out Value to the Buyer the Pre-emption and the Option in relation to clause 5.1 only shall cease to apply and this Agreement shall terminate save in respect of any outstanding liability for any breach of covenant which occurred before such termination

13.6 The Seller shall not enter any mortgage or charge on the Property without the consent of the Buyer and shall not grant any financial interest over the Property without the consent of the Buyer

13.7 The Property shall be transferred to the Seller in no worse condition than at the date of this agreement (as evidenced by the attached schedule of condition).

13.8 The Seller shall provide the Buyer with a certified copy of any leases or tenancies granted in relation to the Property or any part within 28 days after completion of the same

14 Matters affecting the Property

The Property is sold subject to the following matters:

14.1 all local land charges whether registered or not before the date of this Agreement and all matters capable of registration as local land charges whether or not actually so registered

14.2 all notices served and orders demands proposals or requirements made by any local public or other competent authority whether before or after the date of this Agreement

14.3 all actual or proposed charges notices orders restrictions agreements conditions contraventions or other matters arising under the enactments relating to town and country planning and environmental law

14.4 all easements quasi-easements rights exceptions or other similar matters whether or not apparent on inspection or disclosed in any of the documents referred to in this Agreement

14.5 all matters which the Seller does not and could not reasonably know about

15 Disclaimer

The Buyer admits that:

15.1 he has inspected the Property and enters into this Agreement with full knowledge of the actual state and condition of the Property and shall take the Property as it stands

15.2 he enters into this Agreement solely as a result of his own inspection and on the basis of the terms of this Agreement and not in reliance upon any representation or warranty either written or oral or implied made by or on behalf of the Seller (save for any representation or warranty contained in written replies given by the Seller's Solicitors to any written preliminary inquiries raised by the Buyer's Solicitors)

15.3 this Agreement contains the entire agreement between the parties

16 Incorporation of conditions of sale

The Standard Conditions shall apply to this Agreement and are incorporated in it in so far as they are applicable to a sale by private treaty and are not varied by or inconsistent with the terms of this Agreement and shall be amended as follows:

Standard Conditions 1.4, 3.3, 7.1.3 and 7.1.4 shall not apply;

In Standard Conditions 6.3.1 the time period for Step 1 and Step 2 shall be within 10 working days of issue of an Offer Notice;

In Standard Condition 6.4.2 the words "pay for" are omitted and for them are substituted the words "at the cost of the seller";

The Part 2 Conditions other than Standard Condition B are not incorporated in this agreement

17 Restriction on assignment

This Agreement is personal to the Buyer and is not capable of being assigned charged or mortgaged

18 Registration

18.1 The Seller consents to registration of a notice of this Agreement in the charges register of the Seller's title to the Property and shall do all things necessary to enable a notice under the Land Registration Act 2002 Section 32 to be registered. If the Buyer so chooses the Buyer shall send an application for an agreed notice to the Seller's solicitors at completion of the transfer of the property on [] to the Seller and the Seller's Solicitor shall submit such application to the Land Registry together with the application for registration of such transfer and in any event within 30 days of such transfer

18.2 If the Pre-emption and the Option expire without having been exercised by the Buyer the Buyer shall forthwith cancel any registrations made by him in any registers to protect this Agreement and by way of security appoints the Seller his attorney for the purpose of effecting such cancellations

18.3 If a Disposal is made to a third party in accordance with clause 8 then subject to the Buyer having received the documents mentioned in clause 6.6 the Buyer on request by the Seller will deliver to the Seller's solicitors before the intended completion date a signed application form to cancel any relevant registration in relation to the subject matter of that Disposal and the Seller's solicitors shall hold that application to the order of the Buyer until actual completion of that Disposal

19 Insurance

19.1 Until completion the Seller shall insure the Property against the risks listed in clause 19.2 with underwriters or insurers of repute in the full cost of rebuilding and reinstating the Property including VAT

professional fees and shoring up site clearance and incidental expenses and will lay out the proceeds of such insurance in rebuilding or reinstating the Property

19.2 The risks are fire, storm, tempest, earthquake, lightning, explosion, riot, civil commotion, malicious damage, impact by vehicles and by aircraft and articles dropped from aircraft, flood damage and bursting or overflowing of water pipes and tanks and terrorist and environmental damage

20 Merger on completion

The provisions of this Agreement shall not merge on completion of the transfer of the Property so far as they remain to be performed

21 VAT provisions

21.1 All VAT payable by the Buyer shall be paid at the same time as the payment on which it is chargeable

21.2 The Seller shall provide the Buyer with a receipted VAT invoice for any VAT paid by the Buyer under this Agreement

22 Nature of this agreement

This Agreement is a deed and has been executed by the parties to it as a deed

23 Notices

23.1 For the purposes of notices and documents the provisions of Standard Condition 1.3 shall apply to this Agreement although Standard Condition 1.3.2 shall not apply and Standard Condition 1.3.79d) is varied to substitute for "one hour after despatch" the following "before 4.00pm on the first working day after despatch".

24 Contracts (Rights of Third Parties) Act 1999

For the purposes of the Contracts (Rights of Third Parties) Act 1999 it is agreed that nothing in this Agreement shall confer on any third party any right to enforce or any benefit of any term of this Agreement

25 Expert

25.1 The Buyer and the Seller shall endeavour to agree the Buy-out Value during the notice period referred to in clause 13.5 but in the event that agreement is not reached within four months of the service of notice by the Seller either party may refer the matter for determination by an expert and the provisions in clause 25.2 shall apply.

25.2

The expert shall be a member of the Royal Institution of Chartered Surveyors experienced in property valuation in the vicinity of Milton Keynes.

The parties shall agree on the appointment of the expert. The expert's terms of reference shall be to determine the Buy-out Value of the Property as the case may be, and such other matters as the parties may agree.

If the parties are unable to agree on an expert or the terms of his appointment within seven days

of either party serving details of a suggested expert on the other, either party shall then be entitled to request the president for the time being of the Royal Institution of Chartered Surveyors to appoint an expert.

The expert is required to prepare a written decision and give notice (including a copy) of the decision to the parties within a maximum of one month of the matter being referred to the expert.

If the expert dies or becomes unwilling or incapable of acting, or does not deliver the decision within the time required by this clause then:

either party may apply to the president for the time being of the Royal Institution of Chartered Surveyors to discharge the expert and to appoint a replacement expert with the required expertise; and

this clause shall apply to the new expert as if he were the first expert appointed.

The parties are entitled to make submissions to the expert and will provide the expert with such assistance and documents as the expert reasonably requires for the purpose of reaching a decision.

The expert shall act as an expert and not as an arbitrator. The expert's written decision on the matters referred to him shall be final and binding on the parties in the absence of manifest error or fraud.

The expert's fees and any costs properly incurred by him in arriving at his determination (including any fees and costs of any advisers appointed by the expert) shall be borne by the parties equally or in such other proportions as the expert shall direct.

Each party shall act reasonably and co-operate to give effect to the provisions of this clause and otherwise do nothing to hinder or prevent the expert from reaching his determination.

AS WITNESS of which the parties have executed this Agreement as a deed on the day and year first above written

FIRST SCHEDULE

The Property

Land on the east side of Willen Road, Newport Pagnell, Milton Keynes registered at the Land Registry under title no BM302497

SECOND SCHEDULE

Not used

THIRD SCHEDULE

Form of Offer Notice

Offer

To: (buyer's name and address)

From: (seller's name and address)

Property: (insert details) ('the Property')

This notice is given in accordance with the terms of the Pre-emption Agreement dated (date) made between [myself] (1) and [yourself] (2) relating to the Property ('the Agreement')

1 As required by clause 4 of the Agreement I OFFER to sell the Property to you at the price provided in the Agreement

2 The other terms of the sale are contained in the Agreement and are incorporated in this offer

Dated (date)

Signed by (seller)

Acceptance

1 I (buyer's name and address) ACCEPT the offer to sell the Property contained in the Offer Notice of which this is a duplicate

Dated (date)

Signed [by (buyer) (or) by (name of agent) the duly authorised agent of (buyer) on his behalf]

FOURTH SCHEDULE

Form of Option Notice

Offer

To: (seller's name and address)

From: (buyer's name and address)

Property: (insert details) ('the Property')

In accordance with the terms of the Agreement dated (date) made between [myself] (1) and [yourself] (2) relating to the Property ('the Agreement') I give notice to you that I exercise my option to buy the Property for the price provided in the Agreement

Dated (date)

Signed by (Buyer)

The Common Seal of the Council of the Borough of Milton Keynes
was hereunto affixed in the presence of:

Assistant Director (Law and Governance)

Executed as a Deed by NEWPORT PAGNELL TOWN COUNCIL
acting by its Clerk and Councillor

Councillor

Clerk

5.4 EXAMPLE OF A PARISH PRECEPT LEAFLET

ALL ABOUT YOUR COUNCIL TAX

This leaflet tells residents about your contribution to the Town Council made through your council tax.

As many residents are aware, the principal authority has suffered significant cuts to its level of Government Funding. Over the last three years this has resulted in the Town Council having to take on £15M (replacement value) of assets from the Borough Council, or face closure of these facilities. They include a Swimming Pool, a Community Centre, a Sports Ground and more recently a Youth Club. Unfortunately these transferred assets have not been in the best condition, so the Town Council has had to fund many repairs such as malfunctioning ventilation systems, leaking roofs and spoiled land which have cost hundreds of thousands of pounds. Over the next five years we will face further maintenance costs estimated at £420,165. In addition to this we face a further reduction of the funding previously provided by government to contribute to the council tax of residents who receive this as a housing benefits.

Because of this – and some minor inflationary pressures – the Town Council precept for residents in April will be £77.67 per D Band property this year. This is an increase of £5.84 per annum – equivalent to just over 11 pence a week. It is important to note that Town Council funding is only a very small proportion of the total amount you pay in council tax (less than 5%, of your total council tax bill). The Principal Authority, the Fire Service and the Police receive the rest of your council tax. The remainder of this leaflet sets out the main areas of our work and highlights where your money is spent by the Town Council.

What services does the Town Council offer? We provide sports and leisure facilities at Middleton Pool and Fitness Centre and at Willen Road Sports Ground and operate three community centres. We oversee five allotment sites and manage the public toilets in the town centre. This year we have taken on responsibility for all the dog waste bins in the Town. The High Street Office provides a busy information point and Citizens Advice Bureau. We provide funding for youth services, floral displays and events in the Town. We provide a local voice on planning applications, highways and environmental matters, and plough efforts into town regeneration projects.

How did the Town Council perform in the last year?

- **Town development** The Neighbourhood Plan was approved by a referendum of residents and thus became part of local planning policy, making it the most significant development document as the principal planning authority does not have a 5 year land supply in place. This means that planning applications within the town must be assessed within the framework of the Neighbourhood Plan, and that financial contributions as required by the Plan must be made by developers. The Town Council's Neighbourhood Plan Implementation Group continues its work to ensure that every element of the Neighbourhood Plan is adhered to. Two of the approved sites are already moving ahead, and much progress has been made on masterplanning for the large Tickford Fields Farm site. The Plan has been so successfully developed that it has won major national awards.
- **Leisure Services** The Town Council negotiated a new lease with our leisure service partners, Places for People, which has resulted in the refurbishment of Middleton Pool changing rooms – something much appreciated by all swimmers. The Town Council has also been working towards a significant improvement of the facilities at Willen Road Sports Ground, although this project could still take a number of years to come to fruition as funding is acquired from new development and other sources. This year the Town

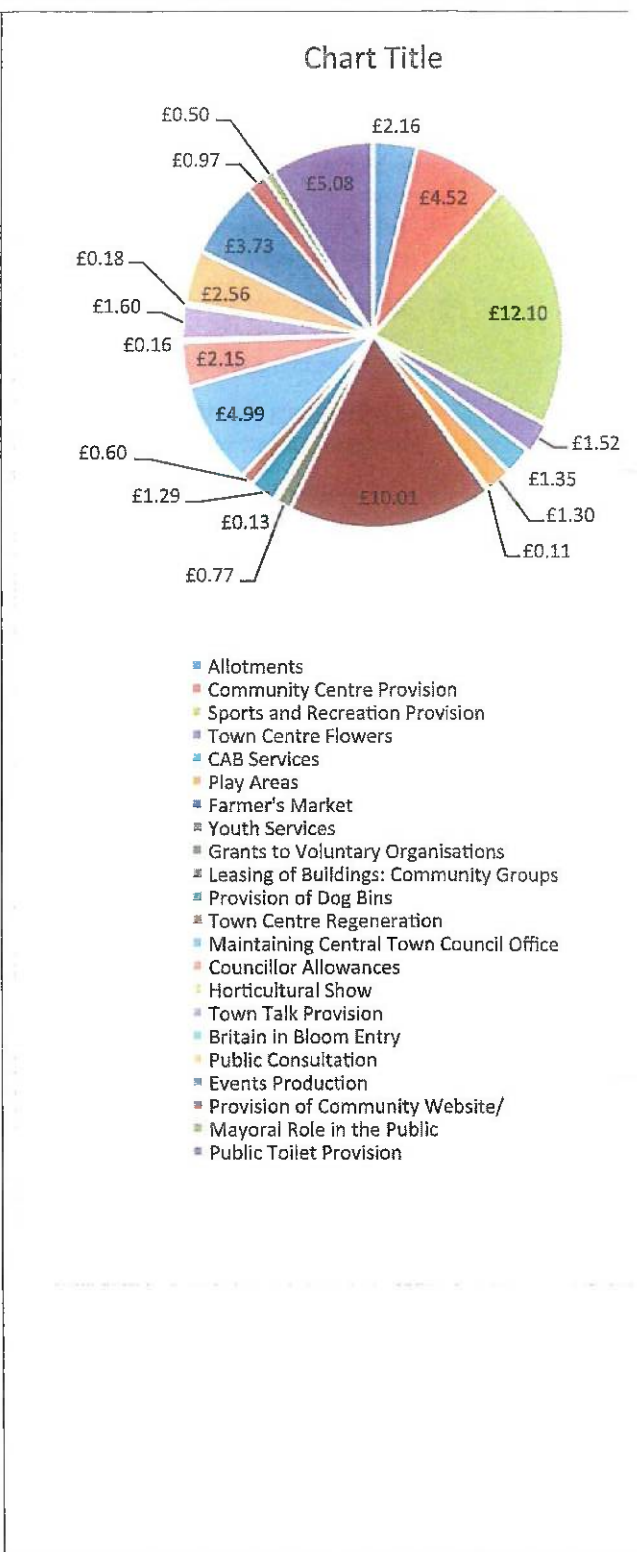
Council applied for a grant of £27,280 for improvements to the Whitethorns Play Area and was delighted that this grant was awarded.

- **Floral displays and horticultural show.** The town again won a 'silver gilt' in the Britain in Bloom competition, and we have been informed that we are not very far off a 'gold' award. The Britain in Bloom working group put on a very successful litter picking event with over 100 people participating, and will repeat this event again this year in July. The town centre hanging baskets brightened up the town for the summer months and the refurbished flags gave the town a welcoming look all year round. The Horticultural Show made its 207th appearance and attracted visitors from well beyond our borders.
- **Allotments** We have moved from a situation where we did not have enough allotment sites to meet residents' demands, to one where we are now able to offer a choice of allotments on several sites, through judicious management of plot space.
- **Public Toilets** Our toilet cleaning and maintenance contract remains at the lower cost level we were able to negotiate last year.
- **Community centres.** All three of our centres are well used by residents for community events and classes, and the refurbishment programme for these centres will continue over the next five year period.
- **Youth services** The big project the Town Council undertook this year was taking on ownership of the Newport Pagnell Youth Club. We have continued to provide a home to those important organisations such as the Diamond School of Performing Arts and the Youth Club Pre-School who use it. We have also expanded the range of youth services offered by Club and are now not only running a Junior Youth Club for 8-11 year olds, but have introduced a Seniors Youth Club for young teenagers. Other social services for young people with special needs are now also on offer at the Club and over the next year we are seeking to expand the Club's range of services.
- **Events** The Town Council made a very large contribution to the Civil War Re-enactment event that took place in the summer of 2016. This year we are planning a new event on 17th and 18th June called the 1940s Vintage Weekend. You won't want to miss it.

The future role of the Town Council Work will continue on plans for sports pitch provision and youth services. As the principal authority will be cutting more services, the Town Council will cost these and consult with residents during the summer as to whether you feel we should take on any further services such as landscaping and cleansing. Please contact the Town Clerk by phoning us on 01908-618756 if you have any questions or comments. Alternatively contact us through Facebook via our website.

What do these services cost ?

SERVICE	COST PER HOUSEHOLD
Allotments	£2.16
Community Centre Provision	£4.52
Sports and Recreation Provision	£12.10
Town Centre Flowers	£1.52
CAB Services	£1.35
Play Areas	£1.30
Farmer's Market	£0.11
Youth Services	£10.01
Grants to Voluntary Organisations	£0.77
Leasing of Buildings: Community Groups	£0.13
Provision of Dog Bins	£1.29
Town Centre Regeneration	£0.60
Maintaining Central Town Council Offices	£4.99
Councillor Allowances	£2.15
Horticultural Show	£0.16
Town Talk Provision	£1.60
Britain in Bloom Entry	£0.18
Public Consultation	£2.56
Events Production	£3.73
Community Website	£0.97
Mayoral Role in the Public	£0.50
Public Toilet Provision	£5.08



Note that there is also a cost to running a Council that cannot be split into services.

Purchase Ledger for Month No 1

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
09/04/2024	124895		1ST REACTION	1ST001	100.00	20.00	120.00	4225	102	100.00	1st R alarm fault
17/04/2024	124922		1ST REACTION	1ST001	100.00	20.00	120.00	4227	102	100.00	1st R alarm reset
30/04/2024	E2016671773		ALLSTAR	ALL001	50.44	10.09	60.53	4145	212	50.44	Allstar fuel
08/04/2024	32942		AMBER SCREEN	AMBS001	2,723.00	544.60	3,267.60	4220	102	2,723.00	Amber Gates St L
05/04/2024	1876		ANGELL PLUMBING	ANG001	1,090.55	0.00	1,090.55	4227	102	1,090.55	Angell pump and drains StL
05/04/2024	1876C		ANGELL PLUMBING	ANG001	60.00	0.00	60.00	4225	102	60.00	Angel inv adjustment
05/04/2024	1876C/		ANGELL PLUMBING	ANG001	-120.00	0.00	-120.00	4225	102	-120.00	Angell invoice adjustment
05/04/2024	1881		ANGELL PLUMBING	ANG001	617.52	0.00	617.52	4227	102	617.52	Angell tap valves St L
05/04/2024	1886		ANGELL PLUMBING	ANG001	75.00	0.00	75.00	4227	102	75.00	Angell radiator repair
24/04/2024	1893		ANGELL PLUMBING	ANG001	95.00	0.00	95.00	4225	102	95.00	Angell toilet repair St L
02/04/2024	82104		ASHBY COMP	ASH002	154.76	30.95	185.71	4101	202	154.76	Ashby Microsoft Clirs
05/04/2024	82149		ASHBY COMP	ASH002	100.00	20.00	120.00	4102	201	100.00	Ashby Software support
17/04/2024	82374		ASHBY COMP	ASH002	5,118.48	1,023.70	6,142.18	4100	202	5,118.48	Ashby Laptops Clirs
30/04/2024	AVVAAAPR24		AVIVA	AVIVA001	640.66	0.00	640.66	4000	201	62.78	AVVAAAPR24/AVIVA
								4000	101	124.92	AVVAAAPR24/AVIVA
								4000	102	109.60	AVVAAAPR24/AVIVA
								4000	211	68.78	AVVAAAPR24/AVIVA
								4006	201	47.09	AVVAAAPR24/AVIVA
								4006	101	93.69	AVVAAAPR24/AVIVA
								4006	102	82.20	AVVAAAPR24/AVIVA
								4006	211	51.60	AVVAAAPR24/AVIVA
19/04/2024	CHG APR24		BARCLAYS	B0001	39.08	0.00	39.08	4125	201	39.08	CHG APR24/Barclays
13/04/2024	BCARDAPR24		BARCLAYCARD	BCARD	1,813.73	144.91	1,958.64	4227	101	512.77	Bcard maint, door retainers
								4225	101	38.12	Bcard misc repairs
								4019	201	750.00	Bcard CIPFA GY
								4019	201	78.00	Bcard SLCC RI
								4019	101	150.00	Bcard IOSH HSQE
								4115	201	12.74	Bcard stationery

Purchase Ledger for Month No 1

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		Analysis Description
								A/C	Centre	
24/04/2024	0393191		BOOKERS	BOOKERS01	68.47	9.70	78.17	4128	215	Bcard laneyards
03/04/2024	977770633		BRITISH GAS	BRIT01	2,377.20	475.44	2,852.64	4128	215	Bcard wood for allotment etc
01/04/2024	9242		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4128	215	Bcard Tree of Hope light
01/04/2024	9286		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4128	215	Bcard DD flag
30/04/2024	9344		COMPLETE GROUND MAN.	CGM001	1,448.25	289.65	1,737.90	4101	201	Bcard MS/Adobe/Mailchimp
05/04/2024	PP17047		CIMEX LECTULARIS LTD	C1001	870.00	174.00	1,044.00	4015	201	Bcard parking
13/04/2024	21053		COMMUNITY HEARTBEAT	COMM001	165.00	33.00	198.00	4165	201	Bcard Amazon music
01/04/2024	240400149866		DBFB	DBFB	64.86	12.97	77.83	4151	101	Booker cleaning etc
01/04/2024	240400150224		DBFB	DBFB	338.68	67.74	406.42	4206	101	B Gas - elec DCC
30/04/2024	6728		NATALIE GREEN & CO.	GREE001	2,427.50	485.50	2,913.00	4226	211	CGM Grounds maint Feb 24
29/04/2024	219297		HEWITSONS	HEWT01	978.33	195.67	1,174.00	4226	211	CGM Grounds maint Mar 24
09/04/2024	INV-6950		K & J HIRD	HH001	60.00	12.00	72.00	4227	102	Cimex Pest control
30/04/2024	HMRCAPR24		HMRC	HMRC01	5,348.64	0.00	5,348.64	4226	211	Comm Heart defib supp 15.3.25
								4230	102	DBFB St Lukes CCTV
								4120	201	DBFB telephone/BB
								4050	201	N Green accounts etc
								4055	201	Hewitson Timken trf
								330		Hewitson Timken trf
								6000	201	Hewitson Timken trf
								4150	101	Hird window cleaning
								4150	102	Hird window cleaning
								4000	201	HMRCAPR24/HMRC PAYE & NI
								4000	101	HMRCAPR24/HMRC PAYE & NI
								4000	102	HMRCAPR24/HMRC PAYE & NI
								4000	211	HMRCAPR24/HMRC PAYE & NI
								4005	201	HMRCAPR24/HMRC PAYE & NI
								4005	101	HMRCAPR24/HMRC PAYE & NI
								4005	102	HMRCAPR24/HMRC PAYE & NI

Purchase Ledger for Month No 1

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
24/04/2024	62529124		HSS HIRE	HSS01	110.77	22.15	132.92	4005	211	204.43	HMRCAPR24/HMRC PAYE & NI
15/04/2024	56066		ISE FIRE PRODUCTS	ISEFIRE01	581.50	116.30	697.80	4128	215	110.77	HSS Fence hire tree
15/04/2024	56067		ISE FIRE PRODUCTS	ISEFIRE01	381.00	76.20	457.20	4226	101	581.50	ISE Fire fire equip maint
15/04/2024	SI-174		LEADBETTER PETER	LEA001	2,200.00	440.00	2,640.00	4227	101	381.00	ISE DCC extinguisher serv
								4128	215	2,200.00	Leadbetter Tree of Hope CILS
								332		-2,200.00	Leadbetter Tree of Hope CILS
								6000	215	2,200.00	Leadbetter Tree of Hope CILS
30/04/2024	LGSSAPR24		NCC - PENSION	LPGS	3,069.90	0.00	3,069.90	4000	201	274.69	LGSSAPR24/Employers & School A
								4000	101	218.23	LGSSAPR24/Employers & School A
								4000	102	110.11	LGSSAPR24/Employers & School A
								4006	201	1,066.43	LGSSAPR24/Employers & School A
								4006	101	920.47	LGSSAPR24/Employers & School A
								4006	102	469.97	LGSSAPR24/Employers & School A
15/04/2024	INV-MAC30060		MAC SYSTEMS	MACS01	135.00	27.00	162.00	4227	102	135.00	MAC CK front door
26/04/2024	INV-MAC30115		MAC SYSTEMS	MACS01	841.04	168.21	1,009.25	4227	102	841.04	Mac door closer CK
26/04/2024	INV-3805		NCALC	NCALC01	361.00	72.20	433.20	4019	201	361.00	NCalc - Training
03/04/2024	MAY-AUG24		PERSONNEL ADVICE	PAS01	480.00	0.00	480.00	4056	201	480.00	Personnel advice May-Aug 24
11/04/2024	6715/24		P B ELECTRICAL SER.	PBE001	668.00	133.60	801.60	4227	101	668.00	PB Elec electrical works
01/04/2024	SM29202		RBS	RBS01	1,221.00	244.20	1,465.20	4101	201	1,221.00	RBS Omega 1,4,24-31.3,25
01/04/2024	SM29203		RBS	RBS01	444.00	88.80	532.80	4101	101	222.00	RBS Bookings 1,4,24-31.3,25
								4101	102	222.00	RBS Bookings 1,4,24-31.3,25
01/04/2024	SM29204		RBS	RBS01	165.00	33.00	198.00	4101	201	165.00	RBS Asset Inv 1,4,24-31.3,25
01/04/2024	SM29205		RBS	RBS01	110.00	22.00	132.00	4101	201	110.00	Rialtas
30/04/2024	SALARIESAPR24		SALARIES	SALARIES01	17,663.74	0.00	17,663.74	4000	201	4,671.54	SALARIESAPR24/STAFF SALARIES
								4000	101	6,320.59	SALARIESAPR24/STAFF SALARIES
								4000	102	4,482.65	SALARIESAPR24/STAFF SALARIES
								4000	211	2,179.21	SALARIESAPR24/STAFF SALARIES
								4128	215	9.75	SALARIESAPR24/STAFF SALARIES
15/04/2024	#012879		SUPER COOL CENTRAL	SCC01	640.00	128.00	768.00	4227	101	640.00	Supercool air con maintenance

Purchase Ledger for Month No 1

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
30/04/2024	0001926985		SRCL LTD	SRCL	158.16	31.63	189.79	4155	101	83.20	SRCL waste removal
29/04/2024	IV00812197		SOUTHERN ELECTRIC	SSE01	1,447.43	289.49	1,736.92	4205	102	74.96	SRCL waste removal
16/04/2024	1085658345		STANNAH	ST01	271.45	54.29	325.74	4226	101	1,447.43	SSE Gas St L 29.2.24-30.3.24
02/04/2024	TVAPR24		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	271.45	Stannah maint 16.4-15.7
19/04/2024	2946		UK TRAINING	UKTRAIN001	320.00	64.00	384.00	4019	201	13.25	TV April4
30/04/2024	NMP1229575		VEOLIA	V0002	625.32	125.06	750.38	4155	101	320.00	UK Training First Aid
30/04/2024	NMP1229576		VEOLIA	V0002	12.60	2.52	15.12	4155	102	456.08	Veolia Waste removal
25/04/2024	2201/166		VERVE	VERV01	1,248.33	249.67	1,498.00	4220	101	169.24	Veolia Waste removal
22/04/2024	B4-646624253		VODAFONE	VODA01	124.84	18.94	143.78	4121	101	12.60	Veolia waste St L
09/04/2024	424002085984		WEST NORTHANTS COUNC	WNC001	481.25	0.00	481.25	4201	201	1,248.33	Verve 20 folding tables
14/04/2024	424002093743		WEST NORTHANTS COUNC	WNC001	70.00	0.00	70.00	4062	101	62.42	Vodafone mobiles
30/04/2024	WORLDAPR24		WORLDPAY	WORLD001	34.32	2.15	36.47	4137	201	62.42	Vodafone mobiles
08/04/2024	VOI0037215		ZENOFFICE	Z002	252.01	50.40	302.41	4107	201	481.25	WNC lobby rent
										70.00	WNC Licence fee
										34.32	Worltpay CC charges
										252.01	Zen photocopier chgs

TOTAL INVOICES	64,040.24	6,652.57	70,692.81
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	64,040.24
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PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 2

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
30/04/2024	91687		1ST REACTION	1ST001	275.00	56.00	330.00	4160	101	275.00	1st R key holding/alarm respo
31/05/2024	E2018837810		ALLSTAR	ALL001	51.14	10.23	61.37	4145	212	51.14	Allstar fuel
29/05/2024	33062		AMBER SCREEN	AMBS001	154.00	30.80	184.80	4220	211	154.00	Amber 7 signs
15/05/2024	1897		ANGELL PLUMBING	ANG001	135.00	0.00	135.00	4225	102	135.00	Angell - toilet repairs St L
15/05/2024	1900		ANGELL PLUMBING	ANG001	601.63	0.00	601.63	4225	102	601.63	Angell new toilet St L
06/05/2024	13512758		ANGLIAN WATER	ANGL01	1,169.98	0.00	1,169.98	4207	102	1,169.98	Wave water St L 6.2.24-5.5.24
02/05/2024	82612		ASHBY COMP	ASH002	219.56	43.91	263.47	4101	201	219.56	Ashby Microsoft and kick back
05/05/2024	82628		ASHBY COMP	ASH002	100.00	20.00	120.00	4102	201	100.00	Ashby software support May
31/05/2024	AVIVAMAY24		AVIVA	AVIVA001	650.18	0.00	650.18	4000	201	63.87	AVIVAMAY24/AVIVA
								4000	101	127.09	AVIVAMAY24/AVIVA
								4000	102	111.77	AVIVAMAY24/AVIVA
								4000	211	68.78	AVIVAMAY24/AVIVA
								4006	201	47.91	AVIVAMAY24/AVIVA
								4006	101	95.32	AVIVAMAY24/AVIVA
								4006	102	83.84	AVIVAMAY24/AVIVA
								4006	211	51.60	AVIVAMAY24/AVIVA
19/05/2024	CHGMAY24		BARCLAYS	B0001	33.75	0.00	33.75	4125	201	33.75	CHGMAY24/Barclays
13/05/2024	BCARD MAY24		BARCLAYCARD	BCARD	519.86	76.30	595.96	4227	211	30.00	BCard fence post
								4225	101	28.62	BCard misc repairs
								4151	101	138.78	BCard misc cleaning/consumable
								4115	201	37.12	BCard misc stationery
								4128	201	39.00	BCard RBL wreath
								4128	211	103.50	BCard speed stickers
								4165	101	4.99	BCard Amazon music
								4140	212	30.00	BCard Duston Garage
								4129	201	38.40	BCard coffees for meeting
								4101	201	69.25	BCard mailchimp/adobe/MS
22/05/2024	0256637		BOOKERS	BOOKERS01	114.40	0.00	114.40	4129	101	114.40	Bookers refreshments

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 2

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/c	Centre	Amount	
07/05/2024	BOXEDDYMAY24		BOXEDDY	BOX001	400.00	0.00	400.00	4128	215	400.00	Box Eddy band DFD
22/05/2024	816131379		BRITISH GAS	BRIT01	2,148.81	429.76	2,578.57	4206	101	2,148.81	B Gas elec Apr 24 DCC
31/05/2024	9395		COMPLETE GROUND MAN. CGM001	CGM001	1,448.25	289.65	1,737.90	4226	211	1,448.25	CGM ground maint May
31/05/2024	CMISMAY24		CHILD MAINTENANCE CMA	CMA	290.34	0.00	290.34	4000	101	290.34	CMISMAY24/Child Maintenance Agy
02/05/2024	21317		COMMUNITY HEARTBEAT	COMM001	180.00	36.00	216.00	4226	211	180.00	Com Heart annual rental
15/05/2024	21521		COMMUNITY HEARTBEAT	COMM001	652.50	130.50	783.00	4227	211	652.50	Com Heart batteries replace
12/05/2024	5744		DA HEATING LTD	DA001	335.97	67.19	403.16	4225	102	335.97	DAHeat new taps CK
01/05/2024	240500151497		DBFB	DBFB	341.14	68.23	409.37	4120	201	341.14	DBFB telephone/broadband
01/05/2024	240500151843		DBFB	DBFB	64.86	12.97	77.83	4230	102	64.86	DBFB CCTV SL May
02/05/2024	INV-X635485		DBFB	DBFB	105.00	21.00	126.00	4227	201	105.00	DBFB cabling work
24/05/2024	7331929		ESPO	ESPO01	324.65	64.93	389.58	4151	101	324.65	ESPO - cleaning and consumable
08/05/2024	INV166488		EVAC+CHAIR	EVAC001	101.00	20.20	121.20	4226	101	101.00	Evac chair maintenance
09/05/2024	533272575		GALLAGHER	GAL001	705.06	0.00	705.06	1029	201	705.06	Engineering ins 9.5.24-8.5.25
31/05/2024	6730		NATALIE GREEN & CO.	GREE001	3,520.00	704.00	4,224.00	4050	201	3,520.00	N Green accounts/year end/AGAR
02/05/2024	HPMAY24		HEWLETT	HEWLETT	570.46	0.00	570.46	4502	201	570.46	HPMAY24/photocopiers
29/04/2024	219297A		HEWITSONS	HEWT01	0.67	0.13	0.80	4055	201	0.67	Hewitsons adjust invoice
31/05/2024	HMRCMAY24		HMRC	HMRC01	5,407.17	0.00	5,407.17	4000	201	1,096.68	HMRCMAY24/HMRC PAYE & NI
								4000	101	1,117.33	HMRCMAY24/HMRC PAYE & NI
								4000	102	788.85	HMRCMAY24/HMRC PAYE & NI
								4000	211	348.51	HMRCMAY24/HMRC PAYE & NI
								4005	201	642.33	HMRCMAY24/HMRC PAYE & NI
								4005	101	710.81	HMRCMAY24/HMRC PAYE & NI
								4005	102	498.23	HMRCMAY24/HMRC PAYE & NI
								4005	211	204.43	HMRCMAY24/HMRC PAYE & NI
26/05/2024	62597672		HSS HIRE	HSS01	265.22	53.04	318.26	4226	211	265.22	HSS hire digger
31/05/2024	LGSSMAY24		NCC - PENSION	LPGS	3,059.90	0.00	3,059.90	4000	201	274.69	LGSSMAY24/pension
								4000	101	218.23	LGSSMAY24/pension
								4000	102	110.11	LGSSMAY24/pension
								4006	201	1,066.43	LGSSMAY24/pension

Purchase Ledger for Month No 2

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		Analysis Description	
								A/c	Centre		Amount
02/05/2024	NORD-12031-1-		NORDIS	NORDIS01	26.58	5.32	31.90	4006	101	920.47	LGSSMAY24/pension
29/05/2024	NORD-12364-1-		NORDIS	NORDIS01	211.55	42.31	253.86	4006	102	469.97	LGSSMAY24/pension
13/05/2024	256398		PERKINS FLORISTS	PERK01	433.33	86.67	520.00	4227	211	26.58	Nordis bolts for sign
22/05/2024	800100		PATHFINDER LEGAL	PLS	512.45	102.49	614.94	4128	215	211.55	Nordis Road closed sign
								4128	215	433.33	Perkins hanging baskets
								4055	201	512.45	Pathfinde Sandy Lane Open Sp
								330		-512.45	Pathfinde Sandy Lane Open Sp
								6000	201	512.45	Pathfinde Sandy Lane Open Sp
23/05/2024	SIN009144		PROLUDIC	PROL001	7,316.67	1,463.33	8,780.00	4245	211	7,316.67	Proludic Table Tennis Err CILS
								332		-7,316.67	Proludic Table Tennis Err CILS
								6000	211	7,316.67	Proludic Table Tennis Err CILS
31/05/2024	SALARYMAY24		SALARIES	SALARIES01	17,649.40	0.00	17,649.40	4000	201	4,643.81	SALARYMAY24/STAFF SALARIES
								4000	101	6,276.93	SALARYMAY24/STAFF SALARIES
								4000	102	4,439.98	SALARYMAY24/STAFF SALARIES
								4000	211	2,179.21	SALARYMAY24/STAFF SALARIES
								4015	101	16.90	SALARYMAY24/STAFF SALARIES
								4128	211	92.57	SALARYMAY24/STAFF SALARIES
31/05/2024	0001935150		SRCL LTD	SRCL	199.39	39.88	239.27	4155	101	83.50	SRCL waste removal
								4155	102	115.89	SRCL waste removal
13/05/2024	IV00891651		SOUTHERN ELECTRIC	SSE01	1,070.39	214.08	1,284.47	4205	102	1,070.39	SSE Gas 31.3-30.4 St L
29/05/2024	48839		SEMILONG SERVICES	SSS003	95.00	19.00	114.00	4227	101	95.00	Semilong Serv maint
18/05/2024	103		SW SOUND	SWS001	300.00	0.00	300.00	4128	215	300.00	SW Sounds DJ DFD
02/05/2024	TVMAY24		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	13.25	TVMAY24/TV Licensing
17/05/2024	2945		UK TRAINING	UKTRAIN001	355.00	71.00	426.00	4019	101	355.00	UK training Fire Safety
31/05/2024	NMP1231266		VEOLIA	V0002	670.38	134.08	804.46	4155	101	405.43	Veolia waste removal
								4155	102	264.95	Veolia waste removal
31/05/2024	NMP1231267		VEOLIA	V0002	5.25	1.05	6.30	4155	102	5.25	Veolia Waste excess
22/05/2024	B4-660137573		VODAFONE	VODA01	125.58	19.10	144.68	4121	101	62.79	Vodafone mobiles
								4121	102	62.79	Vodafone mobiles

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 2

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
30/05/2024	3456		WINGS EVENTS	WINGS01	2,395.00	479.00	2,874.00	4128	215	2,395.00	Wings - marquee DFD
15/05/2024	424002148643		WEST NORTHANTS COUNC	WNC001	1,327.20	265.44	1,592.64	4226	211	1,327.20	WNC empty litter bins to Mar25
31/05/2024	WORLDMAY24		WORLDPAY	WORLD001	22.10	2.06	24.16	4137	201	22.10	Worldpay CC charges May 24
03/05/2024	VOI0037624		ZENOFFICE	Z002	162.83	32.57	195.40	4107	201	162.83	Zen photocopier charges
TOTAL INVOICES					56,836.65	5,111.22	61,947.87				56,836.65



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Environment Committee Minutes
Thursday 20th June 2024 7pm

Chair: Cllr P Enright-King

Councillors Present:

Cllrs Craven, Dickenson, Ennis-Clark, Ingram, Liddon

IN ATTENDANCE:

Gary Youens – Clerk

EC01/24. To elect the Chair of the Environment Committee

- Cllr Paul Enright-King was elected Chair of the Environment Committee for the municipal year 2024/25.

EC02/24. To elect the Vice-Chair of the Environment Committee

- Cllr Mike Ingram was elected Vice-Chair of the Environment Committee for the municipal year 2024/25.

EC03/24. To receive apologies for absence

- No apologies were received.

EC04/24. To receive and approve for signature the minutes of the meeting held on Thursday 18th April 2024 (APPENDIX A)

- **RESOLVED:** That the minutes of the meeting held on Thursday 18th April 2024 were approved as a true record and duly signed by the Chair.

EC05/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

EC06/24. Public Participation Session

- A member of the public spoke about the state of litter in the alleyway between Whitefield Road and Limehurst Close.
- The member of the public was thanked for her efforts in helping to keep Duston clean and tidy.

EC07/24. Terms of Reference

- **RESOLVED:** The Committee noted the terms of reference of the Environment Committee as set out in the Terms of Reference (APPENDIX B).

EC08/24. Speed Activation Signs

- **RESOLVED:**
 - a) The Committee noted the data from the Parish Council Speed Activated Signs (APPENDIX C).
 - b) The Clerk will pass this information to the local Neighbourhood Policing Team.

EC09/24. Encroachment of Parks / Open Spaces

- The Council has previously expressed concern about historic "land grabbing" in parks and green spaces.
- **RESOLVED:** All the boundaries of DPC Parks and Open Spaces are mapped out to prevent against future encroachment by neighbouring properties.

EC10/24. QR Code Stickers

- **RESOLVED:** To print QR Code stickers for DPC litter bins. The QR code would take people to the reporting form on the Parish Council website. The sticker to also include logo and contact details.

EC11/24. DPC Corporate Objectives

- **RESOLVED:** The Clerk to put together a draft Corporate Plan for the Committee to consider.

EC12/24. Benches

- **RESOLVED:** To refurbish four benches that DPC purchased and installed 20 years ago (2 Hardlands Road, Main Road and Duston Cemetery) using CIL.

EC13/24. New Signage

- **RESOLVED:**
 - a) Not to purchase and install a sign on St Luke's Field and Sussex Close. Inappropriate parking should be referred to the Police or West Northamptonshire Council Highways Dept.
 - b) Agree to purchase bigger park signs. About the size of A3 paper and should be double sided. It should also include the DPC logo.

EC14/24. Junior Goal Post at St Luke's Field

- **RESOLVED:** To purchase and install one junior goal post for St Luke's Field using Community Infrastructure Levy.

EC15/24. Junior Turnstile Roundabout

- **RESOLVED:** To purchase and install a junior turnstile roundabout for Westbury Close using CIL (APPENDIX I).

EC16/24. Clerk Report on Environment Committee Issues

- Goal Posts for Errington Park have arrived
- Three new Litter Bins have been ordered (Haydown Green, Firsvie Drive, Telstar Way).
- Rewilding at Errington Park has started. Seeds have been planted.
- Mendip Park Entrance. The Clerk will get a quote from the contractor on the Soakway to x2 and x4. Also get an approximate cost for installing a bridge.
- Parking near junction signs have arrived but bad weather has prevented them being put out.
- New Play Equipment items for Haydown Green and Grafton Way Meadow has been ordered.

The meeting finished at 8:36pm

