

NORTHAMPTON BOROUGH COUNCIL
Overview and Scrutiny Committee

Your attendance is requested at a meeting to be held in The Jeffrey Room,
The Guildhall, St. Giles Square, Northampton, NN1 1DE on
Monday, 15 August 2016 commencing at 6:00pm

D Kennedy
Chief Executive

If you need any advice or information regarding this agenda please phone Tracy Tiff, Scrutiny Officer, telephone 01604 837408 (direct dial), email ttiff@northampton.gov.uk who will be able to assist with your enquiry. For further information regarding **Overview & Scrutiny Committee** please visit the website www.northampton.gov.uk/scrutiny

Members of the Committee

| | |
|-------------------|---|
| Chair | Councillor Jamie Lane |
| Deputy-Chair | Councillor Brian W Sargeant |
| Committee Members | Councillor Tony Ansell Councillor Tony Ansell Councillor Rufia Ashraf Councillor Mohammed Azizur Rahman (Aziz) Councillor John Caswell Councillor Janice Duffy Councillor Terrie Eales Councillor Elizabeth Gowen Councillor Phil Larratt Councillor Dennis Meredith Councillor Nilesh Ramesh Parekh Councillor Samuel Shaw Councillor Zoe Smith Councillor Graham Walker |

Calendar of meetings

| Date | Room |
|---|--|
| 26 September 2016 6:00 pm 28 November 2 February 2017 27 March 8 May 26 June | All meetings to be held in the Jeffery Room at the Guildhall unless otherwise stated |

Northampton Borough Overview & Scrutiny Committee

Agenda

| Item No and Time | Title | Pages | Action required |
|------------------|--|---------|--|
| 1 6:00pm | Apologies | | Members to note any apologies and substitution |
| 2 | Minutes | 1 - 9 | Members to approve the minutes of the meeting held on 13 June 2016. |
| 3 | Deputations/Public Addresses | | <p>The Chair to note public address requests.</p> <p>The public can speak on any agenda item for a maximum of three minutes per speaker per item. You are not required to register your intention to speak in advance but should arrive at the meeting a few minutes early, complete a Public Address Protocol and notify the Scrutiny Officer of your intention to speak.</p> |
| 4 | Declarations of Interest (Including Whipping) | | Members to state any interests. |
| 5 6:05pm | Emissions Strategy, including hotspots | | The Overview and Scrutiny Committee to receive an update on the Emissions Strategy, including hotspots |
| 6 | Monitoring of the Implementation of the accepted recommendations contained in the Overview and Scrutiny reports: | | |
| 6 (a) 6:35pm | Keep Northampton Tidy | 10 - 26 | |
| 6 (b) 6:55pm | Tree Maintenance | 27 - 53 | |
| 7 | Scrutiny Panels | | The Overview and Scrutiny Committee to receive a progress report from the three Scrutiny Panels. |
| 7 (a) 7:15pm | Scrutiny Panel 1 | 54 | |
| 7 (b) | Scrutiny Panel 2 | 55 - 69 | The Overview and Scrutiny Committee to receive the final report |

Northampton Borough Overview & Scrutiny Committee

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| | | | of Scrutiny Panel 2 (Museum Trust – Pre-Decision Scrutiny). |
| 7 (c) | Scrutiny Panel 3 | 70 | |
| 8 | Potential future pre decision scrutiny | | The Overview and Scrutiny Committee to consider any potential issues for future pre decision scrutiny. |
| 9 | Urgent Items | | This issue is for business that by reasons of the special circumstances to be specified, the Chair is of the opinion is of sufficient urgency to consider. Members or Officers that wish to raise urgent items are to inform the Chair in advance. |

NORTHAMPTON BOROUGH COUNCIL

MINUTES OF OVERVIEW & SCRUTINY COMMITTEE

Monday, 13 June 2016

COUNCILLORS PRESENT: Councillor Jamie Lane (Chair); Councillor Brian Sargeant (Deputy Chair); Councillors Rufia Ashraf, Janice Duffy, Terrie Eales, Elizabeth Gowen, Phil Larratt, Dennis Meredith, Zoe Smith and Graham Walker

Councillor Mary Markham, Leader of the Council (item 5)
David Kennedy, Chief Executive (item 5)
Mike Kay, Chief Executive, NPH (item 6)
Shirley Davies, Executive Director, NPH (Item 6)
Councillor Mike Hallam, Cabinet Member for Community Safety
Julie Seddon, Chair, CSP (Item 7, 8b,8d,8e,8f)
Ruth Austen, Environmental Health and Licensing Manager (item 8e)
Councillor Stephen Hibbert (item 8a)
Phil Harris, Head of Housing and Wellbeing (item 8a)
Debi Waite, Private Sector Housing Manager (item 8a)
Tracy Tiff, Scrutiny Officer

Councillor Arthur McCutcheon, observing

Member of the Public Serena Parker, observing

1. APOLOGIES

Apologies for absence were received from Councillors John Caswell and Samuel Shaw.

2. MINUTES

The minutes of the meeting held on 11 April 2016 were signed by the Chair as a true and accurate record.

3. DEPUTATIONS/PUBLIC ADDRESSES

There were none.

4. DECLARATIONS OF INTEREST (INCLUDING WHIPPING)

There were none.

5. UNITARY STATUS

Councillor Mary Markham, Leader of the Council, and David Kennedy, Chief Executive, provided the Committee with an update on Unitary status:

- The Leaders and Chief Executives of the Boroughs and Districts in Northamptonshire continue to work together and generally have committed to support work to investigate Local Government simplification for Northamptonshire. It is felt at NBC that Unitary status is the best way forward and will deliver better services for the residents of the town.
- A further meeting of the Leaders is scheduled for early July 2016.
- The Leader of the main opposition group has offered cross party support to the project.
- Northamptonshire County Council is prioritising the implementation of their Next Generation Model.

AGREED: That the update is noted and a further update is brought to the meeting of the Overview and Scrutiny Committee on 26 September 2016.

6. SHELTERED HOUSING REVIEW UPDATE

Mike Kay, Chief Executive, and Shirley Davies, Executive Director, Northampton Partnership Homes (NPH) gave the Committee an update on the Sheltered Housing Review:

Key points:

- The update contained factors considered in developing the Strategy, key recommendations
 - There had been a significant projected growth in the older population: 65 plus population of 32,300 is set to grow to circa 47,000 by 2030
 - 75 plus population is set to grow by 70% (from 14,100 to 23,900,) by 2030
 - Around 59% of tenants are aged 70 plus, 27% aged 80 plus
 - A standard for refurbishing existing stock together with enhanced service provision to assist more older people to live independently in their homes will be created
 - The full range of accommodation and services to target and meet the preventative agenda will be made best use of
 - Partnership working will be increased
 - The Vision for Older Persons' Housing was reported
 - NPH's Sheltered Housing should be rebranded "Older Persons' Housing"
 - The Allocations Policy should be amended to define the stock for people aged 55 plus and only younger disabled people when no other suitable property is available
 - Around 600 units identified as "no longer fit for purpose" for older people and reclassified in three phases.
 - Reclassify 444 bungalows, currently part of NPH's general needs stock, as designated older persons' housing as they become void

- Result in 1,891 units of older people's accommodation
- A Project Group will oversee the implementation
- Voids will be reduced in the remaining designated older persons' stock
- Further work will be undertaken to ensure that the current housing related support service is efficient, meets tenants' needs and represents value for money
- Develop more Partnership working with other Agencies

Mike Kay conveyed his thanks to all those involved in the Sheltered Housing Review.

The Committee asked questions, made comment and heard:

- The Committee acknowledged the growth in the older population
- In response to a query regarding partnership working, Mike Kay advised that there are a series of partnerships in existence. NPH regularly meets with Social Services and shares strategies. NPH works regularly with Planning Services, NBC.
- In answer to a query regarding the age limit for older person's housing, Mike Kay reported that the research had identified people living in mixed blocks of accommodation do not like living with families. Therefore the accommodation will be targeted at older singles, couples and not families.
- It was recognised that social isolation is a key concern. It had been further recognised that there is need to target services to those most in need and most vulnerable.
- In response to a question regarding additional stock, Mike Kay informed the Committee that NPH is not the only provider in Northampton; however, NPH is looking at new properties and undertaking an options appraisal on existing stock. There is a variety of provision.
- Most Housing Associations have withdrawn from new builds Sheltered Housing.

The Chair thanked Mike Kay and Shirley Davies for their informative address.

AGREED: That the update is noted.

7. COMMUNITY SAFETY PARTNERSHIP (CSP) PERFORMANCE

Councillor Mike Hallam, Cabinet Member for Community Safety and Julie Seddon, Chair, Community Safety Partnership apprised the Committee of CSP performance. It was noted that a bi annual report from the CPS is provided to Overview and Scrutiny.

Councillor Hallam and Julie Seddon highlighted the salient points contained within the briefing note, in particular the statistical data in relation to crime figures where there had been an increase and the reduction in funding. It was noted that people are encouraged to report crimes, including those that took place a number of years ago. The Police has re-categorised the reporting of crime, all reports count as an individual crime. Therefore, this year's data is based on a different methodology to that of previous years.

Julie Seddon thanked all those involved in the Weeks of Action.

The Committee commented on the usefulness of a Police Officer being assigned to Residents' Association but acknowledged that as funding becomes a challenge a move away from community policing is taking place.

The Committee referred to the reduction in Police Community Support Officers and that some Parish Councils have provided funding for a PCSO but one has not been provided.

The Chair thanked the Chair of the CSP and the Community Safety Manager for the production of the comprehensive report.

AGREED: That the report be noted and a further report is presented to the meeting of the Overview and Scrutiny Committee on 2 February 2017.

8. MONITORING OF THE IMPLEMENTATION OF THE ACCEPTED RECOMMENDATIONS CONTAINED IN THE OVERVIEW AND SCRUTINY REPORTS:

(A) MANAGEMENT AND REGULATION OF PRIVATE SECTOR HOUSING, INCLUDING HIMOS

Councillor Stephen Hibbert, Cabinet Member for Housing, Phil Harris, Head of Housing and Wellbeing and Debi Waite, Private Sector Housing Manager presented the action plan in relation to the accepted recommendations of the Scrutiny report: Management and Regulation of Private Sector Housing, including HIMOs to the Committee.

The Committee noted that recommendations 1,3,4,5 and 8 were still ongoing. Phil Harris confirmed that HIMO training for Planning Committee members had taken place. Additionally, Private Sector Housing and Planning Services have meetings regularly.

In response to a query regarding parking and HIMOs, Phil Harris advised that conditions to licenses have to be applied in accordance with the Legislation. Private Sector housing has a good working relationship with the Police.

AGREED: That the update is noted and a further update is provided to the meeting of the Overview and Scrutiny Committee scheduled for Monday, 28 November 2016.

(B) IMPACT OF THE WELFARE REFORM ACT

Julie Seddon, Director of Customers and Communities presented the action plan in relation to the accepted recommendations of the Scrutiny report: Impact of the Welfare Reform Act to the Committee.

The Chair was pleased to note that all accepted recommendations had been actions.

AGREED: That no further monitoring is required.

(C) POVERTY IN THE TOWN

Julie Seddon, Director of Customers and Communities presented the action plan in relation to the accepted recommendations of the Scrutiny report: Poverty in the Town to the Committee.

The Chair was pleased to note that all accepted recommendations had been actions.

AGREED: That no further monitoring is required.

(D) INTERPERSONAL VIOLENCE

Councillor Mike Hallam, Cabinet Member for Community Safety, Julie Seddon, Director of Customers and Communities, and Debbie Ferguson, Community Safety Manager, presented the action plan in relation to the accepted recommendations of the Scrutiny report: Interpersonal Violence to the Committee.

The Chair was pleased to note that most accepted recommendations had been actioned with three on going. He conveyed his thanks to the Community Safety Manager for the excellent training that had been delivered to Councillors recently. He reminded the Committee of some upcoming training on domestic violence. This had been a recommendation of this Scrutiny Review.

Domestic violence was now included in the curriculum for PHSE.

AGREED: That no further monitoring is required.

(E) KEEP NORTHAMPTON TIDY

Julie Seddon, Director of Customers and Communities, and Ruth Austen, Environmental Health and Licensing Manager, presented the action plan in relation to the accepted recommendations of the Scrutiny report: Keep Northampton Tidy to the Committee.

The Committee commented that there had been a marked improvement on cleanliness in the town; commending the cigarette butt removal machine. Concerns were conveyed regarding littering on trunk roads and the area around junction 15.

The Chair advised that action on a number of accepted recommendations was outstanding. He requested further monitoring at the August meeting of the Committee.

AGREED: That the update is noted and further monitoring takes place at the meeting of the Overview and Scrutiny Committee on 15 August 2016.

(F) TREE MAINTENANCE

Julie Seddon, Director of Customers and Communities, presented the action plan in relation to the accepted recommendations of the Scrutiny report: Tree Maintenance to the Committee.

The Committee requested that a written update on funding for tree maintenance is provided to a future meeting. It was further requested that information about right to light and trees is also provided to a future meeting.

The Chair advised that action on four of the accepted recommendations were outstanding. He requested further monitoring at the August meeting of the Committee.

AGREED: That the update is noted and further monitoring takes place at the meeting of the Overview and Scrutiny Committee on 15 August 2016.

9. SCRUTINY PANELS

10. SCRUTINY PANEL 1

Councillor Dennis Meredith, Chair, Scrutiny Panel 1 – Child Sexual Exploitation, Human Trafficking and Domestic Slavery presented the scope of the Review to the Committee for approval.

He highlighted:

The Scrutiny Panel agreed that the title of the Review should be amended to read: “Child Sexual Exploitation (CSE).”

It was further suggested that the purpose of the Review be updated to read “To ensure Northampton Borough Council plays an active role in tackling CSE.”

In discussing the rationale for the Review, the Scrutiny Panel felt that the required outcomes should be:

- To make evidence based recommendations to improve the role that NBC has in tackling CSE
- To make recommendations, as appropriate, regarding partnership working in tackling CSE

AGREED:

- (1) That the Overview and Scrutiny Committee approves the scope of the review – Child Sexual Exploitation (CSE).
- (2) That the title of this Scrutiny Review is amended to read “Child Sexual Exploitation (CSE)”.
- (3) That the purpose of the Scrutiny Review is updated to read “*To ensure Northampton Borough Council plays an active role in tackling CSE.*”

11. SCRUTINY PANEL 2

Councillor Jamie Lane, Chair, Scrutiny Panel 2 – Museum Trust (Pre-Decision Scrutiny) presented the scope of the Review to the Committee for approval.

He highlighted:

The purpose of the meetings is to:

- Help non-Executives understand the process of establishing a Museum Trust and the legal framework around the establishment of a Museum Trust.
- Enable non-Executives to meaningfully challenge the rigour and robustness of the process.

In discussing the rationale for the Review, the Scrutiny Panel felt that the required outcomes should be:

- To provide Scrutiny input, at the pre-decision stage, of the establishment of a Museum Trust

AGREED:

That the scope of the review- Museum Trust (pre-decision scrutiny) is approved.

12. SCRUTINY PANEL 3

Councillor Zoe Smith, Chair, Scrutiny Panel 3 – Homelessness (Pre-Decision Scrutiny) presented the scope of the Review to the Committee for approval.

She highlighted:

In discussing the rationale for the Review, the Scrutiny Panel felt that the required outcomes should be:

- To reduce homelessness in the borough of Northampton
- An understanding of the Local Authority homelessness role and the services provided in Northampton
- A review of existing homelessness services in Northampton, in order to assess their quality and effectiveness and identify any significant gaps in service

AGREED:

That the scope of the review – homelessness (pre-decision scrutiny) is approved.

13. OVERVIEW AND SCRUTINY REPORTING AND MONITORING WORKING GROUP

Councillor Jamie Lane, Chair, advised the Committee that in recent years the Overview and Scrutiny Committee has set up a Reporting and Monitoring Working Group annually that provides initial Scrutiny input in the budget process.

He suggested that this Scrutiny activity continues.

Membership of the Working Group for 2015/2016 was:

Councillor Jamie Lane (Chair)
Councillor Brian Sargeant (Deputy Chair)
Councillors Terrie Eales, James Hill, Dennis Meredith, Suresh Patel and Samuel Shaw

The Committee was asked to confirm the membership of the Working Group:

Councillor Jamie Lane (Chair)
Councillor Brian Sargeant (Deputy Chair)
Councillor Terrie Eales, Elizabeth Gowen and Dennis Meredith

AGREED: That membership of the Reporting and Monitoring Working Group is:

Councillor Jamie Lane (Chair)
Councillor Brian Sargeant (Deputy Chair)
Councillor Terrie Eales, Elizabeth Gowen and Dennis Meredith

14. NBC OWNED STREET LIGHTING WORKING GROUP

Councillor Phil Larratt, Chair, NBC Owned Street Lighting Working Group, presented the final report to the Committee for approval.

The Chair thanked the Working Group for the work undertaken.

AGREED: That the report of the NBC Owned Street Lighting Working Group is approved and presented to Cabinet for approval.

15. REPORT BACK FROM NBC'S REPRESENTATIVE TO NCC'S HEALTH AND SOCIAL CARE SCRUTINY COMMITTEE

Councillor Brian Sargeant, NBC's representative to NCC's Health and Social Care Scrutiny Committee advised the Committee of the proceedings of the meeting that took place on 1 June 2016.

Councillor Sargeant advised that representatives of the Committee had attended a recent site visit to a local prison.

AGREED: That the update is noted.

16. POTENTIAL FUTURE PRE DECISION SCRUTINY.

There were none. The Chair reminded the Committee that two Reviews were undertaking pre-decision Scrutiny work – Museum Trust and Homelessness.

17. URGENT ITEMS

There were none.

The meeting concluded at 7:42 pm

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL Keep Northampton Tidy

Recommendations from Scrutiny Panel (Keep Northampton Tidy) completed in March 2015

Proposed dates for monitoring implementation of accepted recommendations

| Report received by Cabinet | Response received by Overview and Scrutiny Committee | Monitoring activity | Monitoring complete |
|----------------------------|--|---------------------|---------------------|
| July 2015 | 20 January 2016 | 15 August 2016 | |

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| Recommendation 1: Investigate the wider use of the successful NBC Report It App., such as the inclusion of a facility to report tree and used as a channel to request and co-ordinate community action such as litter picks. Consider extended to include NCC issues within borough | | | | |
|--|-----------------------------------|------------------------------|-------------|---|
| Action | Implementation/responsibility by: | Resources required/available | Target date | Achievement/Completed |
| Contact ICT to discuss possible additional functionality | ICT services staff | Staff time | Summer 2016 | Information has been requested, verbal feedback to be provided at meeting |

| Recommendation 2: All Councillors are sent details of the Report It App., how it works and details of the Report It App. are included in the Induction Pack for all Councillors. | | | | |
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| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Information on the App to be provided to all Councillors | ICT services staff | Staff time | Summer 2016 | Details of App available on NBC website. Further information to be provided in verbal report at meeting |
| Recommendation 3: A Usage Log for the Report It App. is produced on an annual basis. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Request for usage log submitted to CRM | ICT services staff | Staff time | Summer 2016 | Information has been requested, verbal feedback to be provided at meeting |
| Recommendation 4: . Officers, such as Neighbourhood Wardens, are charged to use adhesive stickers over illegal fly-posts advertising events indicating cancellation of the event in appropriate cases and removing outdated fly-posts. | | | | |
| Action | Implementation/responsibility | Resources | Target date | Achievement/Completed |

| | by | required/available | | |
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| Stickers made available to wardens and used where appropriate. Some fly posters also removed | Neighbourhood Warden Team | Staff time and small cost for printing, met within existing budgets | March 2016 | completed |
| Recommendation 5: Officers from Planning Services rigorously pursues perpetrators to illegal advertising/flyposting with a view to prosecution. The Scrutiny Panel recognises legislative weaknesses regarding flyposting and asks that Cabinet lobbies MPs for a change in legislation to make it easier to prosecute in respect of this issue. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Contact made with Planning Division to discuss situation | Planning Division | Staff time | ongoing | July 2016 Planning Team indicate that they have received no complaints in the past 12 months. Small number of complaints received by Neighbourhood Wardens and action taken to sticker / remove fly posting. Situation to be kept under |

| | | | | review |
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| <p>Recommendation 6: Funding of £2,000 is made available for:</p> <p>1 Officers to be charged with disseminating portable ashtrays in the town centre.</p> <p>2 “Do not feed the pigeons” signs to be erected in various locations in the town centre.</p> <p>And the provision of chewing gum boards is investigated on a cost benefit basis.</p> | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| <p>Purchase of portable ashtrays</p> <p>Investigation of Do not feed the Pigeons signs and chewing gum boards</p> | Communities and Environment Division staff in consultation with Enterprise | Staff time and budget for purchase of equipment | Summer 2016 | <p>Portable ashtrays have been made available, partly funded by Town Centre BID</p> <p>Additional signage conflicts with the objective of decluttering the town centre. Signs will be used where specific problems identified.</p> <p>The use of chewing gum boards has been investigated. They are not considered to be an effective solution (unsightly, attract wasps and ineffective). They also impose a revenue cost for</p> |

| | | | | which there is no budget. Therefore not considered to be viable. Objective complete |
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| Recommendation 7: To enhance an area, empty brick or similar highway planters in situ in the town centre are, either filled with various foliage, removed or topped with a hard surface. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Ensure that all planters in the town centre area provided with suitable floral displays | Environmental Services (Direct Services) Manager | Staff time and budget | Summer 2016 | Additional planting has been provided. Complete |
| Recommendation 8: Officers are instructed to contact supermarkets highlighting the problem of abandoned shopping trolleys in the town and encouraged to participate in a trolley collection schemes. Through the Planning Conditions, supermarkets and similar are required to have mechanisms installed to prevent trolleys being removed from site. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Contact made with supermarkets. | EH and Licensing Manager | Staff time | June2016 | Completed |

| Discussion with planning team about the practicality of use of conditions to deal with this matter | Planning Division | Staff time | | Planning Officers indicate that this requirement is outside the scope of conditions that can be included in planning conditions. Action completed |
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| Recommendation 9: All Councillors are provided with details of the Shop Front Cleaning Orders (Community Protection Notices) and Street Litter Control Notices Legislation, the guidance to this Legislation when it becomes available and other relevant Legislation. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Briefing paper produced for all Councillors on Community Protection Notices | EH and Licensing Manager | Staff time | June 2016 | Briefing paper produced and made available. Action completed. |
| Recommendation 10: . All relevant Agencies are encouraged to come together at budget planning time, with the aim of making a | | | | |

| contribution to the cleanliness and community safety of the town. | | | | |
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| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Town Centre Task Group has been re-established and will ensure that coordination occurs | All members of the group | Staff time | Late summer 2016 | Group in place Action complete. |
| Recommendation 11: Consider the gating of jetties at night in the town centre that are currently subject to anti-social behaviour. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Investigation of possible night time gating of jetties | Members of town centre group | Time for investigation | Summer 2016 | Extensive investigations have been carried out into the possible night time gating of the jetty in Northampton that is associated with high levels of anti-social behaviour. It was concluded that this was not practical due to the following reasons: |

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| | | | | <p>Who would lock and unlock any gates.</p> <p>How would the gate be designed to enable exit for persons fleeing a fire via the various fire exits which open out into the Jetty.</p> <p>The jetty is very narrow and any gate would need to be especially made. A shutter style which could perhaps descend and then be locked was also investigated.</p> <p>It was concluded that the cost of this would be disproportionate given the levels of anti-social behaviour that were taking place.</p> <p>The situation will be kept</p> |
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| | | | | under review and if significant anti-social behaviour is taking place in a particular locations, options for gating jetties / alleys will be explored. |
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| Recommendation 12: Information about resources available is published on the Council's website. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Web content updated | Relevant web authors | Staff time | Summer 2016 | Web content updated and kept under review Action completed |
| Recommendation 13: In recognising their success, Cabinet explores the effectiveness of Kangaroo Runs | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Assessment of effectiveness of kangaroo runs and other initiatives to be explored. | ES (Direct Services) Manager in liaison with Community Safety Team | Staff time for investigation. Direct cost of providing kangaroo runs , staff overtime / fuel and disposal costs | Summer 2016 | Kangaroo runs target specific areas and will continue as part of weeks of action. Date on fly tipping hotspots has been evaluated and additional proactive targeted fly tipping |

| | | | | collections started in May 2016 providing wider coverage across Northampton. Action completed |
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| Recommendation 14: Additional funding of £5,000 per year is allocated for five schemes with Junior Wardens and education activities. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Junior Warden schemes are operated in schools | ES (Direct Services) Manager | £5000 plus staff time | | A number of Junior Warden schemes are running using funding from Councillor empowerment funds and other sources. In addition most wardens work with schools in their areas to provide environmental and safety education using resources from the Junior Warden programme. |

| | | | | Potential sources of funding to run a more comprehensive programme will continue to be explored. |
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| Recommendation 15: The viability of running a National Citizen Scheme (NCS) to attract mid-late teenagers involvement is investigated | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Investigation of the viability of running a scheme or linking with existing schemes | | | | Investigations into viability of running a scheme are ongoing. Verbal report to be provided at meeting |
| Recommendation 16: Community Clean Ups are co-ordinated so that they supplement the cleansing regime of the Environmental Services contract. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Improved coordination between contractor and Members and Community Groups | Customer services staff and staff at Enterprise | Staff time | ongoing | Enterprise support community clean ups by providing equipment and clearing the waste collected. Steps have been taken to |

| to coordinate clean ups | | | | ensure that enquiries are referred to the correct members of staff. Action completed |
|--|---|------------------------------|-------------|--|
| Recommendation 17 Campaigns, such as Community Clean Ups, are publicised both on the Council's webpage and by the organisers of the Community clean ups | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Increased coordination of clean ups | Neighbourhood Wardens and relevant Web authors. | Staff time | Summer time | Website content updated. Action complete |
| Recommendation 18 Community (Parish) Enhancement Teams are encouraged to undertake more work within the town. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Confirm whether this resource is available and what steps need to be followed | EH and Licensing Manager to obtain information from NCC / contractors | Staff time | | Information received about Parish Enhancement Gangs The service is opened for requests in February Request forms to be sent to |

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| | | | | <p>Northamptonshire Highways with a closing dates for forms at the end of March.</p> <p>In 2015/16 match funding was required for each application. This was £250 for a day's work to be carried out in a parish. The format for 2015/16 was as follows:</p> <ul style="list-style-type: none"> • February- funding secured • February mailing to Parish Councils • Reminder sent March 24 • Requests close March 27. Requests not be accepted after this date. • April - works agreed and programmed. • May/June – works start. Areas will contact parish a week in advance to confirm day and works to be carried out between May - September • Surveys about CEG to go to every parish <p>Unfortunately it is not yet</p> |
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| | | | | <p>known if the service will yet be available in 2017.</p> <p>Further contact will be made with NCC Highways in January / February 2017 to determine if the scheme will operate. If it does Parish Councils and Community Groups will be encouraged to apply for funding.</p> |
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| <p>Recommendation 19: Where possible, co-ordinated working between the Local Authorities and the Highways Agency regarding major highway closures to enable litter picking to take place during closure periods.</p> | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Clarification obtained regarding current practice | Enterprise Staff / Northamptonshire Highways / Highways Agency | Staff time | Summer 2016 | <p>Litter picking on high speed roads is coordinated. Consent is required to undertake this work and appropriate arrangements are in place to ensure that this occurs.</p> <p>Action completed.</p> |
| <p>Recommendation 20 Where practical, the Local Authority and the Highways Agency arranges anti-littering campaigns at service</p> | | | | |

| stations | | | | |
|---|----------------------------------|------------------------------|-------------|--|
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Contact Highways Agency to discuss | | | | Only one service station (junction 15A Southbound) is within Northampton Borough. Highways England operate a number of Regional anti litter campaigns that have included the Northampton area. Action completed |
| Recommendation 21 Post April 2015, the Highways Agency is contacted to ask that it reviews its grass cutting schedule to include amenity cuts in addition to safety/visibility cuts and litter picking schedules along the A45 throughout the borough and that MPs are contacted in this respect | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Contact to be made with Highways Agency | | Staff time | Summer 2016 | Verbal feedback to be provided at meeting |

| Recommendation 22: 22 Planning Services, Northampton Borough Council, together with the Highways Agency, explores improvements to gateways including signage, such as “Welcome to Northampton” signs to be erected on the entrance to Northampton on the A45 at Billing and at Junction 15 (M1). | | | | |
|---|----------------------------------|------------------------------|-------------|---|
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Contact Highways Agency and Northamptonshire Highways to discuss | | | | Contact has been made with relevant people. Verbal report to be provided at meeting |
| Recommendation 23 The Highways Agency is asked to de-clutter signage, in particular around Junction 15(M1). | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Request made to Highways Agency | | | | Letter sent to Highways Agency |
| Recommendation 24 A time limited Action Plan in respect of the 30 criteria of the Purple Flag Accreditation is produced; with the aim of exploring the feasibility of entering an application for Purple Flag Accreditation for Northampton town centre. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Development of an action plan for | NBC staff working in partnership | Staff time | 2017 | Work is currently at the initial planning stage of |

| applying for Purple Flag accreditation. | with Town Centre BID | | | developing an understanding of the criteria for gaining purple flag accreditation and how this would apply in Northampton. |
|---|--|-------------------------------------|------------------------------------|--|
| Recommendations to the Overview and Scrutiny Committee | | | | |
| Recommendation 28: The Overview and Scrutiny Committee, as part of its monitoring regime, reviews the impact of this report in six months' time. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Included onto the O&S Monitoring Work Programme 2016/2017 | Added to the O&S Monitoring Work Programme - Overview and Scrutiny Committee | n/a | Monitoring to take place 15 August | |

Background

At the Overview and Scrutiny Panel meeting of the 13th June 2016, the Committee requested that an update be provided to a future meeting. In particular, information was requested about funding for the enhanced maintenance and the right to light. Included with this report is the revised tree policy, the maintenance plan, the O & S Action Plan and a map showing how the town has been divided into 5 maintenance zones.

Funding for 5 year enhanced maintenance plan

The council has agreed to invest an extra £100,000 per year into an enhanced program of tree maintenance. This extra funding has been secured for the years 2016/17 and 2017/18.

With the current Environmental Services Contract ending in June 2018, it is proposed to include the remaining 3 years of planned maintenance into the new service specification, with the costs then being included in the overall costs of environmental services provision.

Right to Light

It is recognized that trees can have an adverse impact on light in an area, and therefore be an issue for residents.

The Policy allows for work to be carried out dealing with light issues caused by trees. Each case will be dealt with on an individual basis, taking into account the severity of the problem.

Enhanced Maintenance Plan

The maintenance plan give details of the types of maintenance to be carried out. It also explains how the council will identify the work to be carried out and then have the work take place.

We are at the point in maintenance zone 1, where we have a contractor currently carrying out a survey and specifying work to be included in the maintenance program. Once this has been completed it will come to the council for approval and the work will commence as soon as possible.

It is unlikely that any work will be carried out before the end of the nesting season.

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: Scrutiny Working Group – Tree Maintenance

Recommendations from Scrutiny Working Group (Tree Maintenance) completed in March 2016.

Proposed dates for monitoring implementation of accepted recommendations

| Report received by Cabinet | Response received by Overview and Scrutiny Committee | Monitoring activity | Monitoring complete |
|----------------------------|--|---------------------|---------------------|
| September 2015 | 20 January 2016 | 13 June 2016 | |

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| Recommendation 1: In noting its effectiveness, the NBC app. – “Report It”, use is widened and developed so that there is preferably one reporting the whole county or more realistically at least one reporting app. for NBC and NCC. | | | | |
|--|-----------------------------------|--------------------------------------|-------------|---|
| Action | Implementation/responsibility by: | Resources required/available | Target date | Achievement/Completed |
| Increase the use of the NBC App. | Mick Tyrrell | Senior Officers of both NBC and NCC. | 01/04/2016 | This action is still outstanding. The NBC App and the NCC reporting system “Street Doctor” are valued by each authority. Further work needs to be undertaken to identify if there is a willingness on |

| | | | | NCC's part to shut down "Street Doctor" and replace it with the NBC App. |
|---|----------------------------------|--|-------------|---|
| Recommendation 2: A presentation on the Northamptonshire County Council IT Programme regarding damage caused to street furniture, including trees, is given to all Councillors at Northampton Borough Council. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| NCC representative to make a presentation to councillors. | Mick Tyrrell | NCC officer time and availability | 01/04/2016 | Outstanding |
| Recommendation 3: When the software that is being used in relation to the Tree Inspection Programme that is being piloted in Daventry is rolled out in Northampton and becomes available for use by NBC, it is used by NBC to record all trees and hedges on NBC and NPH managed land. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| NBC to use the NCC tree inspection system to log its trees. | Mick Tyrrell | ICT would be needed to set up the system. Funding to employ a person to carry out inspections. | 01/04/2016 | The system is being used by NCC to record the value of each of their Highway trees, should they need to be replaced. Having spoken to NCC, it does not seem that this system is what NBC would want to use at the |

| | | | | moment, particularly with the enhanced maintenance that will be taking place over the next five years. |
|--|----------------------------------|------------------------------|-------------|--|
| Recommendation 4: In the planning process consideration is given to the retention and planting of trees and hedges and the maintenance thereof affording the ongoing right to light to nearby properties. The Tree Planting and Retention Policy be detailed within the Joint Development Framework view to delivering low on-going maintenance costs and that a Policy is adopted to ensure trees are not planted close to properties or in the vicinity of properties alleviating problems encountered by residents as detailed in this report. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Ensure that tree policy is taken into account when planning applications are considered. Include policy in Joint Development Framework. | Mick Tyrrell | Officer time | 01/04/2016 | Completed |
| Recommendation 5: A Policy of thinning out trees in Parks and Open Space throughout the Borough is adopted and funded over a five year period to ensure that remaining trees are able to reach their full growth and maturity | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |

| Include the thinning of trees in the revised tree policy and identify funding to carry this out. | Mick Tyrrell | Officer time and availability, External professional input. Revenue funding | 01/04/2016 | Funding has been allocated and the thinning of trees is included both in the tree policy and maintenance plan. |
|---|----------------------------------|---|-------------|--|
| Recommendation 6: An on-going Forward Maintenance Plan for trees, recognising the right to light, is developed, funded and implemented over a 5 year period. This should be linked to the tree inspection software. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Develop an enhanced maintenance plan and identify 5 years funding to carry this out. | Mick Tyrrell | Officer time and availability, External professional input. Revenue funding. | 01/04/2016 | The maintenance plan has been developed, included in the policy and funded. |
| Recommendation 7: A revised Corporate Tree Policy, including a Tree Maintenance Policy and recognising the right to light, is developed and adopted. This should be in plain English. It should be an all embracing policy, making reference to relevant Planning, Highways and NPH policies | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Produce a revised Corporate Tree Policy. | Mick Tyrrell | Officer time and availability, External professional input. | 01/04/2016 | Completed |

| Recommendation 8: Full consultation should be undertaken on the revised Corporate Tree Policy, including the Maintenance Policy therein. | | | | |
|--|---|-------------------------------------|--------------------|--|
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Carry out consultation on the new policy and maintenance plan. | Mick Tyrrell | Officer time and availability | 01/04/2016 | The revised policy and maintenance plan is based on best practice and British Standards, also ensuring that the requirements of O&S are taken into account. There was therefore very little that could be consulted on when drafting the policy. |
| Recommendation 9: Parish Councils should be consulted in developing the new Tree Policy and encouraged to adopt the policy in respect of land in their ownership. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Consult with Parish Councils. | Mick Tyrrell | Officer time and availability. | 01/04/2016 | The revised policy and maintenance plan is based on best practice and British Standards, also ensuring that the requirements of O&S are taken into account. There was therefore very little that could be consulted |

| | | | | on when drafting the policy. Most Parish Councils have very little or no responsibility for trees in their parish, but will be sent a copy of the tree policy and encouraged to adopt it as necessary. |
|---|---|------------------------------|-------------------------------------|--|
| Recommendation 10: A review of the effectiveness of the Corporate Tree Policy, including the Tree Maintenance policy therein, takes place within five years. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Review tree policy after 5 years | Overview and Scrutiny Panel | Officer and Member time. | 01/04/2021 | Review date to be agreed and programmed in. |
| Recommendations to the Overview and Scrutiny Committee | | | | |
| Recommendation 11: The Overview and Scrutiny Committee, as part of its monitoring regime, reviews the impact of this report in six months' time. | | | | |
| Action | Implementation/responsibility by | Resources required/available | Target date | Achievement/Completed |
| Included onto the O&S Monitoring Work | Added to the O&S Monitoring Work Programme - Overview and | n/a | Monitoring to take place on 13 June | |

| | | | | |
|------------------------|--------------------|--|------|--|
| Programme 2016/2017 | Scrutiny Committee | | 2016 | |
|------------------------|--------------------|--|------|--|

NORTHAMPTON BOROUGH COUNCIL

TREE MAINTENANCE PLAN

As Amended 2016

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1. MAINTENANCE PLAN

1.1 How does the maintenance plan work?

1.2 Detailed description of various arboricultural works

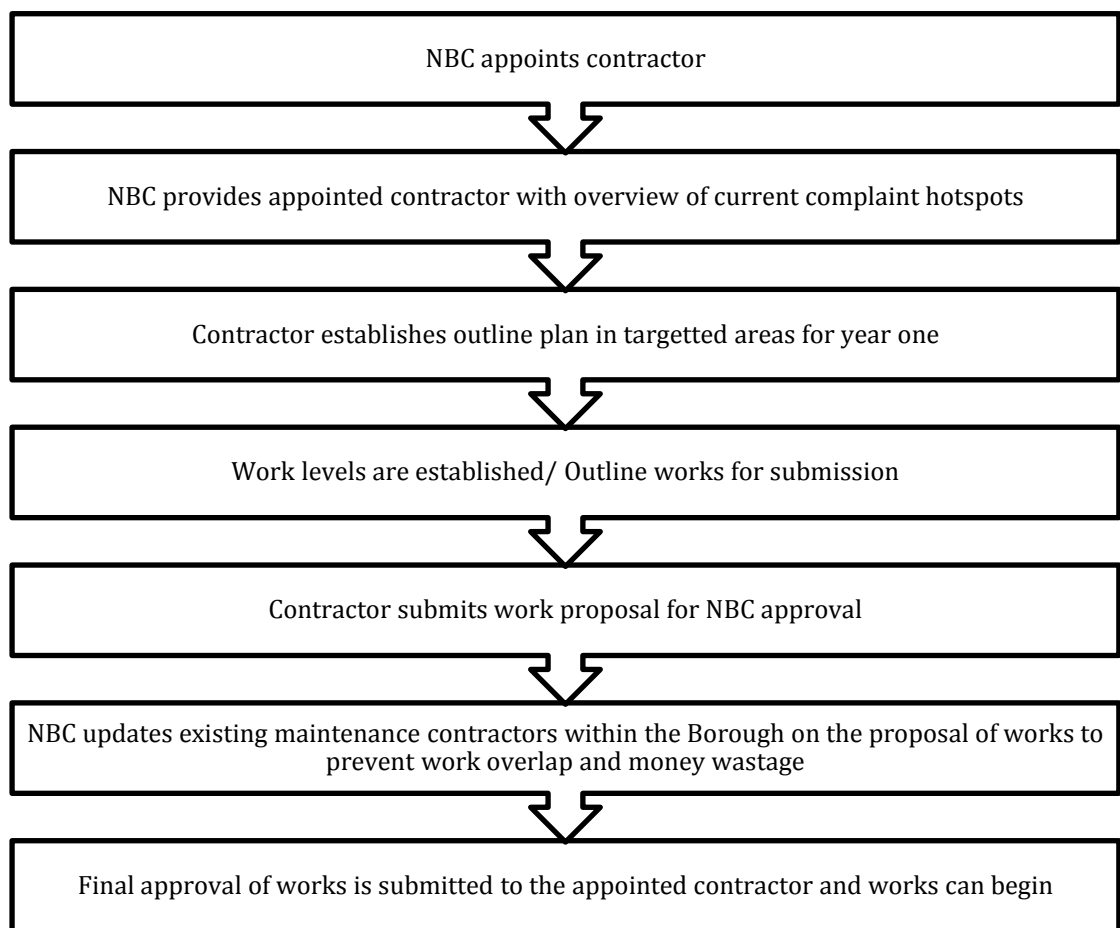
- 1.2.1 Formative Pruning
- 1.2.2 Crown Thinning
- 1.2.3 Crown Reduction
- 1.2.4 Selective Branch Removal
- 1.2.5 Pollarding

1. MAINTENANCE PLAN

1.1 How does the maintenance plan work?

This maintenance plan is designed to work alongside the NBC Tree Policy to enhance the existing reactive works rather than replacing them. It has been created to work on a 5-year basis. The land under care of NBC has been divided into 5 zones. Each zone will be thoroughly inspected and works completed during a 12-month period by an approved contractor, on a 5-year rotation; meaning that each zone will be seen every 5 years. Work levels/ pruning plans have been created in accordance with a 5-year maintenance plan to establish a more sustainable tree stock. These pruning plans however, should not focus purely on instant impact, but also on the long-term sustainability and improvement of community spaces.

NBC recognises the benefits to urban trees but also recognises that the wrong tree in the wrong place can be disruptive, for example, significantly obstructing light. This plan has been designed to create a harmonious relationship between trees and people within the borough.



1.2 Detailed description of various Arboricultural works

The following list is for guidance purposes only of best pruning practice and general arboricultural works at the time of writing this policy. Each individual tree genus can react differently to different pruning techniques. Generally trees will be assessed for their suitability to the given pruning technique before any finalised plans of work are carried out.

1.2.1 Formative pruning

- Formative pruning is carried out on primarily young trees. It is started at nursery age; the goal is to produce a tree, which in maturity will be free from any major physical weaknesses and remain a suitable choice for the site.
- This will help to reduce the future risks associated with trees. In the nursery formative pruning will be carried out to influence the shape, structure and size of the tree.
- At the time of planting or soon after, any pruning work should be kept to a minimum to ensure there is an adequate leaf area for the tree to be able to function.
- Once the tree has become more established formative pruning would normally be continued (normally at about three to five years).
- If the tree has been allowed to develop an unsuitable branch structure it would be appropriate to reduce or remove some of the branches before this stage, however early removal of the lowermost branches should be avoided, if at all possible, as they help to aid stem thickening.

1.2.2 Crown thinning

- Crown thinning is a means of creating more light to a garden or property, without drastically making changes to the shape of the tree.
- When carrying out a crown thinning operation, efforts should be made to make sure an even density of foliage is retained.
- No more than 30% of leaf foliage should be removed throughout the entire crown, as uneven thinning or over thinning, will increase the risk of branch failure.
- Other potentially hazardous or weak branches can be removed whilst carrying out the crown thinning.
- Removing branches back to the stem (other than hazardous or weak branches) should be avoided during a crown thin
- These should be minor works and not effect the overall existing shape of the crown

1.2.3 Crown reduction

- Crown reduction is achieved by reducing the whole dimension of the tree, which reduces height and spread of the tree's crown; lessening the biomechanical stress that the tree comes under by reducing both the leverage and the sail area of the tree.
- It is a method of retaining a tree in confined space, which could potentially make the tree more suitable in its surroundings.
- When carrying out a crown reduction care should be taken to retain the main framework of the crown. A high proportion of the foliage bearing structure should be retained.
- Following a reduction there should be enough healthy leaf bearing structure, capable of producing a dense covering of leaf during the following growing season, whilst maintaining a strong frame work of branches.
- Each tree should be individually assessed as to how much should be removed, and from where the removal should take place, so that the crown is reduced in proportion to its original shape.
- The cuts should expose a smaller proportion of heartwood or ripewood than of sapwood and should not exceed 100 mm in diameter, except on very large trees.

1.2.4 Selective branch removal

- Sometimes specific branches can be a problem. This can include branches which have grown too close to buildings, drastically reducing light and potentially causing long term damage.
- Selective branch removal is an appropriate type of pruning in this case as a way of reducing the above risk/ problem.
- This may involve the removal of an individual branch or the branch being reduced.
- If this type of pruning is necessary, the amount of material to be removed and the diameter of the pruning cut should be the minimum required for the purpose.
- If the selective pruning creates a problem in itself, then other pruning should be carried out in conjunction to alleviate the problem.
- If the end result is to create clearance from a building or structure, the work specification should state the feature and the clearance to be achieved.

1.2.5 Pollarding

- Pollarding is way of establishing a tree at set size to create a woody framework of a manageable size, which will enable future maintenance; it should preferably start soon after the tree has become established (not to be mistaken for 'topping' in more mature trees).
- The main stem of the tree should be between 25 mm to 50 mm in diameter when the pollard is started and usually about 2-3 metres in height. However if the tree has already reached a diameter of somewhere between 50 mm and 200 mm, pollarding is still possible.
- It is recommended that where possible some of the pre-existing foliage should be retained, which will aid better physiological function and reduce the risk of die back or the tree dying.
- If the pollard has been started at a more established stage and has an increased diameter close to the 200 mm even more care should be taken to retain some of the pre-existing foliage.
- Once the pollard has been started it needs to be maintained by cutting the new branches on a cyclical basis, how often this takes place should be decided by its position, how old it is, its species, and what condition it is in.
- Sometimes selective pruning (where some of the branches are maintained within each cycle) can be a good option; it would reduce the amount of pruning wounds the tree has to cope with each cycle and, as more foliage would be maintained, the tree's physiological function will be aided. This should help to reduce the risk of decay in the stem and die back.
- If the pollard cycle has been allowed to lapse over many years, a crown reduction maybe more suitable.

1.2.6 Tree thinning

- Tree thinning is carried out in open spaces where a number of low quality trees have been identified. The aim of removing these low quality trees is to allow the remaining trees to establish properly.
- This can also create more open space and provide increased light to an area.

Bibliography

British Standards BS3998: 2010 'Tree Work- Recommendations'

NORTHAMPTON BOROUGH COUNCIL

TREE MANAGEMENT POLICY

As Amended 2016

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1. TREES IN TOWNS AND RURAL AREAS

Trees play an important role in enhancing the urban environment and bring many benefits as they:

- Screen unsightly structures and activities
- Give privacy
- Soften the hard lines of buildings
- Bring colour and contrasts into the urban environment
- Improve air quality by acting as natural air filters removing dust, smoke and fumes from the atmosphere
- Reduce the 'greenhouse' effect by absorbing carbon dioxide and releasing oxygen
- Act as an effective sound barrier and can limit noise pollution
- Help to reduce the stress of modern life
- Provide habitats for native ground flora such as bluebells and fauna, particularly birds, bats and invertebrates.

Despite all of these benefits that trees bring to our urban areas, this environment is often a hostile one for a variety of reasons:

- Many urban trees show signs of stress, grow slowly and become more prone to disease
- They are subjected to a variety of pollutants such as car fumes, herbicides, salt and other de-icing agents from roads
- Vandals rip off branches, strip bark and even set fire to trees
- Urban trees are more susceptible to drought. Many of the surfaces that they grow in are impervious to water and air; because the soil is compacted and any excess rainwater is drained away.
- Tree roots are frequently severed during installation of underground services or to allow for construction work. This can lead to the premature death of trees.

Even under the guise of tree care there can be subconscious acts of vandalism. For example, tree ties that are left in place can strangle the tree that they were once intended to support. Also, incorrect pruning can leave unsightly trees struggling to survive.

2. PURPOSES AND AIMS OF TREE POLICY

2.1 Trees in Northampton

This document has been created, as there is a need for regular inspections and careful planning of: Pruning, Felling, Planting and the encouragement of private landowners to manage their trees appropriately.

2.2 Scope of Policy

Much of the policy is aimed at the management of Northampton's 'Urban Trees'. These are classed as trees that are within built up areas of the town. This definition includes trees adjacent to the highways, in residential and commercial areas as well as parks and open spaces.

The policy also provides for the management of Northampton's rural trees and woodlands in its control. In order to find out if a tree is owned by Northampton Borough Council please contact enquiries@northampton.gov.uk or telephone 0300 330 7000

2.3 Aims of Policy

The aims of the tree policy are addressed in the following five sections:

1. To ensure the management of trees contributes to making Northampton Borough's environment attractive and healthy for people who visit, live and work in the Borough.
2. To ensure trees enhance the environment.
3. To ensure the efficient management and sustainability of the trees
4. To ensure an increasing and varied tree population within the borough which is in harmony with other land uses
5. To promote awareness of the importance and value of trees to the residents of Northampton

3. TREE MAINTENANCE POLICY

3.1 Common Law Right

You have a common law right to remove nuisance with trees infringing onto your property. If this were the case, we would advise the following:

- You can only remove any parts of a tree that overhang your property. You have no legal right to remove anything that does not overhang the boundary of your property.
- A tree surgeon should be consulted when pruning back any part of a tree that overhangs your property, unless the pruning can be reasonably carried out with hand secateurs.
- To find out if the trees are owned by Northampton Borough Council please contact enquiries@northampton.gov.uk or telephone 0300 330 7000.
- You should find out if the trees are protected by a Tree Preservation Order or are in a Designated Conservation Area. In order to do this please contact enquiries@northampton.gov.uk or telephone 0300 330 7000.
- If the trees are protected then you will need to gain consent by making an application and giving notice to the council. Guidance on next steps can be accessed at the email address/ telephone number above.
- You should speak with your neighbour before pruning any overhanging branches, and offer to return any that are pruned back to your neighbour, as legally you do not own them. It is most likely that your neighbour will ask that you dispose of them yourself but it is good practice to ask them first.
- If the overhanging branches belong to a Council owned tree then you should dispose of the prunings yourself and not return them to Council owned land.

3.2 Emergency Procedures For Dangerous Trees

The Council will remove trees that are posing a hazard and make safe trees that are imminently dangerous. To notify us of an emergency situation please contact enquiries@northampton.gov.uk or telephone 0300 330 7000.

4. TREE RESOURCE MANAGEMENT

4.1 Tree surveys

NBC aims to establish an on going maintenance plan to assess their current tree stock, with a long-term view to improving public spaces. The plan will establish high quality trees and with the expertise of approved contractors, works carried out will focus on improving the existing tree stock, using various types of Arboricultural practices to achieve this (see section 5-Maintenance Plan).

4.2 Standard of work

The council will:

- Appoint private arboricultural contractors through a tendering process
- Regularly review the specifications in the contract to ensure that they are precise and meet with currently accepted standards (British Standard 3998:2010 'Tree Work- Recommendations')
- Supporting the development and training of all arboricultural staff involved in Council tree work

4.3 Timeline of service

The council will;

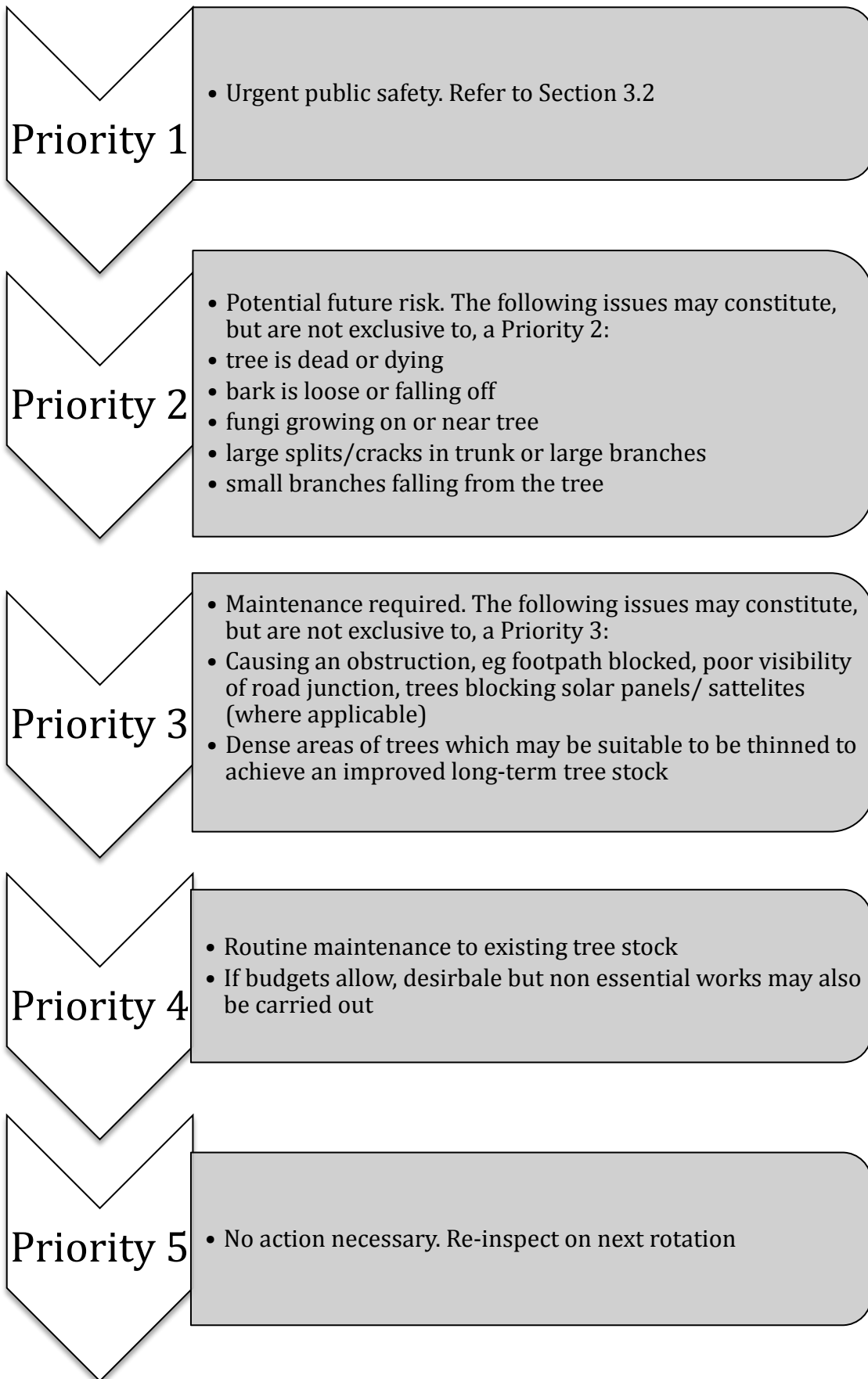
- Support a policy that allows residents to request work on a Council owned tree
- Inspect the aforementioned tree and specify work required
- Ensure that if work is required, money is allocated from the appropriate budget and work is issued to a contractor

4.4 Tree Work Priorities

Priority work levels are split into 5 separate areas. These areas are established and structured around the defect with the chosen tree/s. With each area an action and reason can be given for such works and this will correspond with the arboricultural work levels described below.

It should be noted that the final decision on works to be carried out fall with Northampton Borough Council for the approval of work.

The issues and actions below are a guide and may be subject to change depending on the severity of the issue. If a tree is subject to adverse weather conditions this may affect the condition of the tree, so the priorities act as a guideline only.



4.5 Arboricultural Work Levels

When works are carried out, it is the contractors' responsibility to carry out these works in accordance with current legal practices statute and common where applicable. Ensuring that the highest possible levels of work standards and safety are adhered to, this should include but is not limited to:

- British Standards BS3998: 2010 'Tree Work- Recommendations'
- Wildlife and Country Act 1981 As Amended
- Habitat and Species Regulations 2007 Amended
- Tree Preservation Orders (Town and Country Planning act)
- Designated Conservation Areas
- Countryside and Rights of Way Act (CROW) 2000
- Hedgerow Regulations 1997

1) Tree Planting- establishing new trees to an existing site:

- Appropriate species needs to be carefully considered, taking into account; growth rate, mature size, water demand, soil conditions, exposure of the site, long term maintenance of the chosen species etc.
- Formative pruning of new trees

2) Light Pruning Operations- minor works that include:

- Lifting tree crowns by 3-3.5 metres
- Clearing lamp column heads by 1.5 metres all round
- Removal of secondary limbs to achieve lighting requirements

3) Selective Pruning Operations- works on individual trees:

- Removal or reduction of selected branches

4) Major Pruning Operations- major works that include:

- Full crown reduction
- Crown thinning
- Hedgerow reduction
- Removal of primary limbs to achieve lighting requirements

5) Minor Tree Removal

- Removal of young trees
- Removal of understory growth
- Coppicing of young trees
- Selecting best specimen trees for retention

6) Major Tree Removal

- Removal of semi mature to mature trees
- Coppicing of mature trees
- Selecting best specimen trees for retention

5. TREES IN THE URBAN ENVIRONMENT

This section looks at some of the most common conflicts that the Council's urban trees cause and how these can be mitigated or overcome without felling or excessive pruning. It is important to strike a balance between removing problem trees and retaining trees in good health.

5.1 Damage To Property

The council takes into account the long term effects of planting trees near buildings when designing planting schemes referring to current relevant guidance such as NHBC Standards Chapter 4.2 'Building Near Trees' and British Standard 5837: 2012 'Trees in relation to construction.'

Should you have concerns about tree-related property damage you should first contact your insurance provider to seek advice.

Should you, or anyone acting on your behalf, wish to make a claim for damage or formally notify the council of concerns about future damage then you should contact us at enquiries@northampton.gov.uk or telephone 0300 330 7000.

5.2 Light

NBC aims to manage its trees so that they contribute to making the environment attractive and healthy. Equally NBC aim to keep locality reasonably safe and ensure that trees do not cause an excessive nuisance.

A common complaint about urban trees within housing estates, open spaces and parks is that the available daytime light to properties and footpaths is being blocked. This also relates to night-time with urban trees blocking lamp columns creating excessive shade in public areas. No one has a direct right to light in common law, however works can be carried out to improve light to areas and to create more aesthetically pleasing community spaces.

You can also exercise your Common Law Right to cut back any nuisance branches/ foliage to the boundary of your property. See 3.1 for more details.

5.3 Television And Satellite Reception

The Council requests that you contact your satellite or TV provider who should be able to provide a solution to any problems with reception issues. This will most likely be relocating the satellite dish/ TV aerial or boosting the signal.

You can also exercise your Common Law Right to cut back any nuisance branches/ foliage to the boundary of your property. See 3.1 for more details.

Should there still be issues after these solutions have been implemented then the Council will consider pruning works on a tree in extreme cases and only where it is possible to do so without being detrimental to the health or amenity of the tree.

5.4 Bird Droppings

This Council will not fell or prune any trees that cause minor nuisances but strive to find alternative solutions. Bird droppings can be a nuisance but are not considered sufficient reason to carry out pruning works on/ felling a tree. Bird droppings can be removed with warm water and soap.

Nesting birds are also protected under the Wildlife and Countryside Act 1981 as amended, which means that it is illegal to carry out tree works where there are nesting birds.

5.5 Blossom And Fruits

This Council will not fell or prune any trees that cause minor nuisances but strive to find alternative solutions. Tree blossom and fruits are a natural occurrence and cannot be prevented with pruning.

Roads and pavements are swept regularly to prevent build up of blossom or fruit as part of normal cleaning cycles. If you would like to request a street cleaning please contact enquiries@northampton.gov.uk or telephone 0300 330 7000.

You can also exercise your Common Law Right to cut back any nuisance branches/ foliage to the boundary of your property. See 3.1 for more details.

5.6 Insects

This Council will not fell or prune any trees that cause minor nuisances but strive to find alternative solutions. It should be noted that bees are a protected species so advice should be sought before considering removal. You can also exercise your Common Law Right to cut back any nuisance branches/ foliage to the boundary of your property. See 3.1 for more details.

Honeydew can occur as a result of aphids feeding on a tree. The aphids then excrete honeydew, which is a sugary sap. Honeydew is a natural and seasonal problem. Pruning will only offer temporary relief and the regrowth has potential to be colonized by an increased number of aphids, exacerbating the problem. Any cars affected should be washed with warm and soapy water to remove the honeydew.

5.7 Leaves

This Council will not fell or prune any trees that cause minor nuisances but strive to find alternative solutions. The falling of leaves is part of the natural cycle that occurs each autumn and cannot be avoided by pruning.

Property owners are encouraged to regularly maintain their gutters to avoid blockages. Guards can be fitted where regular blockages of gutters occur.

Roads and pavements are swept regularly to prevent build up of blossom or fruit as part of normal cleaning cycles. If you would like to request a street cleaning please contact enquiries@northampton.gov.uk or telephone 0300 330 7000.

You can also exercise your Common Law Right to cut back any nuisance branches/ foliage to the boundary of your property. See 3.1 for more details.

6. TREE PLANTING, ESTABLISHMENT AND DESIGN

The Council aims to improve the quality of life and the environment in Northamptonshire through proactive and appropriate tree planting. Our aim is to get the right tree in the right location so that urban trees are in harmony with the environment and community.

6.1 Tree Replacement

The Council will endeavour to plant at least one tree of a suitable species and size at the most appropriate site in the locality. Should this not be possible then an alternative site will be sought.

6.2 Species And Site Selection

The Council aims to reduce conflicts between trees and the urban environment by agreeing to:

- Plant trees that will grow to a size appropriate for their location
- Plant a variety of species to help avoid the environmental damage of disease
- Plant tree species, which are native to Britain where conservation and biodiversity are a priority as they hold the greatest wildlife value. However, the Council will plant a variety of native and non-native species throughout the Borough to ensure they select the most appropriate tree for the location
- All works are to be carried out the standards set out in BS8545:2014 Trees: from nursery to independence in the landscape
- Work with developers to advise on trees and sites on new housing developments within the Borough

6.3 Highways Trees

If you have an issue regarding a Highways Tree please contact Street Doctor <http://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/roads-and-streets/Pages/report-highway-problem.aspx>

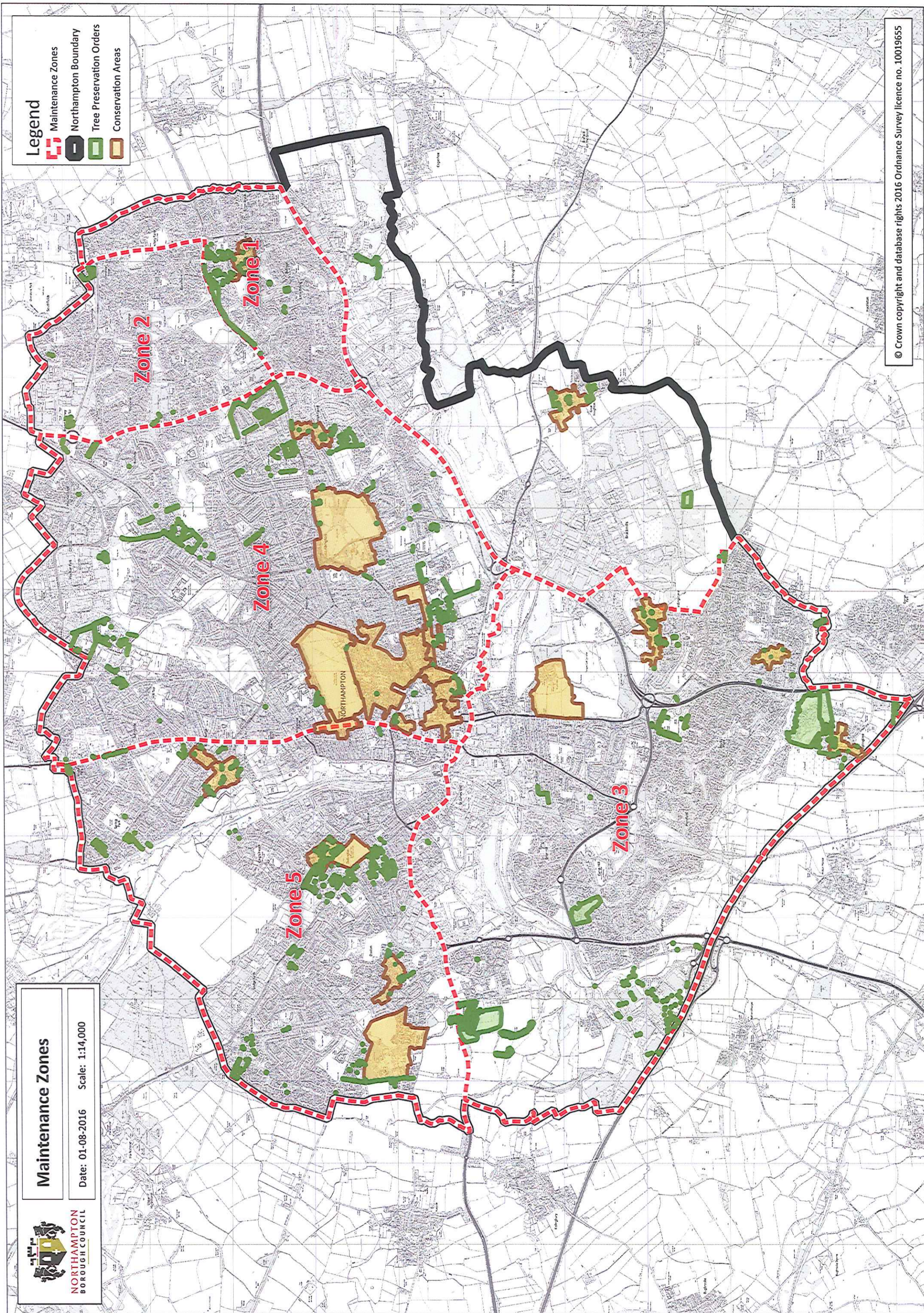
Maintenance Zones

Date: 01-08-2016 Scale: 1:14,000



Legend

- Maintenance Zones
- Northampton Boundary
- Tree Preservation Orders
- Conservation Areas





**NORTHAMPTON
BOROUGH COUNCIL**

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

15 AUGUST 2016

BRIEFING NOTE:

SCRUTINY PANEL 1 – CHILD SEXUAL EXPLOITATION (CSE)

1 INTRODUCTION

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, the Scrutiny Panel has commenced upon its evidence gathering with a meeting held on 7 July 2016.

2 UPDATE

- 2.1 Councillor Brian Oldham has stepped down from the membership of the Scrutiny Panel.
- 2.2 At the meeting of the Scrutiny Panel held on 7 July 2016, a presentation setting the scene was given. The Scrutiny Panel agreed on the list of core questions that it would issue to expert advisors attending future meetings and agreed the site visits that the Chair of the Scrutiny Panel and Councillor Ashraf would attend and report back their findings to a meeting of the Panel. The Community Impact Assessment for this Review was approved and will be published on the Overview and Scrutiny webpage.
- 2.3 Further evidence gathering meetings are scheduled with the next being set for 8 September 2016.
- 2.4 The Chair of the Scrutiny Panel will provide progress reports to each meeting of the Overview and Scrutiny Committee.
- 2.5 It is envisaged that this Scrutiny review will conclude in March 2016, with the report of the Scrutiny Panel presented to the Overview and Scrutiny Committee at its meeting scheduled for 8 May 2017.

3 RECOMMENDATION

- 3.1 That the update is noted.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Dennis Meredith, Chair, Scrutiny Panel 1

8 July 2016

Overview & Scrutiny Committee



SCRUTINY PANEL Museum Trust (Pre-Decision Scrutiny)

August 2016

Foreword

The objective of this Scrutiny Panel was to undertake pre-decision Scrutiny - Scrutiny of the establishment of the Museum Trust to ensure the best outcome for the future of the Museum Service and Cultural Quarter.

The purpose of the meetings was to:

- Help non-Executives understand the process of establishing a Museum Trust and the legal framework around the establishment of a Museum Trust.
- Enable non-Executives to meaningfully challenge the rigour and robustness of the process.

The Scrutiny Panel was made up of Members of the Overview and Scrutiny Committee: myself (Chair of the Scrutiny Panel) and Councillor Sally Beardsworth (Deputy Chair); Councillors Jane Birch, Arthur McCutcheon, Samuel Shaw and Brian Sargeant.

The pre-decision scrutiny activity was a focussed piece of work that linked to the Council's corporate priorities and examined a range of information. The Scrutiny Panel looked at what the needs for the provision of Museums were within the Borough of Northampton and the need for a Museum Trust for Northampton. Baseline information was received.

This short sharp Scrutiny pre-decision activity took place between May 2016 and July 2016.

Recommendations are contained within the report.



Councillor Jamie Lane
Chair, Scrutiny Panel 2, Museum Trust (Pre Decision Scrutiny)

Acknowledgements to all those who took part in the Review: -

- Councillors Sally Beardsworth, Jane Birch, Arthur McCutcheon, Samuel Shaw and Brian Sargeant who sat with me on this Review
- Julie Seddon, Director for Customers and Communities, Nick Gordon, Cultural Services Manager, for their support to this Review

NORTHAMPTON BOROUGH COUNCIL

Overview and Scrutiny

Report of Scrutiny Panel 2 – Pre-decision Scrutiny – Museum Trust

1 Purpose

- 1.1 The purpose of the Scrutiny Panel was to undertake pre-decision Scrutiny - Scrutiny of the establishment of the Museum Trust to ensure the best outcome for the future of the Museum Service and Cultural Quarter. A copy of the Scope of the Review is attached at Appendix A.
- 1.2 The purpose of this report is to notify Cabinet on the outcome of the work undertaken by the Scrutiny Panel that undertook the above pre-decision work in response to the decision by Cabinet to consider Trust Status for Northampton's Museums.

2 Context and Background

- 2.1 The Cabinet Member with responsibility for Museums had advised the Overview and Scrutiny Work Programming event in March 2016 that work was underway regarding investigating the feasibility and benefits of establishing a Museum Trust. The Overview and Scrutiny Committee agreed to include a review of Museum Trust (Pre-decision Scrutiny) in its Work Programme 2016/2017 and commissioned Scrutiny Panel 2 to undertake the review. A short, sharp review commenced in May 2016 and concluded in July 2016.
- 2.2 This review links to the Council's corporate priorities, particularly corporate priority 1 – Northampton Alive - A vibrant town for now and the future.
- 2.3 Membership of the Scrutiny Panel comprised Councillor Jamie Lane (Chair); Councillor Sally Beardsworth (Deputy Chair); Councillors Jane Birch, Arthur McCutcheon, Samuel Shaw and Brian Sargeant.
- 2.4 The Scrutiny Panel established that the following needed to be investigated and linked to the realisation of the Council's corporate priorities:

Background data, including:

- Presentation to set the scene
- Relevant Legislation
- Relevant data

2.5 A series of meetings were held that provided key information to the Scrutiny Panel.

2.6 The purpose of the meetings was to:

- Help non-Executives understand the process of establishing a Museum Trust and the legal framework around the establishment of a Museum Trust.
- Enable non-Executives to meaningfully challenge the rigour and robustness of the proposed process

3 Conclusions and Key Findings

3.1 The findings from this pre-decision Scrutiny activity are detailed at Appendix B and are presented in the form of a comprehensive set of questions and answers.

4 Recommendations

4.1 The purpose of the Scrutiny Panel was to undertake pre-decision Scrutiny - Scrutiny of the feasibility of establishing a Museum Trust to ensure the best outcome for the future of the Museum Service and Cultural Quarter. Scrutiny Panel 2 therefore recommends to Cabinet that:

4.1.1 Cabinet considers the findings of the Scrutiny Panel, attached at Appendix B.

- 4.1.2 Cabinet notes that the Overview and Scrutiny Committee is satisfied that further investigation into the establishment of a Museum Trust including a full options appraisal will ensure the best outcome for the future of the Museum Service and Cultural Quarter.
- 4.1.3 Cabinet notes that the Overview and Scrutiny Committee is satisfied that the commissioning of detailed planning including a full business plan and a 5 – 10 year financial plan should be undertaken to establish a Museum Trust.
- 4.1.4 Cabinet notes that the Overview and Scrutiny Committee supports the hybrid model of a Museum Trust. (A hybrid is where responsibility is devolved to a trust but assets are retained by the Council)
- 4.1.5 Officers present three monthly updates on the process to establish a Museum Trust to the Overview and Scrutiny Committee.

Overview and Scrutiny Committee

- 4.1.6 The Overview and Scrutiny Committee, as part of its monitoring regime, reviews the outcome of the feasibility report, and should the museum move to trust status that the Committee also monitor the impact on the Museum Trust after it has been in existence for six months.
- 4.1.7 If there is the need, the Overview and Scrutiny Committee undertakes a further piece of Scrutiny activity at the appropriate stage in the process.

Appendices



Appendix A

OVERVIEW AND SCRUTINY

SCRUTINY PANEL 2 – MUSEUM TRUST (PRE-DECISION SCRUTINY)

1. Purpose/Objectives of the Pre-Decision Scrutiny Activity

Pre-decision Scrutiny - Scrutiny of the establishment of the Museum Trust to ensure the best outcome for the future of the Museum Service and Cultural Quarter.

The purpose of the meetings is to:

- Help non-Executives understand the process of establishing a Museum Trust and the legal framework around the establishment of a Museum Trust.
- Enable non-Executives to meaningfully challenge the rigour and robustness of the process.

2. Outcomes Required

- To provide Scrutiny input, at the pre-decision stage, of the establishment of a Museum Trust

3. Information Required

- Background data
- Background reports
- Best practice data
- Evidence from expert internal witnesses
- Evidence from expert external witnesses (if applicable)
- Site visits (if applicable)

4. Format of Information

- Background data, including:
 - Presentation to set the scene
 - Relevant Legislation
 - Relevant data

5. Methods Used to Gather Information

- Minutes of meetings
- Desktop research
- Officer reports
- Presentations

6. Co-Options to the Pre-Decision Scrutiny Activity

No co-optees suggested for this pre-decision Scrutiny activity

7. Community Impact Screening Assessment

- A Community Impact Screening Assessment to be undertaken on the scope of the Pre-Decision Scrutiny activity

8. Evidence gathering Timetable

May 2016 – September 2016

- 23 May 2016 - Scoping meeting
- 20 June - Evidence gathering
- 14 July - Evidence gathering
- 15 September - Evidence gathering/Scrutiny comments

Meetings to commence at 6.00 pm

9. Responsible Officers

Lead Officers Julie Seddon, Director of Customers and Communities and Nick Gordon, Cultural Services Manager, following initial scoping meeting

Co-ordinator Tracy Tiff, Scrutiny Officer

10. Resources and Budgets

Julie Seddon, Director of Customers and Communities and Nick Gordon, Cultural Services Manager, following initial scoping meeting, to provide internal advice.

11. Final report presented by:

Completed by September 2016. Presented by the Chair of the Scrutiny Panel to the Overview and Scrutiny Committee and then to Cabinet.

12. Monitoring procedure:

Review the impact of the report after six months

Scrutiny Panel 2 (Museum Trust – Pre-Decision Scrutiny)

QUESTIONS TO THE CULTURAL SERVICES MANAGER IN RELATION TO CONSIDERING TRUST STATUS

Business Case

Why have we decided to consider trust status for the museum service?

Council faces major financial challenges over the coming years. The renovation and expansion of Northampton Museum and Art Gallery Museum coupled with ongoing financial challenges mean the service faces considerable challenges over the short, medium and long term.

In considering options for the museum service the trust option presents an efficient, effective and proven model that delivers a relatively specialised service area within the council. In considering different options the trust model enables the museum service to focus on its core business outside of the wider corporate environment of the local council, but still meet the needs and requirements of all of our diverse communities and stakeholders.

The main reasons to consider trust status are:

- Secure a sustainable future for the service
- Single focused body
- Able to control own destiny
- Customer first – improved quality of service
- Achieve freedom to operate in an entrepreneurial manner – more focused and commercial
- Speed of decision making
- Ensure continuous improvement in the service
- Encourage effective partnership working
- Reach new audiences
- Flexible and agile/more freedom from local and national government and to operate with fewer restrictions.
- Trust status would be viewed as a positive step in terms of reputational issues from the wider museums, arts and heritage sector

What measures would be in place to safeguard the collections within the Museums?

Where museum services have devolved to trust status they have been one of two types, full or hybrid. A full devolution is where the museum service is transferred as a going concern with all its assets, i.e. buildings and collections. A hybrid is where responsibility is devolved to a trust but assets are retained by the council. The Hybrid Trust option is the preferred option. The Council would retain ownership of the buildings and collections. The Trust would therefore run a service for the Council but would be independent of the Council. Should the trust fail, there are then no issues with ownership of assets.

What is covered within the project scope?

The project scope covers the elements which constitute the museum service. This comprises:

- Buildings – Northampton Museum and Art Gallery (including the Gaol block); Abington Park Museum

- Museum collections - includes Yeomanry and Regimental Collections
- Offsite collection storage facilities at the Guildhall and Blackthorn Units

The Museum of Leathercraft (MoL) exists as an independent trust in its own right and is not part of the core museum service. The council is currently in a 50 year agreement it entered into in 1977, which still has 11 years to run. The MoL collections are not seen as core to the museum service, with only small elements relating to the shoe collections and leather industry in Northampton having of any significance to the core museum collections. The collection is in the process of being moved to a new site in the Grosvenor Centre as the MoL is trying to establish itself as a distinct museum. The future of the Museum of Leathercraft and its collections under the terms of the agreement will need resolving but they are not considered part of the core museum collections.

How do we know that investing in a trust option is the right thing to do?

Trust status has proven a successful option for many small, medium and large museum services.

What are the anticipated project outcomes?

A feasibility report which will set out the principles, viability, advantages and disadvantages of trust status and an options assessment comparing the trust option with the Do Nothing (status quo) option.

- Principles for establishing a trust to take forward the museum service
- Viability
- Portfolio for transfer
- Any legal, financial and operational problems
- Options Assessment
- Recommendation for the legal structure of the proposed trust including governance arrangements.
- Stakeholder Management Strategy & Plan

Project Management

Who is managing the project?

The work is being undertaken by Nick Gordon, the Cultural Services Manager, with support from an external consultant, Hilary McGowan. Hilary is acting as a mentor, assisting in facilitating the feasibility work and acting as an external voice and independent challenge to the work being carried out. Hilary has extensive experience in working with museums and other cultural services in considering and facilitating moves to trust status.

Which service areas have provided internal service expertise?

Work on specific areas of the feasibility study is being carried out by council Finance, HR and Legal teams respectively.

What project management methodology has been used to manage the project?

At this stage the project is researching and writing a feasibility report and no formal project management methodology is being used. Should the project move into the next phase of developing a museum trust, a formal project management structure will be set up using PRINCE 2. This methodology has been designed to ensure effective and robust project management within a local government environment and has a proven track record.

Options Assessment

Will trust status offer value for money?

A key aspect of a move to trust status is increasing value for money. Trust status enables the organisation to operate in a more dynamic and entrepreneurial way and thus deliver better value for money in the long-term. A key finding in the report 'Moving to Museum Trusts: Learning From Experience (2006)' was

Rarely is there a substantial financial saving to the devolving local authority, though most transfers take place from a low base, and better value for money is achieved.
(Babbidge et al, 2006)

Will it add value and in what way?

The Charitable trust model will enable the museum to maximise external funding opportunities not available to NBC and therefore retain the same or similar level of service at a lower cost.

In addition the tax status enables the realisation of fiscal benefits that increase the value of gifts by the public and relieve the charity of certain taxes. For example the Gift Aid scheme enables a charitable trust to reclaim the basic rate tax due on the amount of the gift, increasing the value of the gift to the trust.

Does it involve closures?

No, the trust proposal focuses on strengthening and developing the existing offer.

How well will it handle any current issues with the service?

The trust option enables the museum service to focus on being a museum. A key issue with the current service is that it is part of a much bigger organisation and is subsumed under the wider goals, agendas, messages and priorities of the council. A trust option will allow the service to focus on being a museum and deliver on agreed objectives but with greater freedom and latitude as to how it achieves this.

What types of new partnerships and relationships will be developed?

A key aspect of Trust status is the ability to develop new relationships with funders and sponsors and other partner organisations to deliver services, which are more difficult or not possible when part of a local authority. Create formal partnerships with other key players in the town and county, especially the universities, heritage and art and other strategic delivery and regulatory bodies and local commerce and industry. Again while possible as part of a local authority, these relationships are easier to develop and maintain as an independent organisation outside of the constraints of council policy and strategy.

The key new partnership will be with NBC and developing this new relationship should see real benefits for both partners.

What are the capital investment requirements and will it deliver capital investment?

Substantial capital investments are currently underway with the museum expansion and renovation project. This will only deliver Phase one of the capital development of what will be two phase project. A charitable trust would be able to engage in more effective sponsorship and fundraising campaigns with philanthropic individuals as well as approaching trusts and foundations not open to local authorities. Work on determining the exact value of the capital investment required for Phase 2 is underway and will be in place for the final report to cabinet.

Broader capital needs, e.g. dilapidation, are being worked on with the councils Assets team.

Will it deliver high quality customer services?

Yes, the move to trust status has led to improved customer service and quality of provision. The broader benefits accrued by trust status outlined in earlier answers, (more entrepreneurial approach, single focused body, increased speed of decision making) all contribute directly to improving the quality of service provision. The visitor and broader user experience will be at the core of any museum trust strategy

Is there evidence that this works elsewhere?

The museum service is benchmarking with a number of museum services that have already gone to trust status, Luton, Derby, Birmingham. There is a lack of any generally accepted criteria as to what constitutes a 'successful museum', but all of these services have indicated the move to trust status has been positive and beneficial overall. Luton Trust has recently expanded and taken on running of community centres from the council.

While not a direct museum comparator, the Northampton Leisure Trust has proven to be a major success, and there are many lessons that can be learnt from their experience.

Does it protect the service from ongoing budget reductions?

The trust option opens up new income generating possibilities and opportunities for greater efficiencies. While this will mitigate against any future budget reductions in the longer term, the museum is also doubling in size, which will lead to an increase in operating costs. Trust status is not a panacea and those museums which have been most successful when moving to trust status have been those with robust long term funding agreements with their Local Authority.

Does it offer opportunities for developing new and ongoing income streams?

Yes, moving to trust status offers many opportunities to develop existing income and new streams, particularly in areas of retail, events and corporate hire. The freedoms and flexibility of trust status makes out of hours events and activities more cost efficient and the ability to set up and run trading accounts for retail functions enables the trust to run in a more business-like manner.

Do all elements of the present service fit?

The core elements of the museum service as outlined in the scope fit within the proposed museum trust.

What would happen should a donation be made to the Museum?

All acquisitions (donations, purchases, bequests) made to the museum service while a trust would be accepted into the Northampton Borough Council collections, which the trust manages on the Council's behalf. During the accessioning process, the formal transfer of title would be to NBC, not the museum trust. Following the sale of Sekhemka when a number of potential donors expressed concern over the potential sale of objects they may wish to donate, a condition can be added to any transfer of title that should the council wish to dispose of the object, the ownership of the object reverts to the original owner.

Does it make sense for other service areas to be included in the transfer portfolio?

The consideration for part or all of Abington Park to be included in the trust deliberations was raised at the initial Scrutiny committee by members of the public and a proposal on this had presented to the leader of the council for consideration by a number of residents of Abington.

At this stage the Feasibility Report is only considering the existing museum buildings and collections. There is precedent for museums and associated gardens/parkland being managed as one business unit. The Horniman Museum and Gardens in London, Compton Verney Gallery in Warwickshire are two examples, with English Heritage and National Trust properties operating under similar aegis.

Inclusion of all or part of Abington Park within a trust would potentially provide similar benefits to the park as would accrue to the museum, the potential to open up new funding opportunities, develop new income streams and engender greater community involvement from local residents. The inclusion could also create a more joined up and cohesive offer for the museum and park as a whole.

Is there maintenance work to be done on the Abington Museum?

It is a Grade 1 listed building. The roof was repaired three years ago. It will require continual upkeep and maintenance. Full Building surveys have been carried out and the condition is generally good for a building of its age. All buildings of this age are expensive to maintain.

How well does the trust option meet the vision for the service in the longer term?

The trust option enables the museum service to engage in longer term strategic planning. Trust status enables a greater sense of direction, freed from the wider corporate issues of local authorities, it gives the trust the ability to focus on developing their core business. The flexibilities and freedoms of being an independent body enable the trust to establish plans and policies appropriate to the need of current and potential audiences and users as well as taking account of stakeholders' needs and priorities, with NBC being one of the key stakeholders.

Is the model scalable and/or flexible?

Yes, but this depends on the wording of the articles of the charity. The trust model is scalable and flexible within the articles which define the charitable purpose of the organisation. Articles which tightly circumscribe the trusts purpose and operations reduce flexibility and scalability so careful consideration needs to be given to the drafting of the articles. For example articles which cover broad culture and heritage provision for Northampton and Northamptonshire would allow the trust to take on additional services or responsibilities over articles which gave a tighter sphere of activity only covering the two buildings and specific collections.

Will it help meet targets?

Yes. By being able to focus on targets appropriate to the core museum business. The results of social sector organizations are often best measured outside the organization in changed lives and changed conditions. Trust status enables a longer term view to be taken, particularly around achieving longer term qualitative targets. Trust status enables the museum to determine what its targets are and concentrate resources on achieving these results.

What are the revenue implications for the next five years?

Work is underway to build full and robust financial projections for the expanded museum service. As the museum is effectively doubling in size, with a concomitant increase in operating costs, it is likely that the service will require an uplift in funding, to then be tapered, as the new income streams for the service are developed. It will take 1 – 3 years to establish

the museum business and start fully realising income from new and expanded ventures and assistance with the funding gap will likely be required.

What funding would the Council provide?

Core funding from the Council would be provided. Core funding would taper off as the years went on. There would be a better tax status, gift in aid etc. New income streams would be investigated.

The Museum site is expanding considerably, what are the cost implications and how will this be paid for?

A feasibility study for the Expansion Project is being undertaken. Costs are estimated at £14 million. The work will be completed in two phases. Phase 1 commences in April 2017 and £6.5 million remaining from the sale of the Sekhemka Statue will be used for this. Phase 2 will concentrate on developing core exhibition spaces; sponsorship and fund raising strategies are being investigated.

What income streams are available to the Museums?

A number of unique income streams such as Weddings at the Abington Museum and corporate hire. An increase in retail operations, including a selling gallery for arts and crafts is included in the plan.

Are there any HR implications?

Discussions are in progress with HR. Based on the information to date, there are no perceived issues. Based on the information to date provided to HR, there are no perceived issues. Any staff who transfer would be covered by TUPE. An application would need to be requested in terms of Pension arrangements for Admitted Bodily Status, which is the process followed for these types of business set ups.

Are the present operational budgets sufficient?

With the museum expansion operating costs will increase. The funding gap will be closed by increased income generation at the two museum sites as per the previous question.

Will other council services be affected?

The museum service does not have any direct relationship with any other council services beyond the core support services, procurement, HR, legal etc. Support costs for these services would need to transfer to the museum trust and may have a small impact on the support services. Work is underway to look at support service costs and any impact trust status may have.



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OVERVIEW AND SCRUTINY COMMITTEE

15 AUGUST 2016

BRIEFING NOTE:

SCRUTINY PANEL 3 – HOMELESSNESS (PRE-DECISION SCRUTINY)

1 INTRODUCTION

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, the Scrutiny Panel has commenced upon its evidence gathering with a meeting held on 21 July 2016.

2 UPDATE

- 2.1 At the meeting of the Scrutiny Panel held on 21 July 2016, a presentation setting the scene was given. The Scrutiny Panel agreed on the list of core questions that it would issue to expert advisors attending future meetings and agreed the site visits that representatives of the Scrutiny Panel would attend and report back their findings to a meeting of the Panel. The Community Impact Assessment for this Review was approved and will be published on the Overview and Scrutiny webpage.
- 2.2 Further evidence gathering meetings are scheduled with the next being set for 22 September 2016.
- 2.3 The Chair of the Scrutiny Panel will provide progress reports to each meeting of the Overview and Scrutiny Committee.
- 2.4 It is envisaged that this Scrutiny review will conclude in March 2016, with the report of the Scrutiny Panel presented to the Overview and Scrutiny Committee at its meeting scheduled for 8 May 2017.

3 RECOMMENDATION

- 3.1 That the update is noted.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Terrie Eales, Deputy Chair, Scrutiny Panel 3

25 July 2016