

REPORT TO: Town Council – 25th April 2022
REPORT ON: Recommendations from Committees
REPORT BY: Responsible Finance Officer
REPORT DATE: 22nd April 2022

Planning & Development Committee – 6th April 2022

No recommendations to report.

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Finance & Policy Committee – 11th April 2022

No recommendations to report.

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Museum Committee – 19th April 2022

No recommendations to report.

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DAVENTRY TOWN COUNCIL

Annual Town Parish Meeting

Minutes of the Daventry Town Annual Parish Meeting held at Daventry Leisure Centre, Daventry a 19:00 on Monday 4th April 2022

PRESENT: Cllr Karen Tweedale– Chair and Town Mayor

IN ATTENDANCE: 9 Members of the Public
10 Daventry Town Councillors
0 Member of the Press
Deborah Jewell, Chief Officer
Sarah Fox, Responsible Finance Officer
Mel Bland, Operations Officer
Charlotte Jones, Community Ranger
Mia Ball, Police Community Support Officer (PCSO)

1 WELCOME

The Chair, Cllr Karen Tweedale welcomed everyone to the meeting gave a brief introduction on her role and aims in her mayoral year.

2 MINUTES

The minutes of the previous Annual Town Assembly held on 22nd May 2021, were signed as a correct record.

3 ANNUAL TOWN REPORT

The Chair referred to the Annual Town Report (Appendix 1) and asked those present to open the discussion on Town matters.

4 OPEN FORUM

A resident from Daventry North Ward wished to raise concerns regarding Welton Road Cemetery, he advised that after recently visiting the cemetery on Mother's day he come to notice a number of issues, the first being that the toilet facilities were locked, he had raised this and other concerns with the office and had been advised that the toilet facilities had been closed after seeking advice from the police due to issues with drug use and were only opened when the Cemeteries Officer was in attendance for burials. He commented that they should be available between the hours of 10am to 5pm.

The resident also commented on the general state of the Cemetery, highlighting that the use of heavy sit on mowers to cut the grass, was causing various elements of damage within the cemetery, including ground sinkage, movement of headstones, chipping of headstones and damage to the pathways. He questioned why the council was using this heavy machinery, commenting that he understood that implementing a different approach would result in additional costs but suggested that a volunteer group could be set up to assist with the maintenance.

The Chief Officer thanked the resident for bringing these concerns to the attention of the council and advised that the matter would be included as an agenda item for discussion at the next Community Service Committee meeting scheduled to take place on Tuesday 3rd May 2022.

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Action: That matters raised relating to facilities and maintenance of Welton Road Cemetery be included on the Agenda of the next Community Services Committee meeting, Tuesday 3rd May 2022.

A resident from Daventry North Ward commented that the population growth with the completion of new housing developments had placed a strain on public services within the whole of the town. She advised that she was disappointed with the general state of some of the older estates, which had many issues, including overgrown pathways, dog fouling, litter, abandoned trolleys, general untidiness of some of the properties, abandoned cars and trees that needed maintenance. The resident posed the question as to which authority/organisation was responsible for overseeing and managing areas within these estates.

The Chief Officer advised that pathways were the responsibility of the Highways, West Northamptonshire Council and properties were either privately owned or managed by a housing association. The CO highlighted that 50% of the Town Council's budget was allocated for the management of the Public Open Spaces and that the Town Council was engaging with the local community via its community litter picks and the "Love Your Doorstep" campaign to promote civic pride and encourage residents to keep their environment clean and litter free.

The PCSO advised that the police worked with the housing team at West Northamptonshire Council to address issues of abandoned vehicles and excessive rubbish within the boundaries of some of the properties and advised that it was important that members of the public reported these issues to the correct agencies to enable an effective resolution. The PCSO highlighted that she attended many of the Town Council Community Litter Picks and found that they had a positive influence, as they encouraged the community to care for their environment.

Action: No further action required by Town Council, as full response given at the meeting.

A resident of Daventry Central advised that she had lived in the town since the 1960's and wished to congratulate the Town Council on the successful easter market event held on Saturday 2nd April. She stated that there were so many people in the town exploring and enjoying the nice variety of stalls and highlighted the friendliness of the traders. She asked with the current national struggle to keep shops open if the Town Council had received feedback from the shops and if the event had created more business for the shops.

The Chair advised that she had spoken with a shop owner on the day who said had received visitors to the shop who hadn't until the event, known the shop existed. The Community Ranger also advised that she had spoken with various retailers and retailers had feedback that they had been busy as a result of the additional footfall brought in by the event.

Action: No further action required by Town Council, as full response given at the meeting.

A resident of Daventry West Ward stated that he had lived in the town since the 1990's and had recently reviewed the council tax bill from then to the current day, which he said highlights how things had changed. The resident echoed the comment made earlier in reference to unkept areas within the town and advised that he himself had reported an issue with a property that was problematic, with a broken fence and overgrown trees, after a time the appropriate action had been taken by the relevant party and they stated that they would encourage anyone with concerns to do the same.

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The resident shared his concerns with the ongoing issue with e scooters within the town, advising that he had raised his concerns with both the PSCO and the Community Ranger who had taken the appropriate action, and encouraged anyone that experienced any issues or had concerns to report it to the relevant parties for investigation.

The resident continued that following a questionnaire on safety at night within Northamptonshire, he highlighted his concerns that there were areas within the town that he didn't feel safe using at night. Another resident shared his concerns, that although the Town had a good number of cycle lanes, there where often cars parked over them.

The Chair encouraged residents to raise their concerns with parking of vehicles within the cycle lanes to Highways. Councillor Taylor advised that "fix my street" was a useful online tool available for people to report highways issues. Cllr Taylor further advised that the town was a low crime area and the perception of safety and individuals needed to consider risks to determine safer routes. The PCSO advised that Daventry has a low crime rate and people should not be worried. In relation to e-scooters, she advised current legislation made any policing of the issue difficult to enforce, but police were looking to put operations in place throughout the town.

Action: No further action required by Town Council, as full response given at the meeting.

A representative from Daventry Town Football club advised of the various community projects that they had involved with in recent years including hosting a Christmas dinner for the older members of the community, providing food for children throughout the school holidays, running a mental health awareness programme, providing financial advice in partnership with the food bank, providing food parcel, supporting families with football kit, and supporting and promoting mental health initiatives such as Sport Against Suicide (SAS). He continued that the club had seen considerable growth and was currently running 40 teams, with included disability football and toddler sessions. He advised that club was putting out a plea for help, the sports park at Browns Road was not able to cater for all children's sessions and they require approx. 6-8 additional pitches of varying sizes to continue to run and expand the junior teams and would like to work with the Town Council to look at the potential to utilise some of the green spaces for these teams within the town.

The Operations Officer advised that this was something that could be discussed further and suggested that they meet to discuss the club's requirement such as the sizes of pitches in order to explore the feasibility and options within the town. The Operations Officer advised that it would also be good for the club to have discussion with the newly appointed Community Engagement Officer for Daventry Leisure Centre.

Action: That the Operations Officer meet with the representative of Daventry Football Club to discuss the club's requirements and to explore the feasibility of using the open spaces for the junior teams.

The Chair, Cllr Tweedale thanked all for attending and closed the meeting at 20:06 hrs.

SIGNEDChair/Town Mayor

DATE

REPORT TO: Town Council – 25th April 2022
REPORT ON: Website for Town Centre Vision 2035
REPORT BY: Chief Officer
REPORT DATE: 21st April 2022

Following the adoption of the Daventry Town Centre Vision 2035 in March 2021, Daventry Town Council agreed to support the funding of a dedicated website to facilitate an interactive platform to provide information on the previous vision, the stages of the creation of the new vision, the project aims and objectives and a downloadable copy of the adopted vision.

[Home - Daventry Town Centre \(daventry2035.com\)](http://daventry2035.com)



The website was designed and is currently hosted by Troy Planning + Design, see below for costs 2021/22

£1,750 / year - Services included:

- Unlimited Hosting - no file size limits
- Recurrent backups and system updates (such as plugins, the Salient theme, WordPress updates)
- Licensed theme and plugins
- SSL certificate (for website security and Search Engine Optimisation)
- 5 hours/year for other services on demand such as website changes, web visits analytics reports and insights, user and/or content management

Additional services not included in the £1,750 fee, available with an additional fee of £450/day as required:

- Migration to a different server or domain (estimated: 8h)
- Additional website changes or services outside the yearly quota of 5 hours included in the £1,750 fee.
- Training session(s) of basic training how to make simple changes to the website - such as changing texts, email addresses, adding links or images (estimated 2h / session)

The contract is now due for renewal and following a meeting with WNC Major Projects Officer and Regeneration Programmes Manager it was suggested the website is retained and funded 50:50 with WNC, as it could be a useful tool for consulting with residents when applying for the funding of projects via the Levelling Up fund.

Should Council not wish to retain the website, it will not be possible to transfer the interactive element but a copy of the adopted vision will be available to download on the Town Council website.

Recommendation

Should Council wish to retain the website, Chief Officer be authorised to commit up to £1000 on the renewal, in a 50:50 partnership with West Northamptonshire Council.

REPORT TO: Town Council – 25 April 2022
REPORT ON: CCTV repairs and renewals
REPORT BY: Deborah Jewell, Chief Officer
REPORT DATE: 25th April 2022

Following the transfer of the CCTV infrastructure in June 2012, Daventry Town Council has managed and maintained assets to ensure key equipment has remained operational.

In 2020/21 the Council allocated £35,280 of CIL monies to replace 14 cameras and upgrade the system from analogue to digital.

A further 12 cameras have been identified as needing replacement, 6 of those being subway cameras that were to be funded from the proposed development located adjacent to Chaucer Way and The Hollow and another two on the subway leading from Abbey St to Norton Rd.

Ref	Location	Asset	Priority	Budget	Notes
C12	Foundry Place	Dome	P1	£ 1,900.00	
C28	Subway Abbey Street to Norton Road	Fixed	P1	£ 1,900.00	
C29	Subway Abbey Street to Norton Road	Fixed	P1	£ 1,900.00	
C32	Junction of Primrose Hill & Tavern Lane (hollows)	Dome	P1	£ 1,900.00	
C5	Chapel Lane Car Park	Dome	P1	£ 1,900.00	
C6	St Johns Square Car Park	Dome	P1	£ 1,900.00	
C18	Subway Brook Street to Eastern Way	Fixed	P2	£ 580.00	Replacement was to be funded by new development
C19	Subway Brook Street to Eastern Way	Fixed	P2	£ 580.00	Replacement was to be funded by new development
C20	Subway Eastern Way	Fixed	P2	£ 580.00	Replacement was to be funded by new development
C21	Subway to North Street	Fixed	P2	£ 580.00	Replacement was to be funded by new development
C22	Subway Chaucer Way car park to Eastern Way	Fixed	P2	£ 580.00	Replacement was to be funded by new development
C23	Subway - Eastern Way	Fixed	P2	£ 580.00	Replacement was to be funded by new development
C2	Lodge Road Car Park	Dome	P5		On WNC building/WNC to pay for replacement?
TOTAL				£ 14,880.00	

Currently the Council has a balance of £38,833.65 in CIL monies, with an amount of £22,266.88 to be spent by April 2023.

Amount Received	Spend to Date	Balance	Expiry Date
£17,778.52	£17,778.52	£0.00	02/05/2022
£900.00	£900.00	£0.00	27/10/2022
£53,335.56	£31,068.68	£22,266.88	30/04/2023
£132.00	£0.00	£132.00	29/10/2023
£1,446.34	£0.00	£1,446.34	29/10/2023
£7,756.29	£0.00	£7,756.29	23/10/2024
£3,588.53	£0.00	£3,588.53	23/04/2025
£3,643.61	£0.00	£3,643.61	23/04/2025

Recommendation

Council authorise the use of £15k of CIL monies, to replace cameras, as identified in the table above.