

REPORT TO: Town Council – 24th February 2025
REPORT ON: Recommendations from Committees
REPORT BY: Deputy Chief Officer/Responsible Finance Officer
REPORT DATE: 21st February 2025

Community Services Committee – 3rd February 2025

CS2501.7 YOUTH SERVICE PROVISION.

RECOMMENDED	That the CO explore options to provide a warm space in the autumn/winter months for children and young people and submit a report, to include costs and budget implications to the Town Council for consideration.
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Finance, Policy & Assets Committee – 10th February 2025

FP2502.5 POLICIES.

RECOMMENDED	<ul style="list-style-type: none"> (i) Code of Conduct Policy, as amended be approved. (ii) Standing Orders Policy, as amended be approved. (iii) Financial Regulations Policy, as amended be approved. (iv) Asset Register, be approved (v) Financial Risk Assessment, be approved.
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FP2502.5 SYSTEMS OF INTERNAL CONTROL.

RECOMMENDED	<ul style="list-style-type: none"> (i) That the councils' systems of internal control be approved as robust and effective. (ii) That the internal auditor be appointed through the council's association and membership of Northamptonshire County Association of Local Councils (NCALC), at a cost of £1837.50.
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FP2502.8 OPEN SPACES.

RECOMMENDED	To consider a comprehensive review of all play areas to create a forward plan for repairs, renewals and new provision.
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RECOMMENDED	<ul style="list-style-type: none"> (i) That the anticipated underspend of £6,800 for the Lake & Pond Maintenance budget be earmarked and utilised in 2025/2026 (ii) That £2,000 from the anticipated underspend in the General Repairs and Maintenance budget be earmarked and utilised in 2025/2026 (iii) To authorise the use of up to £8,800 of the earmarked reserves from the identified underspends in the open spaces budget for 2024/2025, to carry out additional works, as identified in the audit to improve the condition of each waterbody.
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Planning & Development Committee – 19th February 2025

No recommendations.

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REPORT TO: Town Council – 24th February 2025
REPORT ON: Youth Provision – Warm Space
REPORT BY: Chief Officer
REPORT DATE: 21st February 2025

Proposal for a warm space for young people at Zepic Games & Events, Sheaf Street, Daventry

Further to Daventry Town Council's continued investment in providing much needed services for children and Young people, the Community Services Committee recommendation CS2501.7, to explore options to provide a warm space for young people,

The GYM Bus project is an initiative by Guiding Young Minds (GYM), supported by Daventry Town Council. The scheme is successfully engaging with young people, strengthening community bonds, developing a sense of belonging and empowering teens to make positive life choices.

GYM, commissioned by the Town Council have identified the need for a warm, safe space for young people to gather in the town centre. To support the work of the GYM Bus, we have identified a warm space at Zepic Games & Events, a board game cafe located on Sheaf Street.

This provision, for children and young people, will run alongside the GYM Bus, every Wednesday between October and March from 4pm and 6pm at a total cost of £1500.00

The Community Services committee identified funds within the Earmarked Reserves.

Recommendation

Approve the expenditure of £1500 to contract Zepic Games to provide free spaces and refreshments at the Zepic Games Café for children/young people for 26 weeks from 1st October 2025 until 25th March 2026.

REPORT TO: Town Council – 24th February 2025

REPORT ON: Town Council Insurance 2025/2026 – Additional Comments

REPORT BY: Deputy Chief Officer and Responsible Finance Officer

REPORT DATE: 21st February 2025

The Town Council had come to the end of its three-year-fixed agreement insurance policy with Clear Insurance Management (formally BHIB Insurance) Brokers. The Town Council's insurance policy is due for renewal on 4th March 2025.

Three separate insurance brokers were approached to provide quotations based on the Council's core needs:

- Furniture, fixtures, fittings (replacement costs)
- Computer and office equipment (replacement costs £17,500)
- Audio-visual equipment (replacement costs - £6000)
- Other contents (museum artefacts - £)
- Mayors Chains (30,000)
- Small Mace (135,000)
- Large Mace (205,000)
- CCTV (replacement costs - £378,000)
- Business interruption (£50,000)
- Loss of data (£10,000)
- Money (£250,000)
- Public Liability (£10,000,000)
- Employers Liability (£10,000,000)
- Fidelity Guarantee (£1,000,000)
- Legal Expenses (£250,000)
- Buildings (£896,000)
- Play Equipment (£1088,000)

Each insurance provide offers the core level of cover required.

Insurance Provider 1 – Option 1, £15,796.64 – 1 year cover. Option 2, £14283.04 – 3-year Long Term Agreement.

Additional Factors to consider:

- ***Loss limit of £50,000 per item for 18th century silver guilt ceremonial mace & 17th century silver gilt mace***

Insurance Provider 2 - £11,723.50 - 1 year cover consisting of Local Council Combined cover at £9285.69 and a Fine Arts Policy at £2437.81

Additional Factors to consider:

- ***due to the claims ration (claim amount calculated against premiums) underwriter was unable to offer a 3-year Long Term Agreement***
- ***additional cover required for fireworks event £1539.60***
- ***tree maintenance condition – concern that the council will be unable to comply with the requirements of the condition***
- ***Total cost for 1 year cover = £13,263.10***

Insurance Provider 3 - £16,810.42 – 1 year cover.

REPORT TO: Town Council – 24th February 2025

REPORT ON: Town Council Insurance 2025/2026 – Additional Comments

REPORT BY: Deputy Chief Officer and Responsible Finance Officer

REPORT DATE: 21st February 2025

On referring to the Council's statement of balances and precept request for the council year 2025/26 the current level of fidelity guarantee of £1,000,000 is sufficient.

The budget for the council's insurance for 2025/2026 is £10,665, based on the lowest quote received for the council's insurance renewal there would be a shortfall in the budget of **£2,600** for the year.

Recommendations:

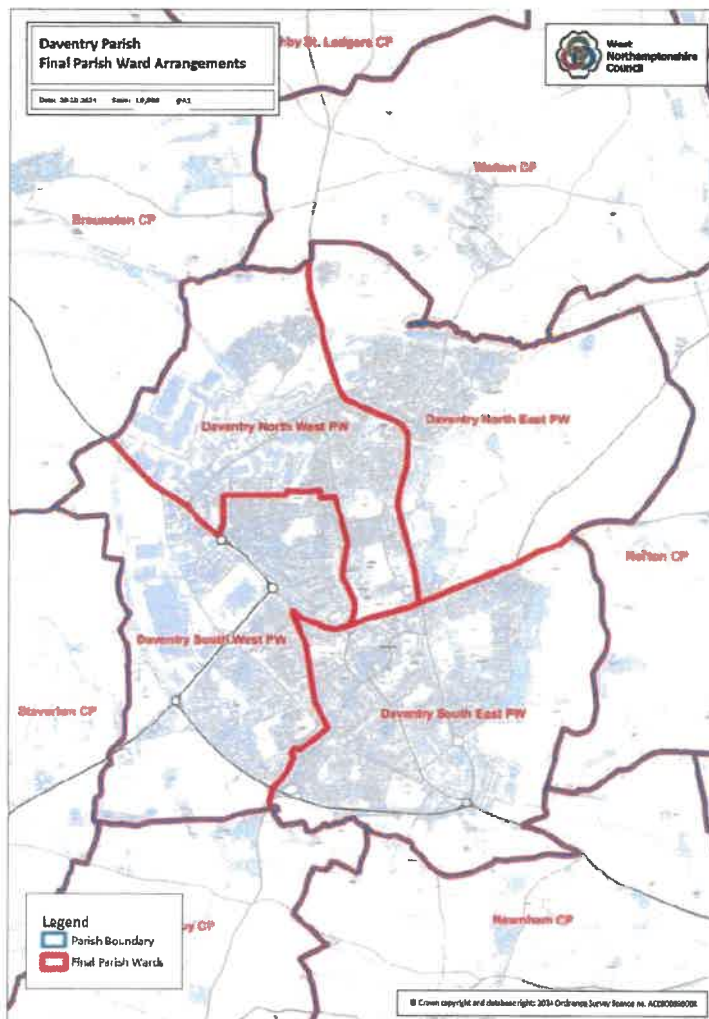
- **On consideration of the additional factors highlighted for consideration that the renewal of the council's insurance with insurance provider 1 be approved**
- That the Fidelity Guarantee in the sum of £1,000,000 be approved.
- The virement of monies from Wages & Salaries to cover the insurance shortfall for the financial year 2025/26 be approved.

REPORT TO: Town Council – 24th February 2025
REPORT ON: Elections 2025
REPORT BY: Chief Officer
REPORT DATE: 21st February 2025

Following the recent Community Governance Review it was agreed and included within the Reorganisation Order to change the electoral arrangements in Daventry.

The proposed Daventry South Parish Ward has been divided into two parish wards and named Daventry Southeast and Daventry Southwest. Each ward will be represented by five councillors.

The various provisions of the order will come into effect between now and the day of ordinary elections on 1 May 2025. Changes to boundaries, wards or the number of councillors will be in effect for the elections on 1 May 2025.



The Town Council has promoted the election on its website and has created a schedule of social media posts to engage with the community to generate interest in local government and hopefully nominations to become a Town Councillor.

Timetable

THE NOTICE OF ELECTION WILL BE PUBLISHED ON FRIDAY 14 MARCH 2025 – PLEASE ENSURE YOU READ THIS NOTICE AS DATES MAY CHANGE FROM THOSE DETAILED IN THE TABLE BELOW:

REPORT TO: Town Council – 24th February 2025
REPORT ON: Elections 2025
REPORT BY: Chief Officer
REPORT DATE: 21st February 2025

Application	Deadlines
Delivery of Nomination Papers	Monday 17 March to 4pm on Wednesday 2 April 2025
Deadline for withdrawal of nomination paper	4pm on Wednesday 2 April 2025
Publication of Statement of Persons Nominated	No later than 4pm on Thursday 3 April 2025
Last date for registration	Friday 11 April 2025
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	5pm on Monday 14 April 2025
Proxy vote application deadline	5pm on Wednesday 23 April 2025
Last day for Voter Authority Certificates and Anonymous Elector Documents	5pm on Wednesday 23 April 2025
Receipt of emergency proxy vote applications	5pm on Thursday 1 May 2025

Nomination Papers

If you are wanting to stand for election, you must submit a nomination paper during the defined nomination period (Monday 17 March to 4pm on Wednesday 2 April 2025 - TBC).

Nomination forms can be either handwritten or typed, but signatures must be original (wet signatures).

It is important to note, that your nomination papers must be checked and can only be checked, in person, **delivered by hand, to the relevant office**, before the close of nominations (4pm on Wednesday 2 April 2025). **DATES to be confirmed in the Notice of Election.**

The Returning Officer will not accept emails or photocopies of the final submission.

Nomination papers can be obtained from [The nomination form | Electoral Commission](#)

For more information go to [Local elections 2025 | West Northamptonshire Council](#)

DON'T FORGET THE DEADLINE FOR DELIVERY OF NOMINATION PAPERS IS 16:00 ON 2ND APRIL AND YOU WILL NEED TO BOOK AN APPOINTMENT FOR THEM TO BE CHECKED AND YOU WILL NEED TO TRAVEL TO TOWCESTER OR NORTHAMPTON TO DO THIS (TO BE CONFIRMED IN NOTICE OF ELECTION).

REPORT TO: Town Council – 24th February 2025
REPORT ON: Citizens Advice West Northamptonshire & Cherwell
REPORT BY: Chief Officer
REPORT DATE: 21st February 2025

Citizens Advice West Northamptonshire & Cherwell (CAWNC) have advised that due to increased costs for delivering the advice service, increase in employer national insurance, increase in costs to rent offices and fierce competition for grant funding, they are forced to close the office at the Abbey building, Daventry as of 31st March 2025.

CAWNC are going to continue providing a service but are going out into the community by opening multiple Community Help and Information Points (CHIPs). The service will be the same as the current drop-in service, but they will be based in various (free to use) community venues. CAWNC are already running one at the library in the Abbey and are currently negotiating with the library to extend the provision. They are also liaising with Daventry volunteer centre and plans are in place to being able to offer a service within this venue soon.

CAWNC are reaching out to various other groups who operate in Daventry such as food banks, community larders, and other voluntary sector and community groups to see if they will enable CAWNC to do a CHIP in their venue when they are operational.

REPORT TO: Town Council – 24th February 2025
REPORT ON: Premises, 3 New Street, Daventry– Building Maintenance.
REPORT BY: Chief Officer
REPORT DATE: 21st February 2025

Daventry Town Council offices need external repairs. Areas requiring maintenance and repair work include the sash windows, window recesses, sills, fascia boarding and other remedial works.

As the Town Council building is Grade II listed, advice was sought from the Local Planning Authority, who advised the following:

Specialist heritage advice has been sought from WNC's Heritage & Conservation Team, who have advised, for the avoidance of any doubt, that all parts of the building are listed – front and back, inside and outside. Listed Building Consent would be required therefore to replace any historic windows or windows of traditional design, which contribute to the significance of the listed building.

There is always a strong preference, particularly with listed buildings and/or older buildings within conservation areas, to retain, repair and, where appropriate, adapt existing historic items rather than wholesale replacement. In this instance the existing horned sash timber windows on the front elevation should be repaired and retained, unless it can be demonstrated that they are not capable of being repaired and maintained.

Any replacement should be of traditional painted timber construction and match the form, detailing and operation of the existing windows, accurately copying the profiles of all the window components including head, jambs and cill of the frame, and the stiles, rails, and glazing bars of the sashes or casements (if present). Old glass should be carefully salvaged and reused, and where practicable, ironmongery should be overhauled and reused.

If the windows at the side or rear of the enquiry building are historic and/or of traditional construction, they must also be retained or replaced on a like for like basis. Where original windows have previously been replaced by modern windows that are not of sympathetic design or materials there would be an opportunity to replace these features with something more appropriate. UPVC or composite materials would not be an acceptable alternative material for timber for a listed building.

Any application for Listed Building Consent for replacement windows or changes to the existing glazing must be supported by:

- A Design & Access Statement, which includes a Heritage Assessment of the age, character and significance of the existing windows that are affected by the proposed works
- A fabric condition survey of each window, carried out by conservation joiner who has experience of working with historic and traditional windows, to explain why the windows are beyond viable repair; and
- Full details of the proposed replacements, including scaled drawings and sections of the new windows and glazing.

A location plan and drawings clearly identifying what is proposed for which windows should also be submitted, in addition to the usual form for LBC. To the best of my knowledge at the time of writing there are no plans to introduce national fees for LBC applications when the national planning application fees rise in April of this year.

Further to the pre-application advice it was evident that to gain listed building consent it would be necessary to appoint an architect and a Building Surveyor.

A site meeting was held with Cole & Cole Architectural, who referred to the pre-application advice and carried out an initial survey. From the survey they have recommended the council appoint a surveyor to generate:

1. All floor plans to include Basement, the Ground, first and second-floor plans.
2. Elevations, all four elevations.

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3. Street scene showing an outline of the buildings to both sides.
4. Perimeter of the building
5. Invert level to capture inspection chamber by the rear access door

The survey will provide drawings as per below, that are required by the LPA



Quotes received for survey work

Company A - £3290.00

Company B - £3700.00

Following the survey, it will be necessary to prepare an architectural scheme design and listed building application. This can be regarded as a specialist service and Financial Regulations 5.12(i) states that the requirement to obtain competitive prices in these regulations need not apply to contracts that relate to specialist services, subsequently, I recommend the council accepts the quote from Cole and Cole Architectural for architectural scheme and listed building application at a cost of £4500 inclusive (quote attached).

This is a major project that will require scaffolding, relocation of staff during works and total costs likely to exceed £60k which will require going out to tender. I would also recommend the Council considers including other works that can be done whilst scaffolding is in place i.e. new security cameras etc.

Recommendation:

Authorisation to contract Company A to carry out a survey of 3 New Street, Daventry
Authorisation to contract Cole and Cole Architectural to draw up the architectural scheme and apply for listed building consent.

REPORT TO: Town Council – 24th February 2025
REPORT ON: Community Safety – Arson Incidents
REPORT BY: Operations Officer
REPORT DATE: 21st February 2025

This report notifies the Council of an arson incident that took place in the early hours of 16th February, which, unfortunately, is not the first such incident reported this year. A local resident reported that 3-4 wheelie bins had been deliberately set on fire, which constitutes a serious act of criminal damage and antisocial behaviour. The incident has been reported to the Police and Fire Service, both of whom have taken appropriate action.

This is the second reported arson incident at The Hollow this year, highlighting a concerning pattern of recurring antisocial behaviour. The Hollow, along with the Heli-Park, remains a key hotspot for arson and antisocial behaviour.

The arson incident occurred on Council-owned land at The Hollow. The fire was reported by a local resident, and emergency services were immediately contacted. The Fire Service promptly attended the scene and successfully extinguished the fire. The Police were informed and are investigating the matter. The Operations Officer, working in collaboration with relevant agencies, organised the cleanup on Monday.

The investigation remains ongoing, with authorities including the Police, Fire Service, and West Northamptonshire Community Safety Partnership (WNC CSP) actively gathering further intelligence. The Fire Service has provided a visible presence in the area over the past week, while the Police have been working alongside the CCTV control room to collect intelligence and conduct outreach with local residents to enhance community vigilance.

Overall, emergency services have now recorded 13 deliberate fires since 1st December 2024, almost all involving wheelie bins and aerosols within the town. This pattern of deliberate fire-setting is being investigated thoroughly by all appropriate agencies, who are fully invested in processing the evidence and taking the necessary actions.

Please see below photographic evidence of the recent incident (provided by Police)

