

DUSTON PARISH COUNCIL

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

FULL COUNCIL

31st October 2025

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 6th November 2025 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

108/25. To receive apologies for absence

109/25. To receive and approve the minutes of the meeting held on Thursday 2nd October 2025 (APPENDIX A)

110/25. To receive and approve the minutes of the meeting held on Thursday 9th October 2025 (APPENDIX B)

Tel: 01604 583626

Web: www.duston-pc.gov.uk

Email: office@duston-pc.gov.uk

@DustonPC @Duston_PC

111/25. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda *(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).*

112/25. Public Participation Session *(Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).*

113/25. Action for Happiness Northamptonshire

- To receive a presentation from Action for Happiness Northamptonshire and discuss future <https://a4hn.my.canva.site/home>

114/25. Chair Announcements *(For Information Only)*

115/25. To receive any information update on Section 106 / Community Infrastructure Levy

116/25. Councillors Reports *To receive reports from members on attendance at external meetings or events and an opportunity for members to bring matters of interest to the attention of the Council for information or future discussion.*

117/25. Road Safety Fund Application

- To discuss making an application to Northamptonshire Police, Fire and Crime Commissioner Road Safety Community Fund (APPENDIX C)
Proposed by Cllr I Liddon

118/25. Proposed Errington Park Path

- Discuss the potential extra costs associated with constructing a path in Errington Park (APPENDIX D)

119/25. Proposed Parking Restrictions

- To discuss proposed double yellow lines:
 - a) Harlestone Road (APPENDIX E)
 - b) Weggs Farm Road (APPENDIX F)

120/25. St Luke's Centre & Field

- To agree to ask West Northamptonshire Council for the legal freehold of both St Luke's Centre and St Luke's Field (APPENDIX G)

121/25. Devolution

- Discuss what services Duston Parish Council might like to see devolved from West Northamptonshire Council.

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

122/25. Volunteer Policy

- To adopt the Volunteer Policy (APPENDIX H)

123/25. CCTV Policy

- To adopt the CCTV Policy (APPENDIX I)

124/25. Tree Planting

- To ask West Northamptonshire Council for permission to plant a tree in Darwin Walk adjacent to Limehurst Square (APPENDIX J)

125/25. Location of Land and other Assets

- To note the location of various Duston Parish Council Assets spread out within the parish (APPENDIX K)

126/25. Duston Parish Council Youth Club

- To note the latest Youth Report from Free2Talk July 2025-September 2025 (APPENDIX L)

127/25. NCALC Climate & Nature (CAN) Champion Scheme

- To appoint a Climate & Nature Champion to represent the council in matters relating to the climate, nature, and the environment.

128/25. HR Support

- To receive the Annual External Audit Report and to note any action raised (APPENDIX M)

129/25. Bank Reconciliations

- To approve bank reconciliations for September 2025 (APPENDIX N)

130/25. Payment of Invoices

- To note invoice payments for September 2025 (APPENDIX O)

131/25. Exclusion of Public and Press

To RESOLVE that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

- To discuss possible nominations for Honorary Freedom of the Parish which might include personal information.

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FULL COUNCIL MINUTES
THURSDAY 2nd October 2025 7pm

Chair: Cllr J Ennis-Clark

Councillors Present:

IN ATTENDANCE:

Gary Youens – Clerk

83/25. To receive apologies for absence

- Apologies were received from Cllrs Mumford & Maitland.

84/25. To receive and approve the minutes of the meeting held on Thursday 4th September 2025

- **RESOLVED:** That the minutes of the meeting held on Thursday 4th September 2025 (APPENDIX A) were approved as a true record and duly signed by the Chair.

85/25. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared by Councillors present.

86/25. Public Participation Session

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- A resident from Southfield Road spoke an issue of overhanging trees the other side of her property boundary. Members present gave some advice to the resident on how to deal with the issue.

87/25. Chair Announcements *(For information Only)*

- The Chair said she has called an Extraordinary Meeting of the Council for next week to discuss whether to renew the existing contract with Free2Talk. The Chair and the Clerk are willing to sit down with others to discuss the issue between now and next Thursday if they want.
- The Chair said she has been contacted by some residents about their concerns over a new Vape Shop opening in the Village Centre. The Clerk is speaking with the local ward councillors about it.
- The Chair said the date for the New Duston West by-election is Thursday 30th October 2025 with The Duston School being a polling station.
- Been working with the Clerk on a new draft café lease and hopefully this will be finalised in the near future.

88/25. To receive any information on Section 106 / Community Infrastructure Levy

- No update at present but there is a WNC Conference coming up later this month and there maybe an opportunity to get more information then.

89/25. Councillors Reports

- Cllr Edkins and Cllr Dickinson spoke about doing a litter pick. Cllr Dickinson said Limehurst Square recently is looking better following a series of litter picks in the area.
- Cllr Spink said the Battle of Britain event went well. There was 44 people who attended. Cllr Spink praised the DPC staff for organising such a successful event.
- Cllr Carol Kirk asked about the sound system. At present the Clerk is looking into it. It is likely that the Government will change the law to allow online and hybrid meetings so it might be more cost effective in the long run to get some kind of conference system.
- It was reported the sad passing of Mick O'Leary who was a Deacon at St Patricks Church in Ashwood Road.

90/25. Flood Warden

- West Northamptonshire Council have asked Duston Parish Council to nominate someone to be the local Flood Warden. Flood wardens are members of the local community who volunteer to help their communities become more resilient and prepared for flooding (APPENDIX B).

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- **RESOLVED:** Cllr Andrew Dickinson is nominated to be the Flood Warden for Duston Parish Council.

91/25. A New Four Year Plan

- The Clerk outlined the few changes that have occurred since last month.
- Councillor Liddon said this new Four Year Plan will help to shape the forthcoming budget. Cllr Ingram agreed with this.
- **RESOLVED:** Adopt the new Four Year Plan for Duston Parish Council as a flexible, evolving document that will be updated as needed. The plan outlines ambitious goals for the Council and Duston.

92/25. Budget 2026/27

- The Clerk outlined the cost pressures on the Council. At present it is assumed all asset transfers will go head. The Council also needs to continue to buy up its funds so it is in a good position to take over the full maintenance of the parks in June 2028.
- The Clerk said the Four Year Plan is ambitious and would require significant financial investment in this next budget.
- Cllr Kirk said she would like to see a sound system for Duston Community Centre in the is next budget.
- **RESOLVED:** To note the report (APPENDIX C) and the discussion on the budget 2026/27.

93/25. Grant Application

- **RESOLVED:** To approve the Grant Application for £1000 for Duston Village Hall (APPENDIX E)

94/25. Honorary Freedom of Duston Policy

- **RESOLVED:** To adopt the Honorary Freedom of Duston Policy (APPENDIX F)

95/25. Reserves Policy

- **RESOLVED:** To adopt the Reserves Policy (APPENDIX G)

96/25. Annual External Audit Report

- **RESOLVED:**

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- a) That the Annual External Audit Report (APPENDIX N) was received, discussed and noted.
- b) That the comments provided in the External auditor's limited assurance opinion 2024/25 were noted.

97/25. Environment Committee Recommendations

- The Clerk said the Environment Committee had a discussion and after much consideration it is proposed that Golfing is not permitted on Duston Parish Council parks.
- **RESOLVED:**
 - a) To adopt the revised Parks & Open Space User Policy (APPENDIX I)
 - b) To note and support the application for Village Green Status for both Mendip Park and Grafton Way Park.
 - c) To plant two matures on the grass verge adjacent to Pendle Road using CIL. If not possible then perhaps the grass area next to Limehurst Square.

98/25. Christmas Tree at St Francis Church

- Cllr Ingram proposed that the Council should plant a Christmas Tree at St Francis Church, subject to permission.
- **RESOLVED:** To plant a Christmas Tree at St Francis Church on the grass area (subject to the church approval). The Clerk will discuss with Rev Marriott as to the precise location of the tree.

99/25. Errington Park Path

- WNC Planning said the project can go ahead.
- Duston Parish Council hopes to use S106 funds to do the path. The Clerk, Gary Youens, will contact the ward councillors to ask for their support.
- **RESOLVED:** To note the WNC Planning response to the proposed path in Errington Park.

100/25. Neighbourhood Governance Review

- The Government has unveiled the English Devolution and Community Empowerment Bill, which proposes a new authority type and mandates councils to set up neighbourhood governance structures. It will issue guidance on how neighbourhood governance structures can work well with town and parish councils (APPENDIX K)

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- The consultation period from the Department of Housing Communities & Local Government is currently open.
- It is likely that the WNC will have to set up “Area Boards” or “Area Committees” and maybe this is what the LAPs will turn into in due course.
- **RESOLVED:** The Clerk will respond to the consultation on behalf of Duston Parish Council.

101/25. Harlestone Road Affordable Housing Scheme on Former Airflow site

- Duston Parish Council has held negotiations with Vistry Homes about adopting the public open space on the development (subject to planning permission).
- Vistry Homes have offered the site to West Northamptonshire Council for a variety of affordable housing. A view was expressed that more affordable housing in Duston should be welcomed.
- The Council discussed the report APPENDIX L. If the site gets planning permission it is likely to be finished sometime in 2027 or early 2028.
- **RESOLVED:**
 - a) The Council reaffirmed its commitment in principle to adopt all the public open space within proposed Vistry Homes development on Harlestone Road including the play area, wooded area and the attenuation pond.
 - b) The Council will appoint a solicitor to act on behalf of DPC on this transfer.
 - c) The Clerk will report back to Full Council prior to any final agreement.
 - d) The WNC Council Report on the Harlestone Road Development was noted (APPENDIX M).

102/25. Bank Reconciliations

- **RESOLVED:**
 - a) Bank Reconciliations for July 2025 (APPENDIX N) were approved.
 - b) Bank Reconciliations for August 2025 (APPENDIX O) were approved.

103/25. Payment of Invoices

- **RESOLVED:**
 - a) Invoice payments for July 2025 were noted (APPENDIX P)
 - b) Invoice payments for August 2025 were noted (APPENDIX Q)

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The meeting finished at 8:31pm

DRAFT

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EXTRAORDINARY FULL COUNCIL MINUTES
THURSDAY 9th October 2025 7pm

Chair: Cllr J Ennis-Clark

Other Councillors Present:

Cllrs Craven, Ingram, Liddon, Spink, Dickinson, Maitland (*left at 7:22pm*) Edkins, Kirk, Roper

IN ATTENDANCE:

Gary Youens – Clerk

Sarah Percival – Events & Engagement Manager

104/25. To receive apologies for absence

- Apologies were received from Cllr Mumford.

105/25. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared by Councillors present.

106/25. Public Participation Session

- There were no public speakers.

107/25. Discuss and make a decision regarding the renewal of the Free2Talk contract up the expiration of the current agreement

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- The Chair (Cllr Jan Ennis-Clark) opened the discussion and gave an overview. The Clerk also gave a verbal report of the current position of where things are with the current contract and what are the various options open to the Council going forward.
- The latest Free2Talk report has been circulated to members and will be presented at the next Council meeting. The Service Level Agreement has been previously sent to members for their information.
- The Chair said she would go round the room in turn and ask each councillor their view. Events & Engagement Manager Sarah Percival was asked to attend this meeting so Councillors can ask any questions if necessary.
- **RESOLVED:** Not to continue with the Free2Talk Contract when it comes to an end.

Under Standing Orders a recorded vote was requested - *At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.*

FOR: Cllrs Craven, Ennis-Clark, Ingram, Liddon, Spink, Dickinson, Edkins

AGAINST: Cllr Roper

ABSENTATIONS: Cllr Kirk

The meeting finished at 7:44pm



Northamptonshire Office of Police, Fire and Crime Commissioner

Road Safety Community Fund

Application Form

Organisation name:	
Project name:	
Amount of funding applied for: £500 - £5,000 per bid	
Grant Reference Number: (for internal use only)	

Please read the Guidance Notes before completing this form.

Section 1 – Organisation details

1.1 Main contact details

Please fill in the following details about the person in your organisation who will be the main contact for your application.

Name:	
Job title:	
Address (including postcode):	
Tel:	
Mobile:	
Email:	

Please detail any particular communication needs your main contact has e.g. textphone, sign language, large print, audiotape, Braille or a community language.

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1.2 Type of organisation

Please confirm the type of your organisation as stated in the governing document, giving the registration number where appropriate and the year the organisation was established (please complete all those that apply):

Type of Organisation	Registration Number	Year Established
Registered charity		
Company Limited by guarantee		
Unincorporated and not registered as a charity		
Community/ voluntary sector		
Neighbourhood Group		
Parish/ Town Council		
Community Interest Company (CIC)		
Other (please specify)		

1.3 Accountable body

If your organisation is unincorporated (see above question) do you have agreement from a legally constituted organisation to act as your accountable body for the funding?

YES ☐ NO ☐ NOT APPLICABLE ☐

If yes, please provide details of the accountable body and attach a letter of agreement:

Name of Accountable Body	
Letter of agreement attached	☐

1.4 About your organisation

Please tell us about your organisation, what it does and if you have delivered similar projects to the one you are applying for (**maximum of 250 words**):

1.5 Due Diligence Checklist

Please complete the following table:

	Yes	No	N/A	
Does your organisation have current public liability insurance?	☐	☐	☐	If yes: Value: £
Does your organisation have current employer's liability insurance?	☐	☐	☐	If yes: Value: £
Does your organisation have an active Management Committee or Board of Trustees with at least three people who are unrelated?	☐	☐	☐	Please provide a copy of the Constitution or Standing Orders
Does your organisation have recent signed accounts?	☐	☐	☐	Please provide the most recent set of accounts
Does your organisation have a bank account with 2 signatories?	☐	☐	☐	Please provide bank statements for the last 2 months
Does your organisation have a policy on financial controls and management?	☐	☐	☐	
Does your organisation have a current safeguarding children and/or vulnerable adults policy? (where relevant to the project)	☐	☐	☐	If your project intends to work with children or vulnerable adults we will need to see a copy of these policies
Do staff who will be delivering the project have current DBS checks? (where relevant to the project)	☐	☐	☐	Only applicable for staff working face to face with children or vulnerable adults
Does your organisation have a current data protection policy? (where relevant to the project)	☐	☐	☐	
Does your organisation have a current equality and diversity policy? (where relevant to the project)	☐	☐	☐	
Is your organisation registered with the ICO?	☐	☐	☐	If yes: registration number:

1.6 Income and expenditure

Please outline your annual income and expenditure in the past two years?

Financial year	<i>Or state own financial year</i>	Annual income £	Annual expenditure £
2023 – 2024			
2024 - 2025			

Section 2 – Your Road Safety Community Fund proposal

2.1 Project location

Which geographical location(s) will your project be working in?

Countywide	☐
Local authority area (West or North Northamptonshire)	
Locality/Town/Parish etc	☐ Please state which:

2.2 Project outline

Please describe your proposal. If your proposal is a project, you should include the aims and objectives of the project, who and how many will benefit and how the project will be delivered. If your proposal is for equipment, for example a sign, then only answer what is applicable to your bid. Please be specific about what equipment you wish to purchase (**maximum of 500 words**):

We may use this information in publicity material.

2.3 Evidence of need for the project

How do you know there is a need for this project? Do you have examples of this type of intervention working elsewhere, do you have data to evidence the need? (**Maximum 250 words**)

2.4 *Project delivery plan

Please complete the project delivery plan over the page. Where your proposal is for a project, please complete this in as much detail as possible including SMART targets. All successful applicants will be expected to report back on progress against this delivery plan.

Task	Responsibility (by whom)?	Target date	Output/ deliverable	Expected Outcome

2.5 Measuring outputs, outcomes and success

In your delivery plan above you must tell us about your outputs and outcomes. Please tell us how you will measure your outputs and outcomes and how you will demonstrate whether you project has been a success. **(maximum of 250 words)**

2.6 Referral Pathways or Partners involved in project delivery

If you are intending to deliver this project in partnership with any other organisation(s) or you are anticipating referrals from other organisations please advise who the partner organisations are; their role in the project, and/or the agreed referral pathway (**maximum of 50 words per partner**).

If you intend to make any payments to partners, then you need to ensure that this is clearly shown in the project budget in question 3.1

If you plan to deliver the project with partners or receive referrals from partners, you must submit original written evidence of their agreement to be involved or their agreement around the referral pathway.

Name of Partner	Role	Have you submitted evidence of their agreement to be involved?

2.7 Information sharing agreements

Does your project require the sharing of information from or with other agencies?

YES ☐ NO ☐ NOT APPLICABLE ☐

If yes, do you have GDPR compliant information sharing agreements in place?

YES ☐ NO ☐ NOT APPLICABLE ☐

Please provide brief details – who is the information sharing agreement between, when was it written and signed etc.

2.8 Priority activities

Funded projects must help deliver at least one of the Northamptonshire Safer Roads Alliance (NSRA) strategic priorities below. Please tick all that apply.

Speed Reduction	☐
Anti-social Road Use (i.e. racing, risky manoeuvres)	☐
Distraction Driving (e.g. use of mobile phone)	☐
Drink or Drug Driving	☐
Road Victims and their Families	☐
Use of seatbelts, including Child Restraints and Seats	☐
Educational Initiatives Leading to Positive Behaviour Change	☐
Other, Please Specify:	☐

2.9 Meeting the priorities

Please tell us how your project will meet the priorities that you have identified in 2.9 above (**maximum of 250 words**):

2.10 Project scope

Is this grant for new work, or to support/extend your organisations existing work?

NEW WORK ☐

SUPPORT / EXTEND EXISITING WORK ☐

If you are seeking a grant to support existing work, tell us below, in a **maximum of 300 words** how this work was previously funded, why this funding is no longer available, what your project/service has achieved so far and what is the need for it to continue.

2.11 Previous funding from Northamptonshire's Police, Fire and Crime Commissioner

Have you previously received funding for this project from the Commissioner or through the Road Safety Community Fund?

YES ☐ NO ☐ NOT APPLICABLE ☐

If yes, please tell us below what you achieved with the previous funding.

2.12 Project delivery and management

Please tell us who will manage the project and how you will ensure the project is delivered effectively and well managed? (**maximum of 250 words**)

Section 3 - Financial information

3.1 Project budget and detail around Match Funding

Please complete the separate project budget spreadsheet. If your project involves the purchase of any products, please provide at least one quote. If your project involves match funding, please confirm whether the match funding has already been agreed.

3.2 Payments to third parties

Please provide detail of your process of payments to third parties involved in delivering the project, including PAYE:

3.3 Justification of costs

Please use this space to justify any costs which you feel may appear high, including any consultancy costs (**maximum of 150 words**):

3.4 Conflict of Interest

Please complete the Conflict of Interest Form.

3.5 Reference/Letter of Support

Please complete the Reference Form or attach a separate letter of support.

Section 4- Final Declaration

I / we hereby confirm that my / our organisation or any directors or partner or any other person who has powers of representation, decision or control have not been convicted of any of the following offences:

- (a) Conspiracy
- (b) Corruption
- (c) Bribery
- (d) fraud or theft
- (e) any offence listed:
 - (i) in section 41 of the Counter Terrorism Act 2006; or
 - (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;
- (f) any offence under sections 44 to 46 of the Serious Crime Act 2007 which related to an offence covered by subparagraph (f);
- (g) money laundering or offences relating to the proceeds of criminal conduct; or
- (h) an offence under section 4 of Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
- (i) any other offence under section 59A of the Sexual Offences Act 2003;
- (j) an offence in connection with the proceeds of drug trafficking
- (k) any other offence within the meaning of Article 57(1) of the Public Contracts Directive

I / we hereby confirm that within the past three years my / our organisation and its directors / trustees have not:

- (a) violated applicable environmental, social and labour obligations established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions;
- (b) been made bankrupt or been the subject of insolvency or winding up proceedings;
- (c) been guilty of grave professional misconduct;
- (d) tried to unduly influence the decision-making process of the Office of the Police and Crime Commissioner;
- (e) tried to obtain confidential information that may confer undue advantage; or
- (f) provided misleading information that may have a material influence on decisions concerning grant award.

For the purposes of this declaration, a Relevant Conviction is a conviction involving dishonesty, violence or sexual assault and a Regulated Activity has the meaning given in Schedule 4 to the Safeguarding Vulnerable Groups Act 2006. I / we hereby confirm that no individual, employed or associated with the Beneficiary, has:

- disclosed that he has a Relevant Conviction;
- been found by the Beneficiary to have any Relevant Convictions (whether as a result of a police check or through the DBS procedures or otherwise); or

- been barred from, or whose previous conduct or records indicate that he would not be suitable to carry out Regulated Activity or who may otherwise present a risk to service users, and no such individual is or shall be employed or engaged in any part of the provision of the Funded Services. (see appendix A)

Declaration

I confirm that I am authorised to sign on the behalf of the organisation and that all the information given or referred to in this application form is true and accurate and that all relevant information has been submitted.

Name:	
Position in organisation:	
Signed: (an original signature is required)	
Date:	

Section 5 - Finishing your application

Checklist - please tick to confirm that:

You have read the Guidance Notes that accompany the application form	☐
You have fully answered all of the relevant questions in this application form	☐
An authorised person has signed the application form with an original signature	☐
You have attached the Constitution or Standing Orders	☐
You have attached the most recent Set of Accounts	☐
You have attached the last 2 months Bank Statements	☐
You have attached the References/Letters of Support	☐
You have completed and signed the Conflict of Interest Form and included it with this application	☐
You have attached your separate Project Budget Form (see question 3.1) together with quotes where appropriate	☐
If applicable: you have attached confirmation from your accountable body that it agrees to act as the accountable body for the project (see question 1.3)	☐
If applicable: you have attached your safeguarding children and/or safeguarding vulnerable adults policies	☐
You have only sent us the information we have asked for and not included any additional documents	☐

There are no deadlines for completed applications, they are reviewed upon receipt of application and relevant supporting documentation.

Please send the electronic copy of this application form and required accompanying documents (listed in supporting documents list) to:

funding@northantspfcc.pnn.gov.uk

If you prefer to send a hard copy of the application then please send the application form and all attachments as listed above, to: Road Safety Community Fund, Northamptonshire Office of the Police, Fire and Crime Commissioner, Darby House, Darby Close, WELLINGBOROUGH NN8 6GS

Appendix A

*Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 3 of Council Framework Decision 2008/841/JHA on the fight against organised crime.

*Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906.

*The common law offence of bribery or within the meaning of the Bribery Act 2010 or section 113 of the Representation of the People Act 1983.

*Fraud as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities; fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978, the Theft (Northern Ireland) Order 1978 or the Fraud Act 2006; fraudulent trading within the meaning of the Companies Act 1985, the Companies (Northern Ireland) Order 1986 or the Companies Act 2006; fraudulent evasion within the meaning of the Customs and Excise Management Act 1979 or the Value Added Tax Act 1994; or an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993.

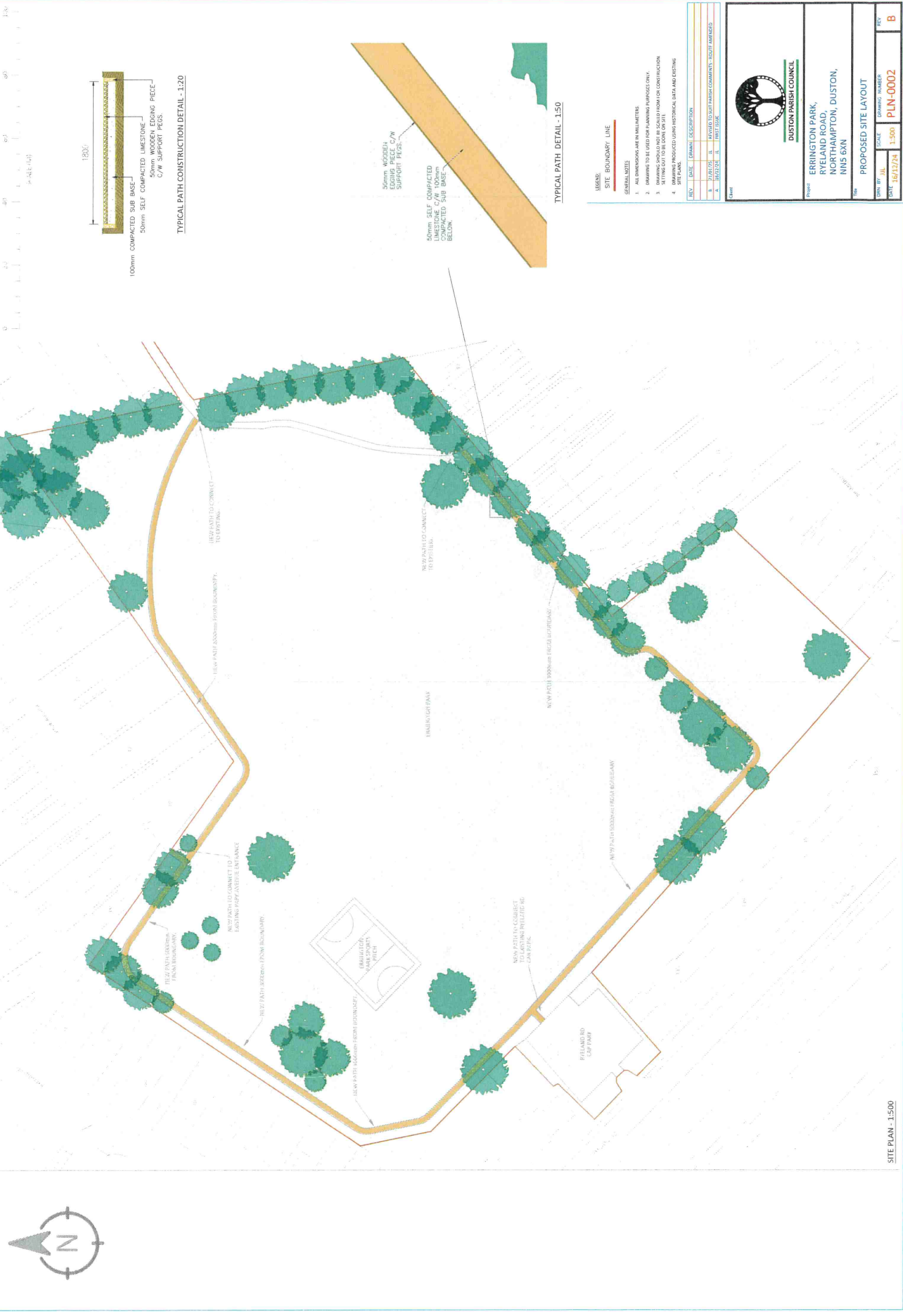
*Money laundering or offences relating to the proceeds of crime within the meaning of the Proceeds of Crime Act 2002, the Criminal Justice Act 1988 or the Proceeds of Crime (Northern Ireland) Order 1996.

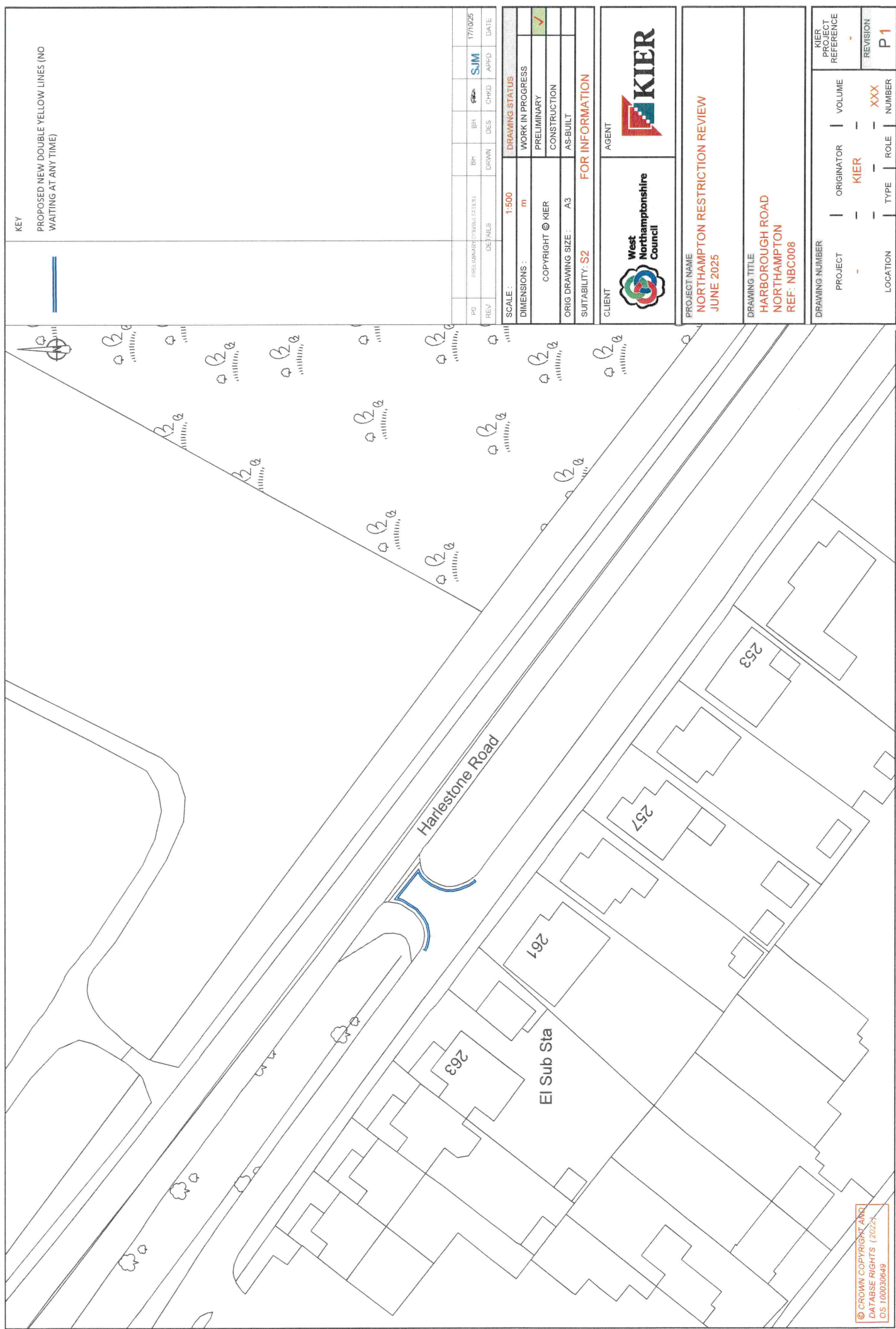
*Offences in relation to the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Coroners and Justice Act 2009 or within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994.

*Offences relating to the Public Contracts Directive as defined by the national law of any jurisdiction outside England and Wales and Northern Ireland; or created, after the day on which the Regulations were made, in the law of England and Wales or Northern Ireland.

*Referred to in Regulation 56(2) of the Regulations or listed in Annex X to the Public Contracts Directive as amended from time to time.

*Bankrupt or subject to insolvency: where the organisations assets are administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.





PG	PRELIMINARY CONSULTATION	BR	DES	CHKD	DATE
REV	DETAILS	DRWN	DES	CHKD	DATE

SCALE :	1:500
DIMENSIONS :	m
COPYRIGHT © KIER	
ORIG DRAWING SIZE :	A3
SUITABILITY :	S2

CLIENT	West Northamptonshire Council
AGENT	KIER

PROJECT NAME	NORTHAMPTON RESTRICTION REVIEW
	JUNE 2025

DRAWING TITLE	HARBOROUGH ROAD
	NORTHAMPTON
	REF: NBC008

DRAWING NUMBER	PROJECT	ORIGINATOR	VOLUME	KIER	REVISION	P1

APPENDIX F



KEY

PROPOSED NEW DOUBLE YELLOW LINES (NO WAITING AT ANY TIME)

[illegible]

SCALE :	1:500	DRAWING STATUS
DIMENSIONS :	m	WORK IN PROGRESS
COPYRIGHT © KIER		PRELIMINARY
		CONSTRUCTION
ORIG DRAWING SIZE :	A3	AS-BUILT
SUITABILITY: S2		
FOR INFORMATION		

CLIENT	 West Northamptonshire Council	AGENT	 KIER
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PROJECT NAME
NORTHAMPTON RESTRICTION REVIEW
JUNE 2025

DRAWING TITLE
WEGGS FARM ROAD
NORTHAMPTON
REF: NBC001

DRAWING NUMBER	KIER PROJECT REFERENCE			
PROJECT	ORIGINATOR	VOLUME		
-	KIER	-		
LOCATION	TYPE	ROLE	NUMBER	REVISION
			XXX	P1

Full Council Report

Potential Acquisition of the Freehold – St Luke's Centre and St Luke's Field

1. Purpose of the Report

To inform Members about the background and current status of the St Luke's Centre and Field, and to seek Council's view on whether to pursue the acquisition of the freehold from West Northamptonshire Council (as successor authority to Northamptonshire County Council).

2. Background

- St Luke's Centre and Field were originally St Luke's Lower School and its playing field.
 - The school closed as part of Northamptonshire's move from a three-tier to a two-tier education system. The school relocated outside Duston Parish to a new site in Upton.
 - Most redundant school sites in Duston, such as Ryeland Road Middle School, were sold for housing.
 - Responding to community concern about the loss of local facilities, Duston Parish Council stepped in to help save the St Luke's site.
-

3. Lease Arrangement

- In 2012, Duston Parish Council entered into a 99-year lease with Northamptonshire County Council for St Luke's Centre and Field.
 - The lease allows the Parish Council to have commercial tenants, helping to offset running and maintenance costs.
 - The building is historic, with parts dating to the mid-nineteenth century, and lies within a planning conservation area, increasing maintenance costs.
 - Since 2012, the Parish Council has managed the building and field, maintaining them as community assets and spaces for local use.
-

4. Current Position

- Over the past 13 years, the Parish Council has invested considerable funds in maintaining and operating the Centre.
- Members have expressed a long-standing desire to secure the freehold ownership of the property, as reflected in both the Corporate Plan and Four-Year Action Plan.

- Duston Parish Council already owns the adjacent public open space, historically known as Melbourne Lane Park, meaning freehold acquisition would consolidate management and enhance long-term planning for the wider area.

5. Advantages of Acquiring the Freehold

- Provides long-term security for community use of the building and field.
- Gives the Council greater freedom and flexibility to invest, improve, or develop the facilities.
- Reduces potential bureaucracy associated with lease management and landlord approvals.
- May enable the Parish Council to access funding not always available to leaseholders.

6. Considerations

- The acquisition would likely require formal negotiation with West Northamptonshire Council (WNC), which now holds the freehold.
- An independent valuation and legal advice would be needed to assess financial implications.
- WNC's asset strategy and ongoing property reviews will influence whether they are willing to dispose of the freehold.
- The Parish Council would need to consider potential upfront costs and long-term maintenance liabilities.

7. Recommendation

Council is invited to:

1. Confirm in principle whether it wishes to pursue the acquisition of the freehold of St Luke's Centre and Field, subject to feasibility.
2. Authorise the Clerk to make initial enquiries with West Northamptonshire Council regarding the potential transfer or purchase of the freehold.
3. If West Northamptonshire Council agree appoint a solicitor to oversee the transfer
4. The Clerk will keep the Council and/or Resources & General Purposes Committee



VOLUNTEER POLICY

Parish Office, Duston Community Centre, Pendle Road,
Northamptonshire, NN5 6DT
clerk@duston-pc.gov.uk

Document Version Control

Version	Date adopted / Re-adopted	Review By Date	Author
67/23	07/09/2023	Sept 2027	Council

VOLUNTEER POLICY AND PROCEDURES

This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Duston Parish Council (DPC).

Introduction

1. DPC pledges to offer volunteer opportunities to all sectors of the community; local organisations, groups and individuals to work together in partnership.
2. This engagement seeks to increase contact with the community we serve and help build strong connections to ensure the relevance of the services we provide in addressing the needs of our community.
3. DPC recognize the positive health & wellbeing benefits of volunteering and as such, supports all staff in encouraging inclusivity of volunteers, where appropriate, to assist in the ongoing development of DPC.
4. DPC does not aim to introduce volunteers to replace paid staff.

Policy

1. DPC will maintain a list of volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the DPC of any changes to those details or to request removal of those details from the database if they no longer wish to volunteer. This info will **not** be shared to any third party.
2. Volunteers should be competent to carry out a role. The nature of skills required will depend on the activity.
3. Where the volunteer is under the age of 18 they must be accompanied by a responsible adult, parent/guardian or the leader of the relevant organisation or scheme.
4. Where appropriate, relevant training will be provided in advance of the volunteer working on site.
5. Where appropriate, Volunteers will be briefed regarding the task and its purpose, health, safety and supervision arrangements before commencement of work.
6. Volunteers are expected to advise the DPC lead if they have any medical issues that would put either them or other volunteers at risk relevant to the task.
7. Volunteers working at the sole request of and under the sole control of the DPC will be insured under the Parish Council's Public Liability and Employers Liability cover.
8. Volunteers should only carry out tasks allocated to them.

Procedures

9. Should it be necessary for groups to split off, a 'lead' volunteer should be appointed and given the mobile phone number of the primary point of contact should a situation arise.
10. Prior to work commencing, a visual inspection and or risk assessment of the site will be carried out to ensure that there are no obvious hazards. These inspections are to be recorded.
11. Volunteers should have due regard to the fact that they are carrying out authorised work on behalf of the Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.
12. A copy of this policy must be given to and read by volunteers along with a data capture form the first time they undertake work on behalf of the DPC. The policy will be re-issued to volunteers if any material changes to the policy are made.

1. The appropriate risk assessment document must be referred to before commencement of work or a risk assessment undertaken prior to commencement of work where a new project arises. The Parish Clerk is to receive a signed and dated copy of the risk assessment.

2. Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken. This should include a description of the work to be undertaken and known issues and risks associated with the site.

3. Volunteers will be expected to sign the induction briefing sheet, showing that they have received an induction brief, they understand the nature of the work, they recognise the risks associated with the task and agree to comply with instructions provided during the induction brief. This document is not intended to form a contract.

4. On completion of the work, the completed induction brief is to be kept on file with the Risk Assessment sheet. Retention of induction briefs will allow the DPC to record work and ultimately acknowledge the contributions to the community made by volunteers.

Duston Parish Council Volunteer Data Capture

The details given in the Volunteer Welcome Pack (APPENDIX A) by the volunteer will be maintained by the Parish Clerk. All information will be kept safe and confidential and will not be used for any other purpose. It is essential that a volunteer advises the supervisor of an activity or the Parish Clerk of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task. Where a volunteer can no longer support the community, they are to contact the Parish Clerk requesting their details are removed from list at their earliest opportunity.

Duston Parish Council Volunteer Induction Brief & Acknowledgement List

Each volunteer will be assigned an area of work and a named supervisor. They will also be asked their availability and their details recorded as follows within the volunteer welcome pack.

- **Supervisor:**
- **Date:**
- **Start Time:** **Finish Time:**
- **Location:** (To be defined by supervisor)
- **Description of Activity:** (To be summarised by supervisor)
- **Tools to be Used:** (Where appropriate to be listed by supervisor, taking note of the risks associated with using these tools (for instance cuts and grazes))

Hazards and Safety Measures:

- All work undertaken by volunteers shall have regard to the Health & Safety at Work etc. Act 1974 and related health & safety legislation.
- You should not undertake the work defined if you have either an injury or illness that could increase risk of further injury or illness either to you or fellow volunteers. If you are unsure of the likelihood of increased risk due to either injury or illness, you should contact the supervisor before starting work.
- You will not be asked to work at height.
- (Allotment Only) Jewellery, necklaces, watches and ideally should not be worn – wearing them presents a risk of injury.
- Appropriate footwear must be worn. (Allotment Only Ideally, sturdy boots covering the ankle and providing support on uneven ground should be worn. Open-toed shoes or sandals, trainers (footwear without a heel) must not be worn) Doing so increases risk significantly.
- Long hair must be tied up to avoid it getting caught in the activity where applicable
- Gloves should be worn where appropriate.

First Aid

- If a volunteer is wounded (serious cuts and grazes) undertaking authorised work, the supervisor should be notified as soon as possible. A first aid kit is held by the supervisor.
- In the case of serious injury, immediate first aid should be administered and the supervisor informed.

- The supervisor is expected to carry with them a mobile telephone. Where necessary, it is the responsibility of anyone to call the emergency services.

A blank copy of the risk assessment

[illegible]

[illegible][illegible]

Review date:		Signature of person completing the risk assessment:	
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Notes:

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION – Improve within specified timescales
3-6	MONITOR – Look to improve at the next review or if there is a significant change
1-2	NO ACTION – No further action but ensure controls are maintained and reviewed

Welcome to Volunteering for Duston Parish Council!

Dear Volunteer,

Welcome to Duston Parish Council!

We are thrilled to have you join our team of dedicated individuals who are passionate about making a difference. Your contribution is invaluable, and we look forward to working together to achieve our mission.

This volunteer pack provides you with essential information to get started and outlines what we expect from our volunteers. Please take a moment to review the details and complete your contact information.

About Our Organisation

Our organisation is committed to creating positive change in our community through various initiatives and programs. We rely on the support of volunteers like you to help us deliver services, support events, and engage with the community. Together, we strive to build a better future for everyone.

Volunteer Expectations

As a volunteer, we ask that you:

- Be punctual and reliable
- Communicate openly with our team
- Respect confidentiality and organisational policies
- Maintain a positive and professional attitude
- Inform us in advance if you are unable to attend your scheduled activities so we can find cover for you.

We look forward to working with you

Kind regards

Volunteer Policy and Procedures

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Duston Parish Council Volunteer Data Capture Form

These details will be maintained by the Parish Clerk. All information will be kept safe and confidential. It is essential that a volunteer advises the supervisor of an activity or the Parish Clerk of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task

Your Contact Details

Name:	
Address:	
Contact Number:	
Mobile Number:	
Email:	
Signature:	
Date:	
Next of Kin details:	
Medical Requirements or Allergies:	
Details of any ailments we should be aware of	

Where a volunteer can no longer support the community, they are to contact the Parish Clerk requesting their details are removed from list at the earliest opportunity.

Duston Parish Council Volunteer Induction Brief:

Supervisor:

Date:

Start Time:

Finish Time:

• Location: (To be defined by supervisor)

• Description of Activity: (To be summarised by supervisor)

• Tools to be Used: (If Applicable, To be listed by supervisor, taking note of the risks associate with using these tools (for instance cuts and grazes))

Hazards and Safety Measures:

• All work undertaken by volunteers shall have regard to the Health & Safety at Work etc. Act 1974 and related health & safety legislation.

• You should not undertake the work defined if you have either an injury or illness that could increase risk of further injury or illness either to you or fellow volunteers. If you are unsure of the likelihood of increased risk due to either injury or illness, you should contact the supervisor before starting work.

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• *Allotment Only*: Long hair must be tied up to avoid it getting caught in the activity.

• Gloves should be worn where appropriate.

First Aid:

• When a volunteer is wounded undertaking authorised work, the supervisor should be notified as soon as possible. A first aid kit is held by the supervisor.

- In the case of serious injury, immediate first aid should be administered and the supervisor informed. If required, It is the responsibility of anyone to call the emergency services as soon as necessary. You do not need to wait for a supervisor to do so.

VOLUNTEER ACKNOWLEDGEMENT LIST:

- I understand the scope of work described by the supervisor and agree to abide by the direction relating to this work that they give.
- I agree to comply with all health and safety direction and training I am given in support of this work.
- I agree that I am fit and healthy to undertake this work.
- I agree to make the supervisor aware of any changes to my contact details or health.

By signing this, you agree to all of the terms and conditions mentioned in this document:

NAME:	SIGNATURE:	DATE:

Should you require to contact us before your volunteer session please use the following details. *Staff, please highlight which person the volunteer should contact.*



CCTV POLICY

Parish Office, Duston Community Centre, Pendle Road,
Northamptonshire, NN5 6DT
clerk@duston-pc.gov.uk

DOCUMENT VERSION CONTROL

Version	Date adopted / Re-adopted:	Review By Date:	Approved:
09/23d	18/05/2025	May 2027	Council

CCTV POLICY

1. Purpose

This Policy governs the management, operation, and lawful use of the Parish Council's Closed-Circuit Television (CCTV) system in compliance with:

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Protection of Freedoms Act 2012
- Information Commissioner's Office (ICO) CCTV Code of Practice

CCTV is installed for the following legitimate purposes:

- Protecting Parish Council buildings, property, and assets
- Promoting staff, councillor, contractor, and visitor health, safety, and welfare
- Preventing, deterring, and detecting criminal or anti-social behaviour (including theft, vandalism, harassment, intimidation)
- Supporting law enforcement in the investigation and prosecution of crime
- Assisting in identifying, apprehending, and prosecuting offenders
- Ensuring compliance with Council rules and regulations

Important: The CCTV system does not record audio.

The system is owned and controlled by Duston Parish Council, with operational oversight by the Clerk / Responsible Financial Officer (RFO). The Parish Council is registered as a data controller with the ICO for CCTV operation.

All authorised operators must comply with this Policy and the ICO CCTV Code of Practice to ensure collection, storage, and use of footage is lawful, necessary, and proportionate.

2. Scope

This Policy applies to all CCTV systems and associated equipment owned, operated, or controlled by the Parish Council. It covers the monitoring, recording, storage, retrieval, and disclosure of all recorded material.

The Parish Council will ensure:

- CCTV warning signs are clearly visible at all entrances
- Signage states the purpose of recording and provides contact details of the data controller (Appendix A)

- Operation of CCTV systems complies with ICO guidance and all relevant data protection legislation

Camera placement is designed to maximise effectiveness while minimising intrusion into areas with a reasonable expectation of privacy.

Monitoring is conducted in line with Council policies including:

- Equality & Diversity Policy
- Bullying & Harassment Policy
- Health & Safety Policy

3. Camera Locations

Cameras shall capture images only relevant to legitimate purposes. Every effort must be made to avoid infringing the privacy of individuals or neighbouring properties.

Typical monitoring areas include:

- Building perimeters, entrances, exits, and corridors
- Reception and lobby areas
- Car parks and public access routes
- Storage and service areas
- Security alarm and access control points

Camera locations are documented and retained by the Parish Council.

4. Covert Monitoring

Covert monitoring is only permissible in exceptional and lawful circumstances, where evidence-based suspicion of serious misconduct or criminal activity exists.

Requirements for covert monitoring:

- Written authorisation from the Clerk, in consultation with the Chair and Vice-Chair
- Formal documentation of rationale and duration
- Limited in scope and duration, proportionate to the suspected offence
- Never conducted in high-privacy areas (e.g., toilets, private offices)

All covert monitoring ceases immediately following investigation, with data securely disposed of in line with UK GDPR.

5. Storage & Retention

- Recorded material is securely stored to prevent unauthorised access, alteration, or disclosure
- Standard retention: 31 days, after which footage is overwritten or securely deleted
- Extended retention is permitted only when necessary, with:
 - Documented justification
 - Secure, access-controlled storage
 - Review and deletion once purpose is fulfilled

Retention must comply with UK GDPR principles of data minimisation and storage limitation (Article 5).

6. Access to CCTV Footage

Access is restricted to authorised personnel on a legitimate need-to-know basis.

- Authorisation from the Clerk or designated deputy is required to view or copy footage
- All access is logged: date, time, purpose, and identity of viewer
- Footage may not be removed or disclosed except in compliance with this Policy and UK data protection law

7. Subject Access Requests (SAR)

Individuals may request access to personal data, including CCTV footage:

- Requests must be submitted in writing to clerk@duston-pc.gov.uk
- Applicants must provide sufficient detail (date, time, location) to identify footage
- Supervised viewing may be permitted; copies are not provided
- Requests are responded to within 1 calendar month
- Disclosure may be refused if it infringes the rights of others or affects ongoing investigations

SARs are handled in accordance with the ICO Subject Access Code of Practice.

8. Disclosure to Third Parties

Disclosure is permitted only when lawful, necessary, and proportionate.

Permitted recipients include:

- Law enforcement agencies for crime prevention or investigation
- Legal representatives under Court Order or lawful authority
- Contractors/service providers under written confidentiality agreements

All disclosures must be authorised by the Clerk and logged: recipient, purpose, and legal basis.

9. Responsibilities

The Parish Council shall:

- Ensure CCTV use complies with this Policy and UK legislation
- Coordinate lawful operation of CCTV systems
- Maintain access and disclosure logs
- Review camera placement to uphold reasonable privacy expectations
- Secure recordings and restrict access to authorised personnel
- Delete footage after retention unless required for ongoing proceedings
- Approve use of zoom or mobile cameras to prevent unlawful surveillance

Training: All authorised personnel must complete data protection training.

10. Data Protection Impact Assessments (DPIA) & Privacy by Design

Prior to installation or relocation of CCTV cameras:

- Conduct a DPIA under Article 35 UK GDPR
- Assess privacy risks and proportionality
- Document mitigation measures to protect individuals' rights

Privacy-by-design principles are applied to all CCTV operations.

11. Policy Review

- Reviewed by the Clerk every 4 years, or sooner if legislation or ICO guidance changes
- Interim reviews follow incidents, legal developments, or ICO recommendations

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Parish Council is to ensure that this requirement is fulfilled.

Signage must:

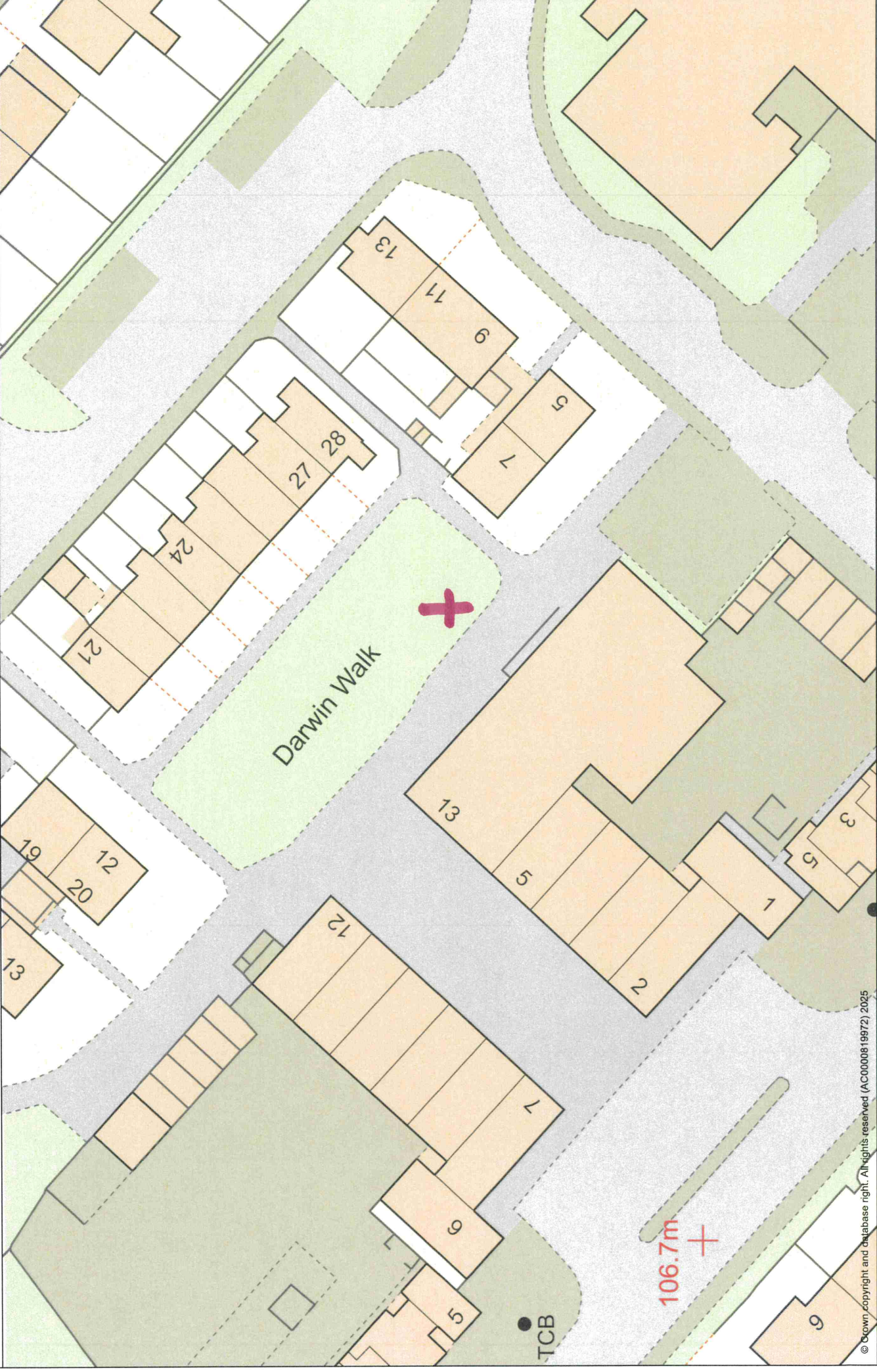
- Be clearly visible and legible
- State CCTV is in operation
- Identify Duston Parish Council as the data controller
- Provide contact details for enquiries

Duston

Author: G. Youens

Date: 30/10/2025

PARISH
ONLINE



DPC NON-MOVEABLE ASSETS LOCATIONS

Name	Grid Reference <i>Easting / Northing</i>	What3Words	Address	Nature of tenure	Date Acquired	Added Description
<u>Buildings</u>						
Duston Community Centre	472316 / 261949	kind.smashes.noble	Pendle Road, NN5 6DT	Freehold	30/02/2012	
St Lukes Centre	472308 / 261022	pine.pinch.broker	Main Road, NN5 6JB	Leasehold 99 years since April 2012		
Duston Sports Centre	472354 / 261756	risks.land.heave	Cotswold Av, NN5 6EX	Freehold, lease to NLT to 2042	25/05/2011	inc flag pole, building, car park and field
Timken Gates	472471 / 261135	finest.sing.riots	Main Road, NN5 6FB	Freehold	31/10/2022	
Rose Villa Hut & Wall	472384 / 261139	caring.chairs.arch	Rose Villa, NN5 6FH	Freehold	31/10/2022	
<u>Parks & Open Space</u>						
St Lukes Field	472207 / 260911	voted.spit.flies	Melb. Lane, NN5 6HS	Leasehold 99 years since April 2012		inc benches, trees, hedges
Land adj to DCC	472339 / 261937	uses.sports.risky	Pendle Road, NN5 6DT	Freehold		inc trees, car park, noticeboard, play area, benches, bins, gym equipment, MUGA, debrillator
Errington Park	471465 / 261897	order.dairy.coast	Ryeland Road, NN5 6XN	Freehold	31/03/2021	
Mendip Park	472723 / 261510	skinny.mild.pump	Mendip Road, NN5 6BA	Freehold	31/03/2021	inc trees, play area, benches, bins, MUGA, entrance bollards
Grafton Way Meadow	471734 / 262730	sits.butter.holds	Grafton Way, NN5 6NX	Freehold	31/03/2021	inc trees, play area, benches, bins, MUGA, entrance bollards
Melbourne Lane POS	472268 / 260914	honest.alert.ruby	Melb. Lane NN5 6ET	Freehold	31/03/2021	inc path, trees, play area, benches, bins, gym equipment

Quarry Park	471312 / 262742	dish.offers.record	Duston Wildes, NN5 6NR	Freehold	27/06/2024	inc trees, play area, benches, bins, noticeboard. Highway footpath with WNC streetlighting and non Highway footpath.
Clipton Way POS	472552 / 262173	haven.money.starts	Clipton Way, NN5 6TP	Freehold	27/06/2024	inc trees, path
Telstar Way POS	472772 / 261239	pull.dare.claims	Telstar Way, NN5 6AN	Freehold		inc trees, bench, bin and attenuation pond
Cheddar Close POS	472924 / 261348	hosts.silks.fool	Ched. Cl NN5 6AG	Freehold	27/06/2024	inc trees
Brockwood Close	471118 / 262422	trip.dock.lazy	Brock Cl. NN5 6LY	Freehold	27/06/2024	inc trees, bench, bollards and bin
Newton Road POS	472303 / 262120	wink.epic.camp	New. Rd NN5 6TL	Freehold	27/06/2024	inc trees, play area, bench and bin
Westbury Close POS	472866 / 261241	grew.almost.played	West. Cl NN5 6AN	Freehold	27/06/2024	
Alfred Knight / Timken South / Main Road Footpath	472396 / 261126	twice.awake.boxing	Rosevilla Farm, NN5 6JB	Freehold	Aug-25	public footpath on Timken Estate with three streetlights
Rosevilla Access Road	472481 / 261167	play.spike.yarn	Alfred Knight, NN5 6FB	Freehold	Aug-25	Access Public Right of Way
Special Status						
War Memorial	472385 / 261028	dish.swim.flute	Main Road, NN5 6JB	Unregistered Land	1991	War Memorials (Local Authorities' Powers) Act 1923
St Lukes Churchyard	472462 / 261028	slam.hatch.music	Main Road, NN5 6JD	Peterborough Diocese	Jan-25	Local Government Act 1972 Sec.215

Duston Parish Council Assets on Third Party Land

Bins	Land Owner	Further Description
Outside Duston Library	WNC Assets	Glasdon Bin
Main Road / Easfield Road	WNC Highways	Broxap Bin
Main Road / Ryeland Road	WNC Highways	Broxap Bin

Port Road nr Sandy Lane	471101 / 262999	dozed.purple.only	Port Road, NN5 6NL	WNC Highways	Broxap Bin
Quarry Road Bus Stop	471584 / 262885	hardly.crown.harsh	Quarry Road, NN5 6NT	WNC Highways	Broxap Bin
Park Lane & Velocotte Way	471060 / 262312	voting.skirt.bank	Park Lane, NN5 6QW	WNC Highways	Broxap Bin
Wrenbury Road Bus Stop	471269 / 262094	opera.pits.among	Wren. Rd NN5 6XS	WNC Highways	Broxap Bin
Harlestone Rd / Firsvie Drive	472150 / 262578	glow.tricky.crest	Harl. Rd, NN5 6NY	WNC Highways	Broxap Bin
Haydown Green Play Area	472547 / 261901	mess.jabs.intro	Clee Rise, NN5 6EA	WNC Assets	Broxap Bin
Millway / Weedon Road	472516 / 260468	snake.adults.upgrading	Millway Way, NN5 ES	WNC Highways	Broxap Bin
Sandy Lane Walk	470544 / 261890	often.elbow.paying	Berrywood Rd, NN5 6HE	WNC Highways	Broxap Bin
Eastfield Road nr St Fran. Church	472148 / 262064	before.starts.gender	Eastfield Road, NN5 6QT	WNC Highways	Broxap Bin
Benches					
Templemore	473564 / 261550	dining.gazed.bend	Bants Lane, NN5 6AA	WNC Highways	Has DPC plaque on
Bants Lane Bus Stop	473372 / 261469	thing.forgot.cycle	Bants Lane, NN5 6AF	WNC Highways	NHS Commemorative
Poppyfields opp Duston Rd	472831 / 261133	icon.agreed.oven	Bants Lane, NN5 6AN	WNC Highways	Princess Diana Bench inc plaque. Installed 1998.
Vicarge verge Main Road	472479 / 261122	hips.branded.vanish	Main Road, NN5 6JB	WNC Highways	Queen's Platinum Jubilee
Village Centre	472121 / 261098	lonely.wacky.baked	Main Road, NN5 6JF	WNC Highways	green bench nr Squirrels
Main Road / Berrywood junction	471899 / 261323	filed.gent.sector	Main Road, NN5 6JN	WNC Highways	WW1 Commemorative Bench
Village Sign Bench	471874 / 261347	fresh.feared.task	Main Road, NN5 6RB	WNC Highways	Recycled Plastic Bench
1st Metal Bench on Hardlands	472148 / 261704	stocks.jobs.pays	Hardlands POS, NN5 6PW	Unregistered Land	Installed in 2004
2nd Metal Bench on Hardlands	472127 / 261607	merit.dare.link	Hardlands POS, NN5 6JZ	Unregistered Land	Installed in 2004
Metal Bench	472126 / 261661	help.single.stream	Hardlands POS, NN5 6PW	Unregistered Land	King Charles III Coronation
Main Road nr Eastfield Road	471789 / 261693	smiled.print.rank	Main Road, NN5 6RA	WNC Highways	Metal Bench
2 x Duston Cemetry	471573 / 261436	index.deflection.coffee	Berrywood Road, NN5 6XF	WNC Assets	One is COVID-19 & other installed in 2004
2 x Limehurst Square	472216 / 261976	stick.judges.upgrading	Limehurst Sq, NN5 6LP	WNC Highways	Two grey benches
Library outside DCC	472305 / 261944	circle.useful.extra	DCC NN5 6DT	WNC Assets	Commemorative bench
Yellow Haydown Play Area	472536 / 261890	spends.round.valid	Haydown Green	WNC Assets	small yellow bench
Weggs Bus Stop	470877 / 262318	lasted.salt.wings	Weggs Farm Rd	Private Property	small green bench
The Green	470978 / 262580	seat.divide.bake	Weggs Farm Rd, NN5 6HF	WNC Assets	Commemorative bench
Harlestone Road Bus Stop	472092 / 262606	tamed.types.bound	Harlestone Rd, NN5 6NY	WNC Highways	small green bench
Sandy Lane Walk	470542 / 261881	much.handed.rated	Berrywood Rd, NN5 6HE	WNC Highways	NHS Commemorative Bench
St Francis Church	472149 / 262003	boots.range.extend	St. Fran Church, NN5 6TQ	Church Land	Commemorative bench

Defibrillators with Bleed Kits

BT Box Harlestone Road	472067 / 262618	ever.desk.vets	Harlestone Rd, NN5 6NY	WNC Highways	In former BT phone box
BT Box Chiltern Avenue	472936 / 261560	amused.code.acid	Chiltern Av, NN5 6AY	WNC Highways	In former BT phone box
BT Box Weggs Farm Shops	470873 / 262307	laser.wakes.drop	Weggs Farm Rd, NN5 6YR	WNC Highways	In former BT phone box

Defibrillator with no bleed kit

Village Hall	472139 / 261215	crisp.souk.calculating	Ashwood Road, NN5 6JS	Private Property	
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Gateway Signs

Main Road Entrance	472678 / 261083	kings.meals.home	NN5 6RZ	WNC Highways	Made by Sign of the Times
Harleston Rd Entrance	471446 / 263064	unwanted.glory.judges	NN5 6NE	WNC Highways	Made by Sign of the Times
Berrywood Rd Entrance	470581 / 261860	donor.wink.spout	NN5 6HE	WNC Highways	Made by Sign of the Times
Cotswold Av Entrance	472988 / 261953	lands.ending.bucked	NN5 6BT	WNC Highways	Made by Sign of the Times
Weggs Farm Entrance	470844 / 262670	people.closed.audio	NN5 6HF	WNC Highways	Made by Sign of the Times
Tollgate Way	472589 / 260484	liability.lions.daily	Sixfields, NN5 5TW	WNC Highways	Made by Sign of the Times

Planters

Main Road Gateway Sign	472678 / 261083	kings.meals.home	NN5 6RZ	WNC Highways	
Berrywood Rd Gateway Sign	470581 / 261860	donor.wink.spout	NN5 6HE	WNC Highways	
Opposite Eldean Rd	471637 / 262297	leads.safety.taking	NN5 6PR	WNC Highways	Octagonal planter
Outside the Coop, Main Road x3	471628 / 262343	cage.played.behave	NN5 6PR	WNC Highways	
Bordeaux Close Shops x2	470871 / 262302	small.bubble.cheek	NN5 6YR	Private Property	
DCC Library Entrance x2	472304 / 261947	cage.chair.chill	Pendle Road, NN5 6DT	WNC Assets	multi tier planter
Limehurst Sq x 2	472209 / 261973	lied.trials.hooks	NN5 6LP	WNC Highways	Has "Duston Parish Council" on them

Noticeboards

Malvern Grove	NN5 6AY	Private Property	single noticeboard
Quarry Road / Port Road	NN5 6NT	Private Property	single noticeboard
Weggs Farm Road	shops, NN5 6YR	Private Property	double noticeboard
Village Centre Shops	shops, NN5 6JN	Private Property	single noticeboard

Main Road Shops Eldean		shops, NN5 6PR	Private Property	single noticeboard
Plants / Hedges / Trees				
Outside The Squirrels Pub	472124 / 261094	globe.wisdom.drives	Unknown	Planted pre 2005
Alleyway to Pond Farm by shop	472179 / 261106	strong.swung.wonderfully	Unknown	Planted pre 2005
Saxon Rise / Main Junction	472039 / 261151	sports.mime.little	Unknown	Planted pre 2005
Hedge on Main Road Verge	471784 / 261721	barn.steep.buyers	WNC Highways	Planted Pre 2010
Play equipment				
Triumph Gardens	470886 / 262069	sings.memo.tonic	WNC Assets	
Haydown Green	472540 / 261898	master.chained.race	WNC Assets	
Others				
Timken Artwork	472674 / 261108	rocket.images.buck	WNC Highways	Installed in 2017
Flag Pole Library	472286 / 261946	insert.hangs.grain	WNC Assets	
Village Sign Berrywood Road	471888 / 261341	horses.local.equal	WNC Highways	
Sign into Mendip Park 1st sign	472792 / 261408	galaxy.alert.shuts	WNC Assets	
Sign into Mendip Park 2nd sign	472750 / 261425	shapes.shaky.spots	WNC Assets	



Evaluation for Duston Summer quarter July -September 2025

Project name – Duston Youth Club.

Project Lead: Ben Bateman

Project staff: Mark Dean & Diana Anchidim, additional staff this programme Laura Wood, Chloe Coare

Project Aims / Outcomes

Over the course of each programme, we aim to support the young people to have:

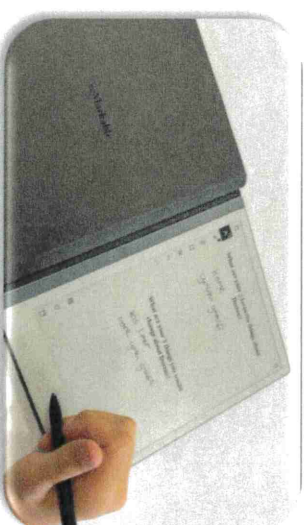
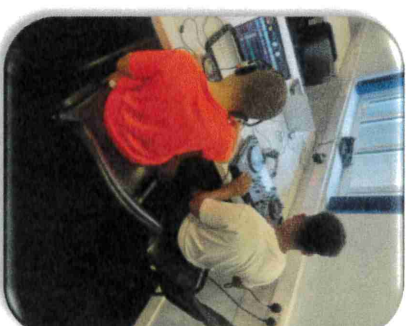
- 1. Built trusted relationships with adults
- 2. Gained confidence, developed self-awareness and increase resilience
- 3. Increased feelings of safety
- 4. Increased awareness of local activities
- 5. Developed greater care and respect for people in their community
- 6. Developed healthy relationships with peers and others
- 7. Access and opportunities to develop a healthy hobby: Music, Art, Sport
- 8. A positive attitude to learning
- 9. Opportunities for active participation, co-production, ownership and leadership

Over the course of each programme, we aim to support the Duston community to:

- 10. Have knowledge and trust in who to go to for support for young people
- 11. Have happier young people in their community
- 12. Feel young people are safer and their community is safer
- 13. See positive images and relationships with young people
- 14. Develop a sense of responsibility and care for their young people
- 15. Develop an empowered approach to advocate for their young people

This will be evidenced by:

1. Programme plans, registers and session recordings for all sessions
2. Data sets to monitor demographics
3. An evaluative report, drawn from observations, interactions and data
4. Young people's direct feedback
5. Young people's achievements through multimedia recordings; podcasts, images, music
6. Case studies of young people's engagement and development



Project outputs

	April	May	June	Quarter totals	July	August	Sept	Quarter totals
Number of youth group sessions delivered	3	2	4	9	4	4	4	12
Number of individual young people each month	22	15	25	34	27	15	22	31
Attendances (running totals)	38	24	52	129	61	24	48	133
Number of unknown profiles attending	0	0	0	0	4	1	0	5
Number of emerging young leaders	1	3	3	3	1	1	2	2
Number of social media posts/blogs or campaigns	2	3	3	7	3	2	3	8
Number of community events	0	0	1	1	0	0	0	0
Number of Outreach sessions	0	0	0	0	0	3	0	3

Characteristic	
Attendance observations	Attendance of young people prior to the summer break was consistent and averaging 12-16 per week. Following an incident at the community centre, where some young people were rude to staff, a group were banned from accessing the centre and subsequently, the group – this led to a ‘walk out’ for another group of young people who felt their friends should not be banned – subsequently the following week only 1 young person was in attendance and thereafter (consistent with last summer) there was a significant drop off in attendance over the summer holidays. Outreach sessions were unsuccessful in terms of meeting new young people and there is a need for further promotion in the area. However, once the schools started back up, the September sessions were better attended, with our core group of young people returning and this is perhaps for consideration moving forward into the next 12 months of delivery, there is a need to review whether term-time provision is sufficient for the needs and wants of young people, and families in the Duston area.
Age	10 x1, 11 x2, 12 x4, 13 x5, 14 x10, 15 x4, 16 x3, unrecorded x2
Gender	13 Female, 15 male, 1 prefer not to say, 2 unrecorded
Ethnicity	Black/Black British Caribbean x 1, Mixed Other x 2, White/ Black African x 1 Prefer not to say x 1, white British x 23, White Other x 1, Unrecorded x 2
Physical disability	None recorded
Learning disability	1 x Female 1 x Male No x 29
Location	New Duston x 3, Duston east x6, Duston West x1, Brackley South x1, Harpole x1, Billing and rectory farm x1, Unknown x 18

Evaluations of Outputs and Outcomes:

Discussion of outputs and outcomes:

Over the course of each programme, we aim to support the young people to have:

1. Built trusted relationships with adults

The team have continued to work on building trust through the voluntary relationships young people are choosing to engage with us in; this has remained a key focus throughout the quarter and is developed continually through our open conversations, activity engagement and nurturing of youth voice and youth choice each week. This is evidently impactful for young people and there have been some great examples of the trust that has been built this quarter – for example, T. He spoke to the team about his Dad having passed away within the last few weeks, and how he was feeling about this – as it was quite sudden and his relationship with his Dad has been rocky the last few years. T is a child in care and had not seen his Dad too often, he spoke of how this feels now and how difficult the situation still is. To be so vulnerable with us in this way helps to demonstrate how much trust he has established with the youth workers in this space and how he has chosen to engage with this support on his own terms. Outside of the session, the team have reached out to his care team and liaised for any additional support that may be required – the youth club has proved to be a catalyst for these relationships to develop for him, which may not have been accessible without the group. It is great to see that T recognises this as a safe space to come, even in the face of grief and sadness.

We also created booklets this programme, focusing on the local community. Within the booklet, young people are asked to share information about spaces they feel safe and unsafe, their thoughts on how they feel within the local area and whether they feel supported – as well as sharing with us what activities they engage with locally and what they would like to see more of. For some young people this was the first time they have actively engaged with this level of participation and been confident to say what they think and feel – and we believe this helps to evidence how relationships are trusted here. For example, K completed this activity after saying that she absolutely wouldn't take part – and she did really give this time and thought. KT does not attend school in any form currently, and until she came to the youth group, did not engage with any organisation of any kind. For her to share her thoughts, feelings and opinions in this way is massive step, and she was very engaged in the end. K has continued to engage more and more over the weeks, particularly with BB and MD. She often dismisses things and says she does not care but in actuality cares quite a lot!!

2. Gained confidence, developed self-awareness and increase resilience

When a group of young people presented with challenging behaviour around the community centre (resulting in some of them being banned) youth workers utilised an outreach session to help the young people reflect on their behaviour and impact on others, and plan and review ways to resolve issues. The relationships being built allows for us to challenge these young people in a different way and because they have trust in us they are open to a dialogue that may not be available to them with other adults. The purpose of this approach is to build confidence in recognising who they are within the world around them, and work with their developing self-awareness. Learning to accept responsibility forms a large part of the work undertaken in these 'teachable moments' and this helps to improve young people's resilience, understanding and conflict resolution capacity – so that these skills can continue in other areas of their lives.

For one young person in particular this approach was extremely successful and reinforces the strengths of the relationships at play here. This young person is developing into a great young leader and even attended a Parish council meeting, as a representative of the youth group – trusting in the relationships and support of youth workers he doesn't even engage with on a weekly basis, but wanting to put things right. At 13 years of age, he is in a key developmental stage and youth workers are deliberately supporting his social and emotional learning through informal education and an open dialogue that focuses on developing his critical thinking skills.

This is echoed with other young people in attendance at the sessions, and although we have observed reduced numbers over the summer programme, this has meant that more in-depth relationship and confidence building work has been conducted with the young people who are quieter but have been consistently coming to the sessions. EW, for example, who has often struggled to find connections with youth workers and peers, has relished the chance to build confidence through his engagement with DA in art and creative endeavours. His confidence has grown so much over the last programme with us, that he was proudly showing Sarah (DPC) and the youth team his YouTube page, which now has over 20,000 subscribers!! This quieter time has allowed for this to happen more organically for him, and he is now actively approaching youth workers himself, and we are also seeing an improvement in his ability to engage with others' 'in person' and not from behind a screen – which for us, is a real success!! The summer programme has aimed to deliver some new activities to help young people with this outcome, we have observed that the young people in Duston – despite being very capable – are often lacking in confidence to take ownership of the space and the youth group itself. We suggest that in part, this is due to them not feeling that community centre is for them to have ownership over, but this is also translating into a reluctance to lead on activities – the team have worked deliberately to push the young people into making more choices for themselves with regard to activities and engagement, through a scaffolded approach, and as such we have taken steps back from directing activities at times, to observe how the group

dynamics are developing. We continue to try other approaches too – such as introducing challenges to try new foods and new hobbies and participate in wider whole group activities when there is an opportunity to do so.

3. Increased feelings of safety

We had an excellent start to the summer programme - before the schools broke for summer - the numbers were growing, and young people were bringing their friends. We had great interaction from a range of different young people from different backgrounds and whom have different life experiences. There is a real variety of young people within the group, and it is brilliant to see them growing as a community in their own right. Some of the group attendees have openly stated that they would not talk to some of the other young people at school, usually, but youth workers are working alongside the young people to ensure the group is welcoming and inclusive to all. This includes managing conflict and undertaking shared activities – and this programme has seen that this is coming together increasingly - it is great to see their connections growing. As a result, some of the young people, who have experienced bullying and being ostracised before are now reporting increased feelings of safety, not just at the youth group but at school and in the local area as well!

It is important to us that everyone who comes to our group, regardless of race, religion, ethnicity, sexuality, gender, disability, etc, feels welcomed and safe and it was clear from the booklets that were completed (**Booklets will be provided for the DPC via PDF documents**) that an area of real safety, is the youth group. One young person wrote in their booklet, when asked what activities they access within their community, “I have youth club which helps me make new friends and be myself around people who I know will accept me”. This is always what we strive to achieve, and this was great to read.

Further, it is a great asset of our team here in Duston that the youth workers are from different backgrounds, ethnicities, religions etc and belong to different communities such as the LGBTQ+ community. Having access to relatable and safe adults is supportive for young people to be able to confidently seek guidance and support on areas that can often create tension – especially as we are seeing a shift politically and some unrest with regards to race and religion and the positioning of flags, which has been well documented locally. The team will continue to create safe spaces for all young people to explore these issues and we hope too, to engage further with the DPC to help young people connect with the adults in their communities who are making decisions that impact their local community, and in turn their feelings of safety and inclusion.

4. Increased awareness of local activities

We had another visit from NGAGE, and our core group of young people recognised Rittik immediately, they know who he is, what NGAGE do, etc. Some of the newer young people had not met him and spoke with him about their service and enjoyed a discussion about harmful and medical substances that exist within society. They discussed the support that NGAGE offer for young people across Northampton and how they can do a referral for themselves, a friend or family member if they wanted to. Some took home leaflets to share with parents/carers.

Later in the programme we had Nathan from Titans Basketball Foundation come along. He spoke with the young people about the sessions they run locally, how they can get involved and what they offer for young people. He then coached a session, and the group played some Basketball, it was great to see how the young people worked so well as a team, passing the ball and encouraging each other. We utilised this opportunity to reconnect with some young people who we hadn't seen for a while, with Ben contacting parents to let them know Titans would be attending and a couple of old faces returned. As a result, one young person who loves basketball was issued with a free pass to attend the Titans development sessions for a year, saving his family around £250, which has prevented his attendance here previously.

A new young person joined the group this programme, who moved to Duston in April, they shared that they had never lived in Northampton before and when we spoke with parent, Mum reported that she had had some trouble finding anywhere for her daughter to go locally, she said that her daughter is home schooled and there is a home schooled group that they attend but she does not really enjoy. This was a great reminder for us as a team, to revisit what is on offer locally, and work with the young people to understand more about where this information can be shared for them to see – not necessarily just their parents. This is not a deficit area as such, but something for continued development and discussion as we move forward in the next programme, and for this young person in particular (who only joined us on the final session) we hope to do some great linking up work with the community here to ensure this young person is supported and aware of all the options available to them locally!

We know that some of the young people attend other activities locally, such as Boys Brigade, unfortunately they have not been very forthcoming in sharing and shouting about their experiences of this group with the others in the youth sessions, so we are hoping that we can revisit this over the next programme and talk more about their activities locally, as we recognise the importance of peer influence in this way.

5. Developed greater care and respect for people in their community

The gap between the young people and the community is something we have become more aware of over the summer programme. We believe the summer really exacerbates these issues for both the young people and community members – and this was highlighted in the incident at the beginning of the summer, in which young people's behaviour in the centre resulted in them being banned – until they apologised. For us, young people's solidarity as a group meant that our sessions saw an immediate drop in numbers over the following few weeks – with young people feeling angry about being banned and it reinforcing their feelings that they are not welcome in adult spaces – although it did provide the team with some teachable moments with a few of them, others have not returned since this incident occurred. Whilst we are adaptable in our provision and were able to utilise outreach work to help somewhat resolve this issue, it does highlight ongoing challenges in young people and adults understanding of one another's points of view.

As a profession we are not keen to 'ban' young people from their safe places, as this is often where conflict grows and we find it inhibits reflective learning opportunities and resolutions from being found. However, we do recognise that the safety of others is paramount and at times, there are few other options. We are continuing to work with the young people around these tensions, as they continue to report feeling ignored when entering the community centre, and looked down upon by adults in these spaces – and we hope that activities such as the Booklets they completed, engaging with DPC members and some potential inter-generational work in the coming quarter, with wider community members, will help a range of age groups bridge the gaps and in turn improve the care and respect shown for one another.

As a celebration here, we have observed less littering when out and about with young people this programme and have also observed the young people to be extremely welcoming to adults coming into their space, which does evidence some ongoing successes with young people here!

6. Developed healthy relationships with peers and others

In terms of peer relationships, DJ'ing and sport has provided ongoing opportunities for young people to share experiences and build trust amongst themselves – and T, again, has really benefitted from this over the summer programme – with another young person from the group who likes to engage with music – B, who he trusted to make aware of what had happened with his Dad's death. We have observed B acting very kindly with T over the weeks, making him laugh and smile where he could, offering to talk about things if he wanted. The week of the funeral we had a really good

conversation with these two young people around what funerals are and how they are conducted as neither had ever been to one before – by role-modelling opportunities to talk openly about difficult subjects the young people are better able to recognise how healthy relationships can and should develop, and we hope continues to encourage the level of safety and acceptance they can expect and command within the youth space. We are especially keen to support this type of engagement with young males here as this works to promote improved emotional wellbeing and mental health – which is a national concern for young people and especially young men. ([Mental Health Statistics UK](#) | [Young People](#) | [YoungMinds](#))

We also have seen changes in the relationship dynamics of some of the young people and youth workers are ensuring that there is an open dialogue about healthy and safe relationships in this guise too, through ongoing informal education and boundary setting alongside the young people – to help everyone feel comfortable within the space. We continue to see challenges between peers at times, especially the young females falling out over relationships, but we aim to ensure that they are supported to work through these challenges as they navigate the complexities of developing relationships into their transition to adulthood.

It is also important to us within these sessions to bring the group together when we can. At times, the group can feel quite fragmented with different young people engaging with different activities and different youth workers, so it was a lovely surprise when the young people wanted to set up a premier league football fantasy league to compete against each other in – this reinforces that there are some strong young leaders here and that they can lead on positive choices for themselves in this way. This is a really nice way to connect the group together and they have 13 young people and 2 youth workers within the league. The young people helped DA to set up her team and gave her advice as she is not 'into' football really and they were inclusive of each other within the session.

7. Access and opportunities to develop a healthy hobby: Music, Art, Sport

Art: Young people continue to share their creativity and individuality through art / arts&craft– and this provides an opportunity to connect with others – a great example of this is when EW came to a session having just been on holiday in Land's End and really enjoyed himself. He showed us photos of the beautiful cliffs, and this resulted in a competition between them and DA around who could paint the best recreation of Land's End. This was then judged by the other young people in the group and others were able to share that they had also been to Land's End (the result ended in a

draw, it was too tough to call). This also helped young people to make connections outside of their immediate friendship groups and encourages engagement with healthy hobbies that could be replicated at home.

We had a new young person attend who went straight to the art station. They sat and drew alongside DA and this activity enabled conversation to flow as they got to know each other, making it less awkward for their first session. EB noticed what they were drawing and immediately came over and spoke to them about it. She was doing a particular style of art that EB loved and the new young person showed DA and EB how to do this. This ignited other conversations and before long, DA was able to leave the new young person and EB to their own devices and conversations, thus creating a new friendship.

Music: The young people engaged brilliantly with DJ'ing and producing over the course of this programme. At times, we split the group with some going outside and some being inside. This enables them to engage with an activity more meaningfully and MD was able to narrow down on the music with young people who have been engaging with music outside of sessions as well as in them as well. They even attended an event with Mark where they DJ'd live on stage, which is incredible for their confidence and enjoyment. It gave them a taste of what they can achieve and how it feels to perform and as a result the engagement from BK, JT and TB this programme has been incredible, they have been so focused and engaged. BK brings his own decks, and they all have their own memory sticks with the music they like on it so they can mix the tracks they love. RD has been instrumental in supporting these other young people - as someone who attends the radio club at Inspiration FM alongside the Duston sessions, he is DJ'ing 2-3 times a week and has an array of resources that he has not been shy to share with these other young people. They have all increased their skill and can home in on their hobby. R, T and B have all now got their own decks because of coming to the sessions and developing a passion for music. It is by finding these hooks for young people that we can support them in going in the right direction and participating in positive activities. Both BK and TB have had issues with school attendance and anti-social behaviour in the past but are now so focused and moving in the right direction because of music. T is a looked-after child and his home have commented on how much change they have seen in him since he has started to attend, how much he loves coming to the session and have even completed a referral for mentoring with Free2Talk. Music and youth work together is proving to be powerful for some of these young people.

Sport: The young people were eager to go outside for much of the programme, and at times took real ownership of what they wanted to do with sports. On one occasion, we played football at the football pitch at Timken, and a group of 4 boys we didn't know joined us, engaged well and spoke to us about the youth group. This is the kind of outreach that seems to work best locally. Engaging young people with an activity and then speaking

to them about what it is we do and who we are. They engage better this way and are more open to conversation and are more honest. Other than football, on the first session of the programme, BB was playing cricket with a younger aged young person when an older aged young person asked to join in and bowled very nicely, helping them to learn how to hold the bat and how to generate power from your legs. Eventually, most of the group joined the game, and we had a group wide game of cricket in this session. From here, cricket became a popular activity over the programme. It has been nice to have a different sport besides football to engage young people in, they really enjoyed themselves and were learning the rules and how to play. A great mix of young people joined in. This teaches so much informally around teamwork, communication and resilience. The young people have been much better at sharing. Historically when we've played, they have struggled with sharing so that everyone could have a go at the game. This is a valuable skill for the young people to learn, and they have struggled with this in the past during the fundraising discussions. Sport is so powerful in this aspect for skills development, which we then hope they can recreate in other areas.

Podcasting: This is an area in which, as a team, we need to take ownership that we could have done better in. Up until the end of the last programme, we had 2 keen young people who were recording podcasts, they had some in depth conversations around really important topics, conducted interviews and more. Unfortunately, one of these young people has disengaged from the group now and as a result we are unable to produce these podcasts and put them out to public. We had only just gained consent from parents to do so when the young person began to disengage. If we would have been quicker in doing this, this may have encouraged the young person to continue to engage meaningfully, and we may have been able to produce these podcasts. As such, we have seen a drop in interest around podcasting but are hopeful we can reengage this in the next programme. It is something we will learn from, we should have been more reactive to the need and interest of young people here in this instance and we are hopeful that we have now reviewed the consent process and procedures to ensure this does not hold up further opportunities in this area. We are hopeful that this particular young person will return and reengage when they feel ready to do so and are in a place to do so. We are also positive that we have some strong young leaders who have spoken with MD about doing some inter-generational work with people within the community. With moving to the new building, we are very close to a lot of the bungalows, so it would be great to have a podcast where young people connect with the older generation and discuss how it is to live in Duston now to how it was before. We hope to bridge the gap between young people and the community by doing this. Invites have been sent to those living close to the Eastfield Close Community Hub and we hope they will pop in to say hello and take us up on the offer. The young people are really excited for this. We will take the mistake, learn and improve for next time.

8. A positive attitude to learning

Whilst we continue to utilise activities, discussion-based work and reflective practice with the young people - through our relationships with them - to engage their learning all the time, this programme we implemented new ways of doing this. Following feedback and a concern from DPC, we revisited our work around healthy eating and the food provision within the groups, we adopted a new approach to this and in turn, we hope to have improved the young people's openness and attitudes to learning in a fun way. We have undertaken food challenges in terms of taste testing, ratings, quizzes etc as well as setting cost challenges - as living costs are high and some young people have reported that their families have been/are struggling. This has prompted new conversations around energy drinks and linked nicely with Ngage's visit and discussion earlier in the programme - which has allowed young people to revisit and cement their learning in this way.

We have also provided handouts and things to take home (for those that want them) that young people can share with families/siblings and talked more in-depth about healthy eating and healthy bodies - which has sparked conversations about eating disorders and pressures from social media. This has helped to remind us of the pressure young people are under and being able to try new things in this way has been a catalyst for informal learning and resilience building. Overall, young people have reported that they enjoyed these sessions, when we looked back across the programme, and as such this is something we will continue implementing into the next quarter - which we can hopefully develop with access to a kitchen space.

9. Opportunities for active participation, co-production, ownership and leadership

We had some returnees this programme who we have not seen for a while. They came in on their first session back and were clear on what they wanted to do and making this happen, they caught us up on their news and what they had been up to! The flexibility of the open access provision allows the young people to have choice over when they wish to attend, and what they want to engage with on arrival. At its very core, this encourages young people's participation by the very nature of their free choice. Conversely, others in the group - as discussed - lack confidence in leadership and taking ownership of what they want to do - and we have been trying less and less to get activities out for young people to promote ownership, participation and choice development here. We do recognise that some young people are not there yet, however and it can be difficult to meet all the needs at a time.

When conducting fundraising work for example, engagement has been hard to come by for some of the young people as they just want to use the space to relax and socialise. It is useful to consider theory in terms of participation and looking at Maslow's hierarchy of needs, there are links that we can make with some young people here. For example, if young people are not having basic needs met such as safety, security, etc, they are unable

to move up to the next step of the pyramid to make connections and feel secure in their participation capacity. Some of the young people, particularly those new to us or who are more guarded, are still searching for those safe spaces/ social connections and as such –actual participation is still something we are working towards with them. We are working within this step by step, hence starting with activity choice and input into session planning, and we hope to move this through into elevating youth voice more locally – perhaps with a vision for establishing a youth board or council within the area. By employing theory into this development, we can begin to re-structure the session development over the coming programme to capitalise on the strengths of those who have been engaging for a longer time and create peer led development opportunities for those who are newer too us. We continue to believe that having access to decision makers locally will give young people a chance to understand how and where they hold influence outside of the youth space and we look forward to bridging that more and more in the coming months.

Over the course of each programme, we aim to support the Duston community to:

10. Have knowledge and trust in who to go to for support for young people

We have observed some parent engagement on our social media posts and pages this quarter, which evidences that there is some growing awareness of the sessions and the youth workers in the area. We have had parents reach out to enquire about mentoring support for their children, which is a real celebration and some young people report that adults have suggested they attend the sessions. Bringing services in such as Titans and Ngage means children and young people are sharing their knowledge of other support and provisions that are available to them locally, and this helps to build parent knowledge of who they can turn to in support of their children/young people if required.

Community outcomes are always much harder to attain with such a short amount of time weekly within the local area. We look forward to continuing on a positive trajectory however, with the move to a new building allowing for an updated promotion, and a flyer dropped planned with the young people this autumn. It is a great opportunity to also consider how DPC is promoting the youth sessions to their constituents and review how the collaboration is supporting one another for the benefit of the children, young people and families locally.

11. Have happier young people in their community

We have conducted many sessions outside this summer. Though this is primarily due to the great weather and different activities, the secondary outcome of this is to show ourselves within the community and show positive images and happy young people. We often speak to members of the

community out on dog walks when at the field and we are seen by members of the community playing cricket and football. It is easy to forget that some of the young people are just teenagers living in a complex world and it is so lovely to see them being young and enjoying themselves, we hope this is shared by community members. Social media continues to be pushed and we continue to make regular posts that detail what the young people are up to and all the incredible things they are doing to showcasing that young people are indeed happy within their local community.

12. Feel young people are safer and their community is safer

This is something that as a team we have been exploring over the past few weeks. How better can we improve our communication with members of the community that there are safe spaces for their young people? How can we improve in our communication with parents and carers of the young people we currently work with to ensure they are aware of different services available locally that are also working hard to keep their young people safe within their community. We primarily rely on word of mouth at this current time, the young people from our groups going home and sharing what they know, but beyond that, how are we impacting our local community? To this end, we have sent letters home to parents at the end of the programme to detail the changes of venue alongside explaining what we have been up to and what the plans are moving forward, we provided a contact for different youth workers and for the socials, allowing parents to have several ways to contact us and keep up to date with the groups.

We also asked parents/carers to re-complete the membership forms for their child so that we can ensure that we have up to date details. We have made a conscious effort to speak to parents/carers when they are picking up their child, making calls/texts to parents/carers of young people we have not heard from in a while to check they are doing okay and to remind them that we are around should they need anything or wish to return. As stated previously we have sent letters out to residents who live within close proximity of the new venue on Eastfield Close to ensure they know who we are, what we do and that they have a contact should they need it. This has all been done in the name of increasing our contact with parents and members of the community so that we can support, signpost and bridge the gap. Moving forward we would like to attend local area partnership meetings and attend the local PCSOs monthly surgery from the police box where community members are able to come and share their worries and concerns around safety locally – however this will need to be reviewed with DPC in terms of what the preference is here with the hours.

13. See positive images and relationships with young people

As stated within the evaluation the difficulties in the young people and the community's relationship is often exacerbated over the summer due to how often the young people are out and about, in the area, when they are not in school. We observed comments on the local spotted pages that detail

issues with young people's behaviour and saw how much this can create a division amongst adults locally. Similarly, community members have likely seen some not so positive images of the young people, particularly those in the library and nursery during the incident that occurred earlier in the programme. We always try to post on social media, displaying the good things the young people are doing, and have made a conscious effort to elevate this during the move to the new venue. When we went over to the new building to visit, the young people were very excited. Before we went over, BB reminded them to be mindful of the noise, he spoke about how close the bungalows are and that we need to be mindful outside the centre of the noise. They were excited so had to be reminded just the once to keep it down but they were very respectful of the noise, especially when outside the centre. This is such a good opportunity for them to learn the importance of respecting those around us and being self-aware. We are keen to undertake some inter-generational work moving forward and hope that this outcome will be a key focus for the autumn programme.

14. Develop a sense of responsibility and care for their young people

Georgia, the local PCSO, coming into the session to see the young people and ask for their advice is a great example of how community members do feel responsible and show their care for young people locally. She asked the young people what kind of safe statement, similar to the 'ask Angela scheme', they could implement for teens at Sixfields. Many of the young people locally, including those within the group, have shared that they do not feel safe at Sixfields. The police have proposed this idea after receiving feedback from safety mapping work undertaken by Free2talk in a number of areas, and they now intend to train all the local shops, leisure facilities and restaurants around this. Georgia wanted some help from the young people around the safest way they can do this and what statement they think would be best. The young people came up with some really good ideas. This really empowers young people to speak up and be heard. That they were consulted is a great step in how the local community views young people's thoughts, opinions and safety, this will help to bridge gaps. The young people suggested asking for the Wi-Fi code as a way of indicating they need some help.

15. Develop an empowered approach to advocate for their young people

This is still in the development process. Free2Talk can do more in this outcome as we have the power as a youth organisation to pull other organisations together locally. It would be great to develop a community of practice or organisation catch up to discuss local issues and concerns, where community members and young people can attend. We have also set ourselves a target to be part of local area partnership meetings so that we can understand the wants, needs and opinions of the local community.

It was somewhat discussed when RD attended the meeting among the Parish Council last month that there is potential to form a type of youth council. This is something RD has been sharing with his peers since that meeting, and has been excited about the prospect of. We hope to move forward with this in the near future and develop a space where young people can have a voice and be part of their local community. The parish council having a youth council would be an incredible outcome for this collaboration and this would be such an empowered approach to advocate for the young people of Duston, by supporting them to advocate for themselves.

This programme:

Week	Date	Topic and activity	Outcome focus	Resource required
1	07/07/25	Cricket	6,7,11,13	Cricket Set
2	14/07/25	Mini Microphone Podcasts	2,9,11,13	Mini Microphones
3	21/07/25	Fundraising Discussions	1,2,8,9	Laptop
4	28/07/25	Snack Attack (Healthy Eating)	1,2,8	Food Items.
5	04/08/25	Outreach Session / Music Session	1,2,3,5,7,8	DJ Decks
6	11/08/25	Outreach Session / Painting	1,2,3,5,7,8	Paint, Canvases
7	18/08/25	Outreach Session / Tote Bag Personalisation	1,2,3,5,7,8	Blank Tote Bags, Pens, Paint
8	25/08/25	Bank Holiday	N/A	N/A

9	01/09/25	Fundraising Discussions revisited	1,2,8,9	Laptop
10	08/09/25	Safety Mapping / NGAGE Visit	1,2,3,4,5,6,8,9,10,12	N/A
11	15/09/25	Safety Mapping follow up	1,2,3,4,5,6,8,9	N/A
12	22/09/25	PCSO Visit / Northamptonshire Titans Basketball	1,2,3,4,5,6,7,8,9,14,15	N/A

● Next steps: Targets and milestones for the next period?

Area Needs	Expected benefits	When and how they will be met	Steps to reach the target/milestone	Has this target/milestone been met and why? (complete next evaluation)
Increase numbers and engagement	- Improved peer relationships - More enjoyable sessions - Shared memories - Wider reach into the community - Better cohesion locally	- Bring a friend session - Outreach sessions - Area specific flyers - Collaboration with the local school to interact with the young people again - Promoting young leaders	- Distribute flyers around the community - Send flyers to admin for printing - Visit the school with flyers and talk to the young people	With the change on the building, this is an important need for this programme. Although important, it is not necessarily about increase numbers of new young people but ensuring that we do not lose existing young people due to the move.
Engage in and with the local community.	- Awareness of the community - Community respecting and caring for young people and vice-versa - Young people feeling safe in their community	- Collaborating with other services providers - Inviting local services like the police, firefighters, Aquarius etc - When possible, attending community events	- Send out invitations - Have conversations with young people about the community and explore the meaning of community for them. - Planning, and co-production with young people	This is a consistent area need that will take some time to see outcomes. We would like to see change over this programme with the moving of the building and the letters sent to local residents.
Bridging the gap between young	Happier young people within their	A core focus of the sessions moving forward.	Youth workers to begin attending any local	

people and community members.	- community. - Happier community members. - Creates a more cohesive and compassionate community that fosters a sense of unity and shared responsibility. - Young people are able to develop skills and learn from community members. - Community members such as the elderly will benefit from relationships with young people through companionship.	Particularly, we would like to start with bridging this gap between young people and the residents around Eastfield Close. - We have sent letters to residents of Eastfield Close, explaining who we are, what we do and providing a contact number. We have also invited them to come and say hello or even partake in some inter-generational work. - Youth workers should be more visible, partaking in local coffee mornings and being in places where they can talk to local community members and other professionals.	coffee mornings where they can to meet community members and be visible within the community. - Youth workers to begin to attend Local Area Partnership meetings to gauge a better understanding of the community wants and needs. - We hope that the letters to residents are well received and they come along to a session to say hello, meet the team and any young people and potentially even partake in some inter-generational work.	
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Youth Voice	Steps we will take to ensure there is space for young people to participate	How we will ensure that we are giving equal opportunities to all young people	Ways in which we will implement informal learning opportunities for young people	How we will empower young people, support in implementing change and advocate for their wishes.
Young people feel that there are some unsafe people locally and this makes them feel uneasy within their own community.	- Safety mapping has continued to be conducted and where needed we can do this with young people who have not had their voice heard or are new to us. We now need to action this safety mapping by sending this out to the relevant professionals and having discussions around how we can implement change. - Young people will be supported in being solution focused and breaking down the concerns they have, providing realistic and actionable solutions.	- All young people will be included should they wish to engage. - Ensure we give any young people who did not have the chance last programme to complete the safety mapping should they wish to. - For those with additional needs, we will ensure that the safety mapping exercise is accessible to all and easy to understand.	- Sessions designed to support young people to come up with realistic and actionable solutions to the concerns they have locally. These can then be sent to the relevant professionals, or we can invite professionals in to have these conversations. - There is potential to form a "youth council" of sorts and approach the Parish Council to attend their local meetings to share their concerns and solutions.	- Speak with the Parish Council around the possibility of the young people attending a meeting of theirs to share their thoughts, feelings, concerns and solutions. - Sharing information gathered with local authority and parish councils to implement change. - Support young people to understand what we mean by solution focused.
Young people would	Young people are	All young people will be	Young people who do	Ensure the correct

like to do more cooking and baking.	- excited about the new building and that we have a fully functioning kitchen. They would like to do sessions around cooking and baking, learning how to do this or improving their current skills. - Youth workers need to communicate with Northampton Partnership Homes around the use of the kitchen. - Youth workers need to hold a food safety and hygiene certificate.	- allowed the space to partake in cooking or baking if they wish to. - In the likelihood there is high demand, we will create a rota that insures that everyone is able to participate. - We will put the responsibility on the young people when possible. Encouraging them to ensure equal opportunities for everyone.	- not know how to cook or bake will learn key life skills. - Young people who know how to cook or bake will increase their skill at this. - Young people will have opportunities to work together as a team in the kitchen. - Learning how to share, ensure that everyone has a go and respecting the space. - Opportunities for young leaders to run these activities and support other young people.	- equipment and ingredients are readily available for sessions. - Support the young people to share and give them the responsibility of coming up with ways we can ensure everyone who wants to participate, can. - Allow for opportunities for young leaders to grow by facilitating them running a session.
Young people would like to do some podcasts with some of the older generation in Duston.	- Create a Duston podcast team that is open for anyone to join. All decisions around the podcast will be made by this team. - Letters have been sent to residents to invite them to do some inter-generational work.	- All young people will have the opportunity to join or leave the podcast team at any time. - Those who have additional needs will have measures put in place so that they can participate.	- Young people will gauge an understanding of the older generation. This creates a more cohesive and compassionate community that fosters a sense of unity and shared responsibility. - Young people will learn to work as a team.	- Ensure that young people are safe and these sessions are supervised by youth workers. - Support young people to work as a team. - Young people make all decisions.

Expected Outcomes	Steps we need to take as a team to ensure that these outcomes are met.	Evaluation Outcomes Met
Young people will feel safer in their communities and understand how to keep themselves safe.	• Regular opportunities for young people to share their thoughts, feelings, wishes and solutions around safety within the community through safety mapping activities. • Ensure we are raising youth voice and sharing the information and solutions we are hearing from young people. • Visits from/to organisations that are capable of making change (Police, Serious Violence Prevention Team, Parish Council). • Allowing young people to learn about organisations locally that are here to support them and their best interests. Provide them with a feeling that there are people out there making change and tackling this. • Working with young people to become solution focused so that they can break down the concerns and worries they have locally and present these to professionals and speak up for what they want to see.	Young people: Built trusted relationships with adults, Increased feelings of safety, Developed greater care and respect for people in their community, Opportunities for active participation, co-production, ownership and leadership. Community members: Have knowledge and trust in who to go to for support for young people, Develop a sense of responsibility and care for their young people, Develop an empowered approach to advocate for their young people.
Increase accessibility to Sports Centre.	• Working with Trilogy and young people to find the best ways forward that work for everyone. • Conduct sessions in collaboration with Trilogy, using their sports centre and outside area. • Allow for discussion between Trilogy and young people.	Young people: Increased awareness of local activities, A positive attitude to learning, Opportunities for active participation, co-production, ownership and leadership. Community members: Feel young people are safer and their community is safer, See positive images and relationships with young people.

Podcasts to be recorded with the older generation of Duston	• Ensure we gain consent from anyone involved in the podcasts as quickly as we can using the existing systems we now have. • Working with the young people to develop an identity for the podcast, build a structure, etc. • Work with young people to understand the appropriate nature of the show, avoiding revealing identities, etc. Build a set of rules and boundaries to ensure this is respected and all are comfortable. • Ensuring safe practices are followed at all times. A youth worker should be present at all times and young people should not be left alone with any community members. • Continue good communication with local residents on Eastfield Close. Letters have been sent. If residents do arrive, ensure they are welcomed, supported and understand the rules and boundaries.	Young people: Gained confidence, developed self-awareness and increase resilience, Developed healthy relationships with peers and others, Access and opportunities to develop a healthy hobby, Opportunities for active participation, co-production, ownership and leadership. Community members: See positive images and relationships with young people, Have happier young people in their community.
Increased engagement with the community	• Regular social media posts, highlighting the things the young people are doing and showcasing positive images. • Inter-generational work as explained above. • Solution based outcomes to be shared with professionals. • Potential to form a youth council. Could attend Parish Council meetings and speak up for young people.	Young people: Developed greater care and respect for people in their community, Built trusted relationships with adults. Community members: Have knowledge and trust in who to go to for support for young people, Develop a sense of responsibility and care for their young people, Develop an empowered approach to advocate for their young people.

Case Studies

Name of YP: T	Date Completed: 03/10/2025
	Person Completing: Ben Bateman
Address: Cannot share due to safeguarding. (Lives in care)	Date of birth: 2012
Phone Number: N/A	Age: 13
	Level of Need: 3
Overview of YP before Intervention (e.g. What were the YP needs and how did these present? – what were the YP circumstances, or what was said or how did the YP behave to indicate these needs)	
• Looked After Child. Regularly moving care home due to behaviour. • Partaking in anti-social behaviour. • Very quiet and reserved when within group settings. • Lacked any good influences such as friends or hobbies. • Not engaging with school at all. • Lacks positive activities.	
Detail of the intervention (e.g. What was the intervention, what were the objectives for the intervention, how long / how many sessions did they attend.)	

- MD invited T to an event where he was able to go up on stage and do some DJ'ing.
- A continued focus on DJ'ing and improving his skills and overall engagement.
- Building strong relationships with T. Providing strong male role models in MD and BB.
- Bringing the group together to encourage relationship building amongst the young people so that T can make friends.
- Exploring emotions and how we can better understand them.

Overview of YP now / following Intervention

(e.g. In consideration to the needs identified, how does the young person now present, what behaviours have changed / what verbal messages do they give, how have their circumstances changed)

- Comes to the session every week and is always DJ'ing. His skill has improved massively and he is hoping to attend some more events and perform on stage.
- Has asked for and received some DJ decks for his birthday so he can practice this hobby at home as well as in the sessions.
- Strong relationships with MD and BB.
- Has had a recent bereavement (Dad) but continues to attend the sessions and has confided in MD and BB around this, exploring how he feels and trying to understand his emotions better.
- Referral completed by the care home for TB to have some 1-1 mentoring support prior to the sessions.
- Attends school online 2 days a week and in person 3 days a week.
- Has some really positive friends that he has met within the sessions.

Has the YP demonstrated /able to:

1. Built trusted relationships.

2. Gained confidence, self-awareness.

3. Increased resilience	
4. Increased feelings of safety	
5. Have more care and respect for people in their community	
6. Developed strategies for transition to secondary	
7. Developed healthy relationships with friends for new school	
8. Have a healthy hobby: Music, Art, Sport	
9. Positive attitude to learning	
Any comments / feedback from young person	
"I love the music and its great that its free, actually DJ'ing on stage was sick"	

Name of YP: KT		Date Completed: 03/10/2025	
		Person Completing: Ben Bateman	
Address: Eastfield Road, NN5 6		Date of birth: 2011	
Phone Number: N/A.		Age: 14	
		Level of Need: 2	
Overview of YP before Intervention <i>(e.g. What were the YP needs and how did these present? – what were the YP circumstances, or what was said or how did the YP behave to indicate these needs)</i>			
• Not attending education in any form. • No positive activity, does not engage with professionals. • Kept her distance from youth workers. • Unhealthy relationships, particularly with boys. • Spent time with young people who are not good influences. • Holds onto a lot of anger and resentment towards others. • Limited engagement with youth group activities • “Lack of care”			
Detail of the intervention <i>(e.g. What was the intervention, what were the objectives for the intervention, how long / how many sessions did they attend,)</i>			
• Slowly building trust and relationships with KT. • Involving KT in activities that she is interested in.			

- Bringing the group together to allow KT to feel part of the group and meet new young people.
- As trusted relationships built, exploring healthy relationships and what they look like.
- Discussions around anger.
- Implementing strong and clear boundaries with KT.

Overview of YP now / following Intervention

(e.g. In consideration to the needs identified, how does the young person now present, what behaviours have changed / what verbal messages do they give, how have their circumstances changed)

- Has good relationships with youth workers. Speaks to BB regularly around home life and relationships.
- Has become a young leader of sorts within the group. KT regularly implements boundaries when/if young people swear or are being too loud. This self-policing is far more powerful than when the youth workers do it.
- KT still does not attend school in any form and refuses to attend. She is currently without a school and they are exploring different schools for her at the moment. She is however attending the group every week and engaging with the youth workers in a way that works for her. This consistent attendance is massive for her.
- Has found new friends who are much better influences on her and moved away from bad influences.
- Still some worries around healthy relationships but KT is talking these through with youth workers and realising where issues are.
- There is lots of work that the youth workers can do with KT and she is open to support and is talking about how she is feeling, exploring relationships and understanding her emotions. We are confident KT will continue to develop and her engagement with the team is a great sign of her desire to improve and learn.

Has the YP demonstrated /able to:

1. Built trusted relationships.

2. Gained confidence, self-awareness.

3. Increased resilience

4. Increased feelings of safety

5. Have more care and respect for people in their community

6. Developed strategies for transition to secondary

7. Developed healthy relationships with friends for new school

8. Have a healthy hobby: Music, Art, Sport

9. Positive attitude to learning

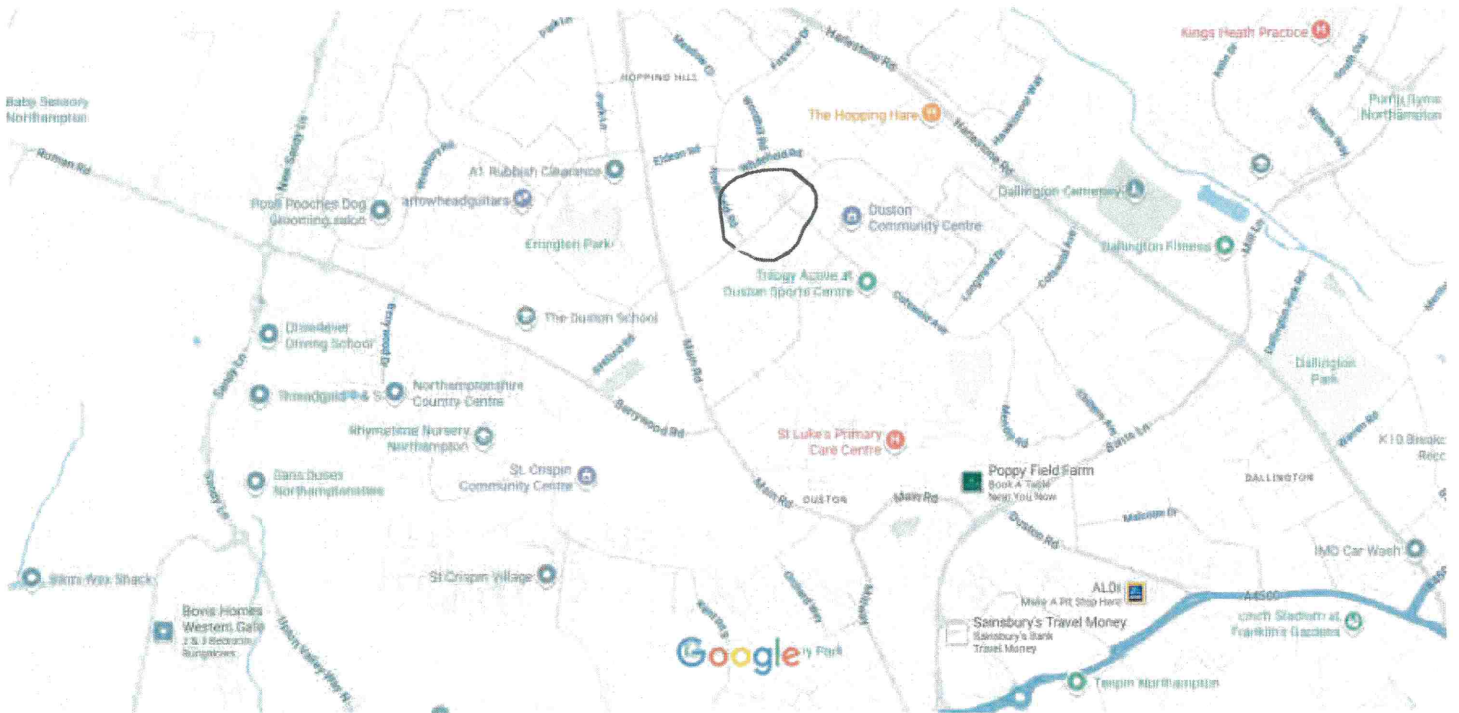
Any comments / feedback from young person

Duston Safety Mapping

08.09.25



Cus theres loads of adults
that I trust and the people
that go there are nice and
nobody is mean. (youth club)



Map data ©2025 200 m

Why/how do these places make you feel unsafe?

(imeherst)

its just kinda sketchy
and somebody got
stabbed there once.

**What are your 3 favourite things about
Duston?**

everything is in walking
distance. (and all my friends
live here) and there's a
bunch of clubs like Youth and

**What are your 3 things you would ect.
change about Duston?**

Nobody stabs each other,
less vapes on the floor
and tesco is cheaper.

**Do you feel supported in your
community?**

there are loads of
people that are part of
the lgbtq+ at youth and
there is catheche as well

**What support / activities do you access
in your community?**

youth group !
♡

Duston Safety Mapping

08.09.25



Why/how do these places make you feel safe?

Home - My own space in my room feeling cosy.
 DUSTON COMMUNITY CENTRE
 !!!!! - Feels protected



Why/how do these places make you feel

Sixfields unsafe?

walking round at nighttime (ones that aren't it)

What are your 3 favourite things about

Duston?
1. Youth Club

2. My house

3. School

**What are your 3 things you would
change about Duston?**

- Safer parks

- Better lit streets

- Better cut grass

**Do you feel supported in your
community?**

I don't go to ~~these~~ places
for support I go to social

**What support / activities do you access
in your community?**

Free 2 Talk - Youth Club

Gregory Celtic FC

Boys Brigade

Duston Safety Mapping

08.09.25



Why/how do these places make you feel safe?

home makes me feel safe
because I am around
family and people I know

I go to the community
centre to go to the youth
group with friends

I like the people at school



I feel safe around the
dustin community

**What are your 3 favourite things about
Duston?**

home
youth group

**What are your 3 things you would
change about Duston?**

less litter
more youth groups

Do you feel supported in your community?

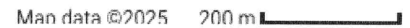
yes by accessing
the free2talk youth club
and around the people
I know and engage
with

What support / activities do you access in your community?

free2talk youth club

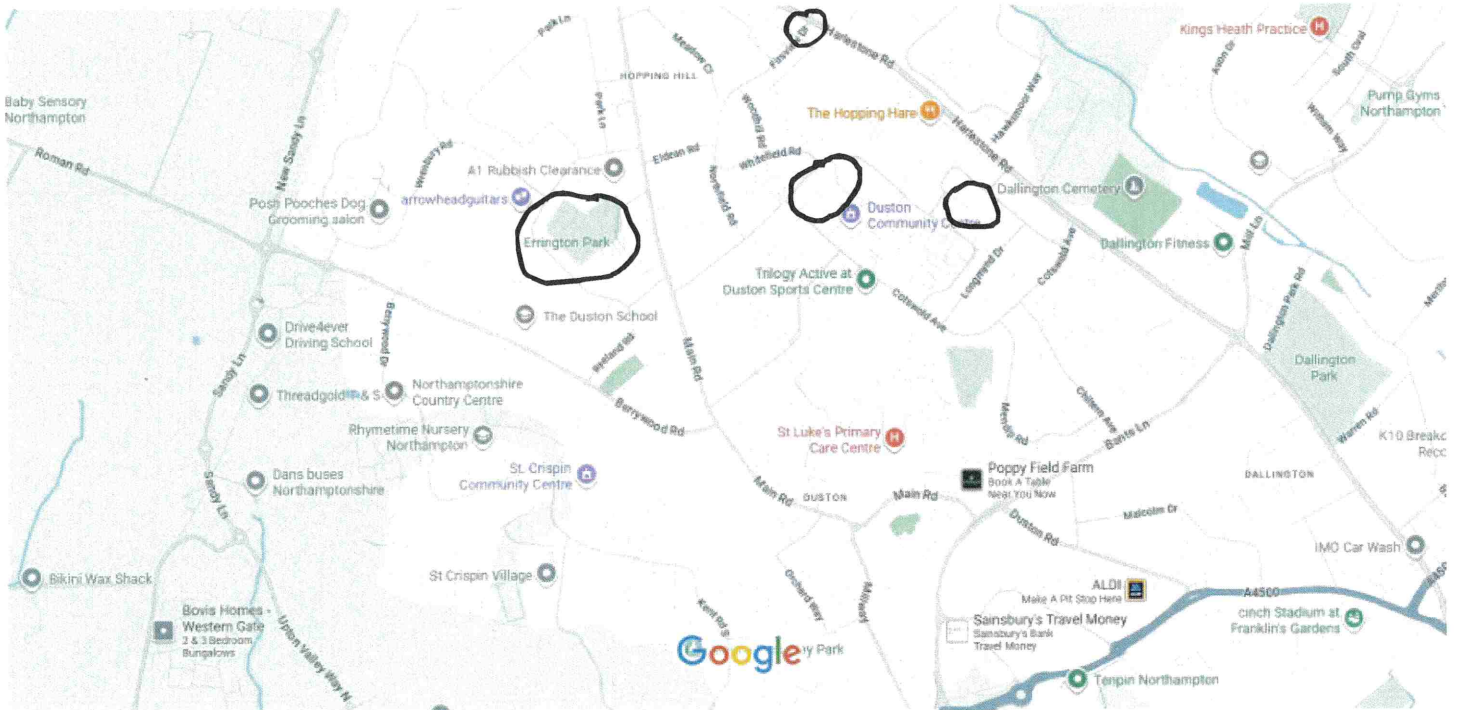
Duston Safety Mapping

08.09.25



The people in the community
feel safer

Goat meeting spots



Map data ©2025 200 m

Why/how do these places make you feel unsafe?

The people in timehurst

Dirty bins

Lots of litter

Unsafe crossings

**What are your 3 favourite things about
Duston?**

- The shops
- The parks
- The youth club

**What are your 3 things you would
change about Duston?**

- The duston Gym needs
a swimming pool
- Need more like- picking
- More parks
- More social events

Do you feel supported in your community?

Yes but also no

Yes - That there is a youth club

No - A lack of social events and litter picking

What support / activities do you access in your community?

- Youth club
- Gym
- Parks

Free2talk feedback

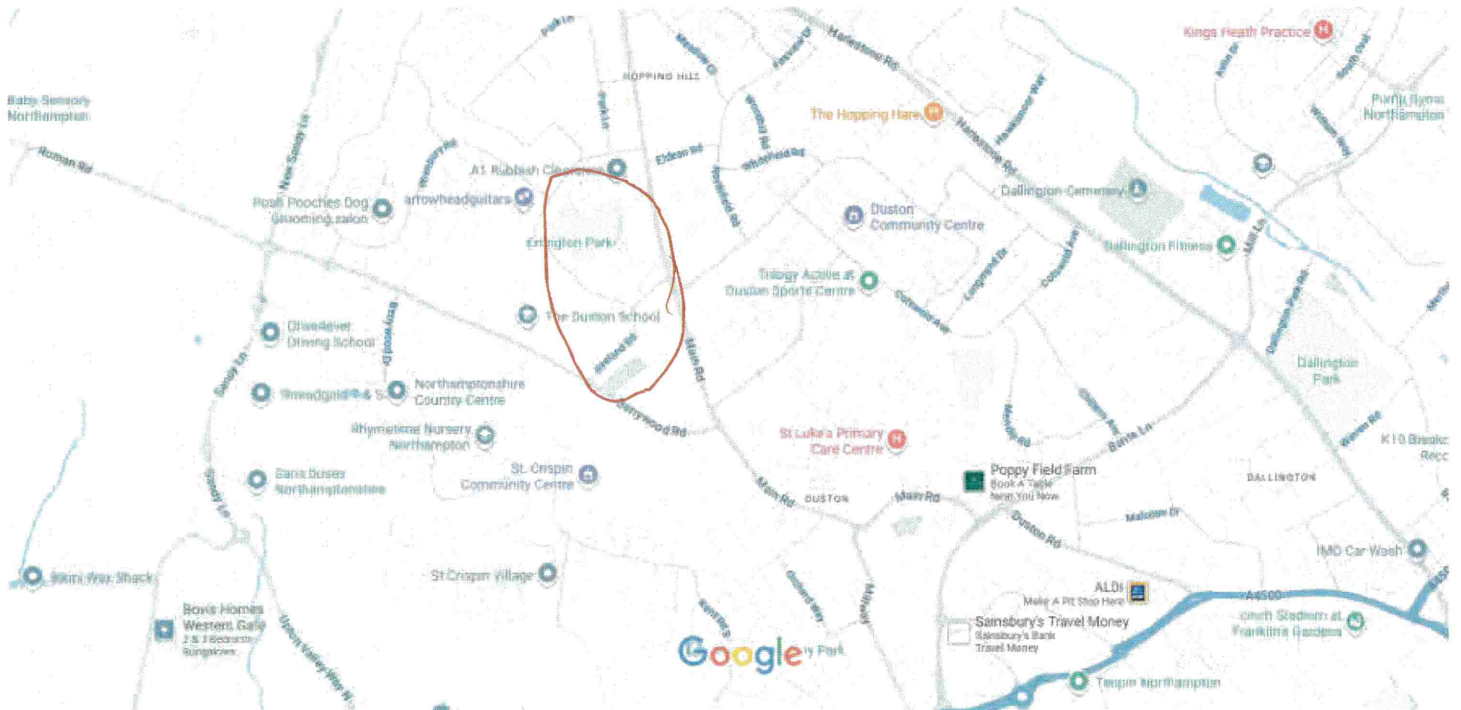
- would like more activities outside
 - thinks a trip would be more interesting
- likes the access to music equipment

Duston Safety Mapping

08.09.25



I feel safe here because of the community and im always with safe people



Map data ©2025 200 m

Why/how do these places make you feel unsafe?

mainly young people from my school but its not scary its just something to be aware of

**What are your 3 favourite things about
Duston?**

- youth club
- library
- my friends house

**What are your 3 things you would
change about Duston?**

- more opportunity for youth activities
- art clubs
- book clubs
- writing clubs
- creative clubs

in my opinion if you arent a
sporty person you have barely any
clubs or things to do

Do you feel supported in your community?

it depends who but usually
I surround myself with
positive people so mostly yes
especially friendly and people
in the youth club

**What support / activities do you access
in your community?**

I have youth club which helps
me make new friends and be
myself around people who
I know will accept me

Duston Safety Mapping

08.09.25



Histon School: is a safe place
if you need to speak



Why/how do these places make you feel unsafe?

**What are your 3 favourite things about
Duston?**

Biking

Youth Club

My Bed

**What are your 3 things you would
change about Duston?**

Skate
Park

Motor cross
track

Wierd adults

Adults not being
judgy

More things to do

Do you feel supported in your community?

No, I am Kicked out of the Community Centre when I have done nothing Wrong. Adults always have an issue even tho we have ^{no} where to go.

What support / activities do you access in your community?

o Biking

o youth club

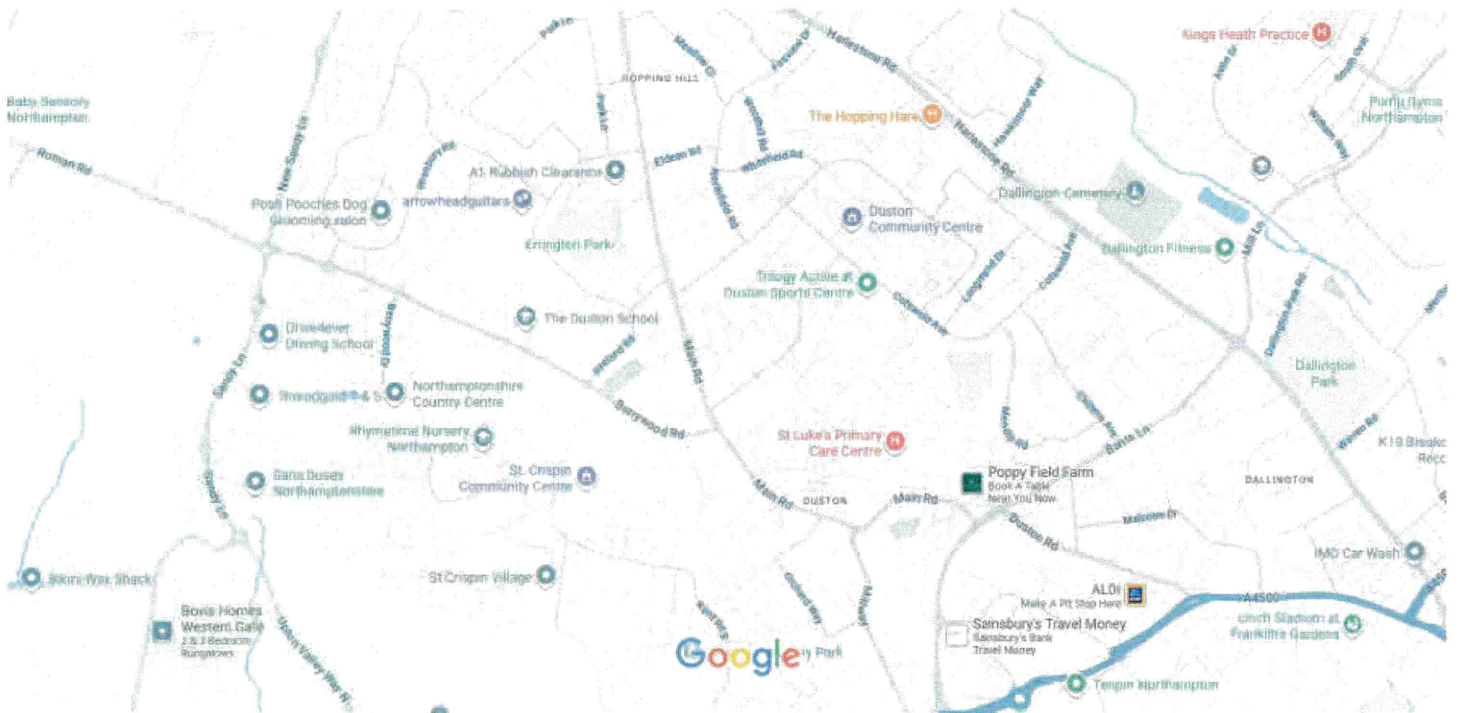
Duston Safety Mapping

08.09.25



Why/how do these places make you feel safe?

Youth group and school
because they have
trusted adults
and also my
house



Map data ©2025 200 m

Why/how do these places make you feel unsafe?

Nowhere

**What are your 3 favourite things about
Duston?**

my friends
youth group
and the shops

**What are your 3 things you would
change about Duston?**

the weird people
the unsafe streets
(litter)

Nothing else

**Do you feel supported in your
community?**

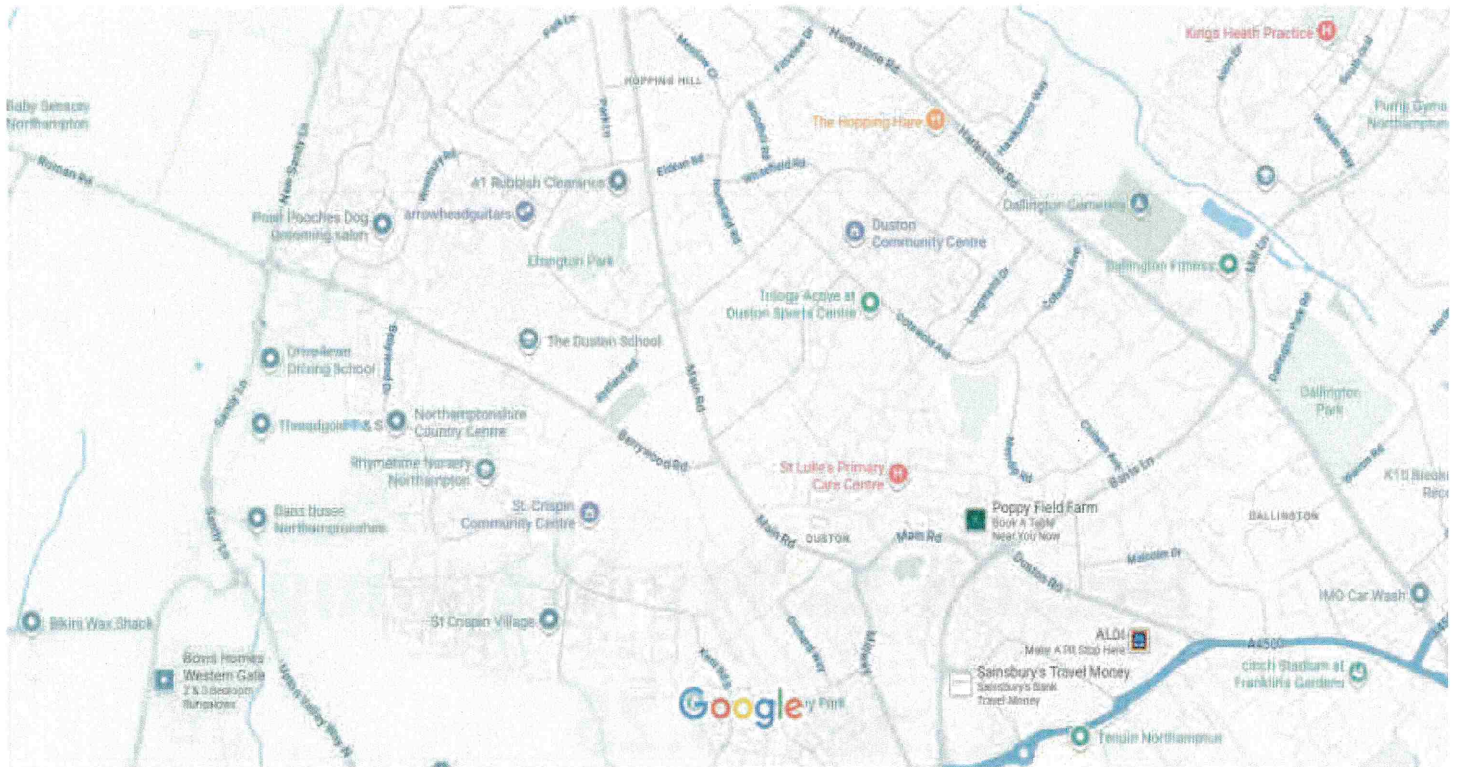
Yes

**What support / activities do you access
in your community?**

girlguiding
youthgroup

Duston Safety Mapping

08.09.25



Map data ©2025 200 m

Why/how do these places make you feel safe?

My Bed



Map data ©2025 200 m

Why/how do these places make you feel unsafe?

Because
there are
weirdos

**What are your 3 favourite things about
Duston?**

youth

Club

**What are your 3 things you would
change about Duston?**

Weird People
Add more cross
tracks

Skate Park

**Do you feel supported in your
community?**

Yeah

Ben

**What support / activities do you access
in your community?**

Youth

club

Duston Safety Mapping

08.09.25



duston library centre -> Safe to talk to people and fun to do stuff there

my house → my parents and my
brother live there and i feel
Safe at my own home



no places make me
feel unsafe.

**What are your 3 favourite things about
Duston?**

1. the parks
2. Tesco
3. Kaylee's house ☺

**What are your 3 things you would
change about Duston?**

1. MORE RUBBISH BINS.
2. more parking spaces for cars.
3. A restaurant (not a pub)

**Do you feel supported in your
community?**

Yes because they
help me whenever
I need it.

**What support / activities do you access
in your community?**

• Sports
• podcasts.

Duston Safety Mapping

08.09.25



When I was little me and Mom
would go around ST. Crispens
so I know my way around.

Every where else I live near
and go there alot so I
feel safe.



Map data ©2025 200 m

Why/how do these places make you feel unsafe?

roman road and sandy
lane have no paths.

I don't really know
any where else.

What are your 3 favourite things about
Duston?

- Its pretty safe.
- I live there so I know it.
- I like the parks.

What are your 3 things you would
change about Duston?

- put more paths around places.
- The gate opposite Errington park should be opened for duston school.

**Do you feel supported in your
community?**

Yeh, I have lots
of friends in
duston.

**What support / activities do you access
in your community?**

Youth club
gymnastics
NMPAT

Human Resources Support

1. Purpose of the Report

The purpose of this report is to inform Members about proposed changes to the way Human Resources (HR) are administered at Duston Parish Council and to seek Council's endorsement for progressing with an improved HR support service.

2. Background

Duston Parish Council currently employs eight members of staff, with two vacancies presently being recruited. As the Council continues to expand its responsibilities and take on additional community assets, there may be a need for further staff appointments in the future.

At present, HR support is provided by an external advisor at a cost of £100 + VAT per month. The Council's HR processes are still largely paper-based, including annual leave requests, sickness monitoring, and overtime records.

3. Modernising HR Administration

Modern HR practice increasingly uses cloud-based systems or apps that enable staff to request annual leave, record sickness, and log overtime electronically. This approach improves efficiency, accuracy, and compliance, while providing managers and the Clerk with real-time information on staffing matters.

The Clerk has undertaken a review of alternative HR providers who can deliver both the professional HR advice and digital systems necessary to modernise our approach.

4. Options Considered

Two national HR providers with expertise in the parish and town council sector were considered:

- **WorkNest**
- **Peninsula**

Both companies have experience working within local government frameworks, including the Green Book Terms and Conditions and the specific governance requirements involving elected members.

5. Recommended Provider

Following review, the Clerk recommends engaging **Peninsula** as the preferred provider. Peninsula offers a comprehensive package that includes:

- 24/7 HR support and advice
- Tailored documentation and policies
- Online HR management software
- Legal representation where required
- Health & Safety support, including creation of risk assessments

The service is designed specifically for organisations such as parish and town councils and provides the assurance of compliance and continuity in staff management.

The expected cost is £355 + VAT per month, representing a significant enhancement in service provision compared to the current arrangement.

6. Next Steps

The Clerk will proceed to finalise arrangements with Peninsula in consultation with the Chair and Vice-Chair, ensuring a smooth transition and the setup of the HR software for all staff.

7. Recommendation

That Full Council notes the report and endorses the Clerk's proposal to proceed with Peninsula for the provision of HR support and administration services. The contract with the current HR Advisor will be terminated and there is a notice period.

Date: 27/10/2025

Duston Parish Council

Page 1

Time: 13:48

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Current A/c 03573680**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	30/09/2025		294,448.95
			<u>294,448.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			294,448.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			294,448.95
		Balance per Cash Book is :-	294,448.95
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

27/10/2025

14:59

Duston Parish Council

Page 1

User: NG

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis			Analysis Description
							Invoice Total	A/C	Centre	Amount
30/09/2025	E2021002468		ALLSTAR	ALL001	51.26	10.25	61.51	4145	212	51.26 Allstar fuel
02/09/2025	34712		AMBER SCREEN	AMBS001	780.00	156.00	936.00	4227	211	780.00 Amber fit bench St Francis
								332		-780.00 Amber fit bench St Francis
16/09/2025	34762		AMBER SCREEN	AMBS001	428.00	85.60	513.60	4227	211	780.00 Amber fit bench St Francis
18/09/2025	34779		AMBER SCREEN	AMBS001	428.00	85.60	513.60	4227	211	428.00 Amber repair height restr Err
								332		428.00 Amber - fit notice boards CILs
								6000	211	-428.00 Amber - fit notice boards CILs
18/09/2025	34780		AMBER SCREEN	AMBS001	180.00	36.00	216.00	4227	211	428.00 Amber - fit notice boards CILs
06/09/2025	15527056		ANGLIAN WATER	ANGL01	980.81	0.00	980.81	4207	101	180.00 Amber refurb bench Errington
05/09/2025	91165		ASHBY COMP	ASH002	210.00	42.00	252.00	4102	201	980.81 A Water DCC 6.6.25-5.9.25
28/09/2025	91531		ASHBY COMP	ASH002	318.50	63.70	382.20	4101	211	210.00 Ashby software support
30/09/2025	AVIVASEP25		AVIVA	AVIVA001	700.14	0.00	700.14	4000	201	318.50 Ashby MS 365
								4000	101	41.74 AVIVASEP25/AVIVA
								4000	101	161.94 AVIVASEP25/AVIVA
								4000	102	117.11 AVIVASEP25/AVIVA
								4000	211	79.28 AVIVASEP25/AVIVA
								4006	201	31.31 AVIVASEP25/AVIVA
								4006	101	121.46 AVIVASEP25/AVIVA
								4006	102	87.83 AVIVASEP25/AVIVA
								4006	211	59.47 AVIVASEP25/AVIVA
19/09/2025	CHG SEP 25		BARCLAYS	B0001	8.50	0.00	8.50	4125	201	8.50 CHG SEP 25/Barclays
13/09/2025	BCARDSEP25		BARCLAYCARD	BCARD	1,543.19	214.18	1,757.37	4227	101	1,168.48 BCard repairs/wood etc
								4151	101	38.19 BCard cleaning
								4115	101	64.81 BCard pens etc
								4128	101	138.88 BCard events (BOB/RBL)
								4165	101	4.99 BCard Amazon music
								4055	201	56.00 BCard land registry
								4101	201	71.84 BCard software

Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis			Analysis Description
							Invoice Total	A/C	Centre	Amount
25/09/2025	0374746		BOOKERS	BOOKERS01	358.49	23.45	381.94	4129	101	Bookers refreshments etc
30/09/2025	0000338695		BROXAP	BRO001	463.00	92.60	555.60	4249	211	Broxap Rainbow Bench CILS
								332		Broxap Rainbow Bench CILS
14/09/2025	VI/1705527SEP		CATHEDRAL	CATH01	539.49	107.90	647.39	6000	211	Broxap Rainbow Bench CILS
								4226	201	Cathedral Hygiene Services
								4226	101	Cathedral Hygiene Services
								4226	102	Cathedral Hygiene Services
03/09/2025	10365		COMPLETE GROUND MAN.	CGM001	1,270.00	254.00	1,524.00	4226	211	CGM Hedgetrimming
30/09/2025	10422		COMPLETE GROUND MAN.	CGM001	2,235.23	447.05	2,682.28	4226	211	CGM/Grounds Maint September
30/09/2025	CMASEP25		CHILD MAINTENANCE	CMA	70.00	0.00	70.00	4000	101	CMASEP25/Child Maintenance Age
26/09/2025	6244		DA HEATING LTD	DA001	766.16	153.23	919.39	4227	102	DAH CK boiler repair
17/07/2025	S117485		DATS PRINT SERVICES	DATS001	36.00	7.20	43.20	4115	201	DATS business cards
01/09/2025	25090020295		DBFB	DBFB	69.58	13.92	83.50	4230	102	DBFB CCTV ST Lukes
01/09/2025	250900203441		DBFB	DBFB	463.18	92.64	555.82	4120	201	DBFB telephones and broadband
04/09/2025	548071939		GALLAGHER	GAL001	18,019.20	0.00	18,019.20	4070	101	Insurance 8.9.25-7.9.25
								4070	102	Insurance 8.9.25-7.9.25
								4070	103	Insurance 8.9.25-7.9.25
								4070	201	Insurance 8.9.25-7.9.25
30/09/2025	6958		NATALIE GREEN & CO.	GREE001	2,712.50	542.50	3,255.00	4050	201	N Green accounts Jul Aug
15/09/2025	19469		GREENBARNES	GREEN01	2,589.21	517.84	3,107.05	4220	211	Greenbarnes notice board CILS
								332		Greenbarnes notice board CILS
								6000	211	Greenbarnes notice board CILS
17/09/2025	2025/2865		HEART CUISINE	HC001	270.00	54.00	324.00	4128	215	Hearty Cuisine afternoon tea
30/09/2025	HMRCSEPT		HMRC	HMRC01	6,253.33	0.00	6,253.33	4000	201	HMRCSEPT/HMRC PAYE & NI
								4000	101	HMRCSEPT/HMRC PAYE & NI
								4000	102	HMRCSEPT/HMRC PAYE & NI
								4000	211	HMRCSEPT/HMRC PAYE & NI
								4005	201	HMRCSEPT/HMRC PAYE & NI
								4005	101	HMRCSEPT/HMRC PAYE & NI

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis			Analysis Description
							Invoice Total	A/c	Centre	Amount
								4005	102	HMRCSEPT/HMRC PAYE & NI
02/09/2025	INV-0597		INSPIRE	INS003	71.11	14.23	85.34	4107	201	312.75
30/09/2025	LGSSEPT25		NCC - PENSION	LPGS	2,703.99	0.00	2,703.99	4000	201	71.11
								4000	101	HMRCSEPT/HMRC PAYE & NI
								4000	102	Inspire photocopier chgs
								4000	102	LGSSEPT25 Pension
								4006	201	LGSSEPT25 Pension
								4006	101	LGSSEPT25 Pension
								4006	102	LGSSEPT25 Pension
								4006	101	LGSSEPT25 Pension
								4006	102	LGSSEPT25 Pension
26/09/2025	61429P		MARK HARROD LTD	MH001	981.17	196.23	1,177.40	4245	211	684.71
								332		293.44
								6000	211	LGSSEPT25 Pension
05/09/2025	INV-4810		NCALC	NCALC01	35.00	7.00	42.00	4019	201	981.17
29/09/2025	INV-1069		PARISH SHIRES COMMER	PARISH	4,065.00	813.00	4,878.00	4226	211	-981.17
24/09/2025	306/26/0037175		PEAC UK LTD	PEAC01	619.60	123.92	743.52	4106	201	981.17
08/09/2025	SB20251511		PKF LITTLEJOHN	PKF	1,680.00	336.00	2,016.00	4051	201	Harrod 5 a/s goal package CILS
30/09/2025	299767		PATHFINDER LEGAL	PLS	42.00	0.00	42.00	4055	201	Harrod 5 a/s goal package CILS
30/09/2025	299768		PATHFINDER LEGAL	PLS	42.00	0.00	42.00	4055	201	Harrod 5 a/s goal package CILS
30/09/2025	299770		PATHFINDER LEGAL	PLS	42.00	0.00	42.00	4055	201	NCalc appraisal skills course
03/09/2025	34UF003-0005		PARISH ON LINE	POL01	540.00	108.00	648.00	4101	201	P&S Tree works
30/09/2025	SALARYSEP25		SALARIES	SALARIES01	16,327.92	0.00	16,327.92	4000	201	PEAC - photocopier rental
								4000	101	PKF External audit
								4000	102	Pathfinder open space trf
								4000	211	Pathfinder open space trf
								4128	215	Pathfinder open space trf
								4080	203	Parish In line Mapping softwar
19/09/2025	35631		SELECTAMARK	SEL001	535.00	107.00	642.00	4080	203	4,308.02
26/09/2025	DPC001		SMARTCARE	SMA001	120.00	0.00	120.00	4227	211	SALARYSEP25/STAFF SALARIES
30/09/2025	0002065967		SRCL LTD	SRCL	181.30	36.26	217.56	4155	101	5,869.02
								4155	102	3,768.47
								4155	101	2,370.66
								4155	102	SALARYSEP25/STAFF SALARIES
								4155	101	SALARYSEP25/STAFF SALARIES
								4155	102	SALARYSEP25/STAFF SALARIES
								4155	101	Selectamark - Bike kits grant
								4155	102	Smartcare - fix guttering
								4155	101	SRCL waste removal
								4155	102	SRCL waste removal

Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/c	Centre	Amount	
12/09/2025	I\03462833		SOUTHERN ELECTRIC	SSE01	2,800.65	560.13	3,360.78	4206	101	2,800.65	SSE - Elec DCC 1.8.25-31.8.25
01/09/2025	TVSEP25		TV LICENSING	TV001	14.95	0.00	14.95	4062	101	14.95	TVSEP25/TV Licensing
30/09/2025	NMP1258499		VEOLIA	V0002	808.12	161.62	969.74	4155	101	624.95	Veolia waste removal
								4155	102	183.17	Veolia waste removal
17/09/2025	0000829582		WICKSTEED	WICKSTE001	2,999.00	599.80	3,598.80	4246	211	2,999.00	Wicksteed reinstall Skier
11/09/2025	GRANT WHITEL		WHITE LION	WL001	1,000.00	0.00	1,000.00	4080	203	1,000.00	White Lion Grant
19/08/2025	OFF5 RATES		WEST NORTHANTS COUNC	WNC001	1,456.81	0.00	1,456.81	4200	102	1,456.81	WNC OFF 5 rates
TOTAL INVOICES					78,809.39	6,062.85	84,872.24				78,809.39