



**Kettering**  
TOWN COUNCIL

Community • Environment • Heritage

MINUTES OF THE NEIGHBOURHOOD PLANNING COMMITTEE OF KETTERING TOWN COUNCIL HELD IN THE KETTERING CONFERENCE CENTRE, THURSTON DRIVE, KETTERING AT 7.30PM ON 12<sup>th</sup> JANUARY 2023

Councillors Present: Cllr Scott Edwards (Chair)  
Cllr Maggie Don  
Mr Harry Frankland and Mr Kevin Marchand

Officers present:- Martin Hammond, Town Clerk

No members of the public/press attended.

Item Number	Description
<b>NP22/09</b>	<b>Apologies for absence</b>  Cllr Eve Edwards
<b>NP22/10</b>	<b>Declarations of interest</b>  None declared
<b>NP22/11</b>	<b>Minutes of the last meeting</b>  The minutes of the meeting held on 3 <sup>rd</sup> October 2022 were approved as a correct record and signed by the chair.
<b>NP22/12</b>	<b>Examiner's report</b>  The final Examiner's report had been received just before Christmas and was circulate to members. The report has at first glance, made a number of changes to the document, but most of them were matters of presentation and style, and whilst the examiner had removed sections this was with the aim of simplifying the document. The changes had not, in the view of members, significantly worsened the plan in any way.  It was <b>Resolved</b> that the examiners report be noted.
<b>NP22/13</b>	<b>NNC response to examiner on matters of fact</b>  Officers at NNC had, after consulting with the Town Council, prepared a schedule of comments on the examiner's

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	<p>recommendations, which had been sent to and accepted by him. This had been circulated to members. No-one had any further corrections or comments to offer.</p>
<b>NP22/14</b>	<p><b>Next steps re editing of document and Town Council adoption</b></p> <p>The next stages in the process were outlined</p> <ul style="list-style-type: none"><li>- NNC would produce a Decision Statement by Monday 16<sup>th</sup> January, setting out exactly when actions were to be taken in order to put the Examiner's recommendations into effect</li><li>- The Town Council meeting on 18<sup>th</sup> January would be provided with the examiner's final report and the Decision Statement and asked to agree a preferred date for the referendum to take place.</li><li>- NNC would rewrite the plan and take it through their own decision making process with a view to it being ready by the end of January</li><li>- The Town Council would proceed with the engagement work to encourage people to vote in the referendum between the end of January and the referendum date</li></ul> <p>The Decision Statement would be provided to Harry and Kevin for a final check through before it was signed off.</p>
<b>NP22/15</b>	<p><b>Referendum date</b></p> <p>Two dates had been offered for the referendum and it was <b>Agreed</b> that the 27<sup>th</sup> April was the preferred date and this would be for Council to confirm on the 18<sup>th</sup> January.</p>
<b>NP22/16</b>	<p><b>Consultation and engagement programme</b></p> <p>The meeting discussed the elements of an engagement plan. It was noted that there was a financial limit on what could be spent on engagement but this was above the budget allocation the Town Council had made. It was further noted that purdah, governing what the Town Council could say as to the merits of the plan, would kick in 28 working days before the referendum and therefore would apply from 17<sup>th</sup> March 2023.</p> <p>It was <b>Agreed</b> that the engagement plan should comprise</p> <ul style="list-style-type: none"><li>- An initial leaflet to all households and businesses and with sufficient copies to put on noticeboards and to hand out, setting out the contents of the plan and advertising the referendum date – for circulation in February</li></ul>

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	<ul style="list-style-type: none"><li>- Two drop in sessions held at St Michaels Church one on a Thursday evening and one on a Saturday for a couple of hours each day for people to find out more – in the first half of March</li><li>- Two further leaflets issued during April reminding residents of the date of the referendum</li></ul> <p>It was agreed that Kevin and Harry would produce “an elevator pitch” message for the first leaflet as well as text for the leaflet on the contents of the plans; KTC would design and print the leaflet and the boards for the drop in sessions; committee members would help distribute the leaflet around the plan area.</p> <p>Links would be made between KTC and the HARA social media accounts and Kevin or Harry would ensure the HARA website on the neighbourhood plan was back in commission.</p>
<b>NP22/17</b>	<b>Future work programme and meetings</b> <p>The committee’s constitution allowed for the committee to take up a monitoring role once the plan was formally adopted.</p> <p>It was agreed that there would be some merit in exploring with the Police and Fire Commissioner what the prospects were for partial or complete development of the current fire service base in Headlands.</p> <p>It was also noted that the Town Council was, with NNC, exploring whether a neighbourhood plan for the town centre could be achieved and how such work could be funded. If it came about, then the membership of the committee would be expanded,</p>
	Meeting closed at 8.10 pm

Signed.....

Date.....

Examiner’s report (attachment)

NP22/13      NNC response to examiner on matters of fact (attachment)

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- NP22/14 Next steps re editing of document and Town Council adoption (verbal report)
- NP22/15 Referendum date – either 30<sup>th</sup> March 2023 or 6<sup>th</sup> April 2023
- NP22/16 Consultation and engagement programme (attachment – below )
- NP22/17 Future meetings