



REPORT FOR DECISION

Item No:- NP24/024

Committee:-	Neighbourhood Planning Committee
Date:-	30 <sup>th</sup> January 2025
Author:-	Martin Hammond, Clerk
Report Title:-	Composition of the Advisory Panel
Wards Affected:-	William Knibb, Northfield, All Saints

**1. Purpose of Report**

To advise committee of the composition of the advisory panel and to ask this committee to nominate the KTC representative on it.

**2. Recommendations**

The Committee is recommended to note the report and

- a) nominate a member to join the panel
- b) agree the revised terms of reference set out below in Appendix One.

**3. Information**

- 3.1. At its last meeting the committee agreed to redesignate the stakeholder panel as and Advisory Panel, revisit its terms of reference and to approach more potential members.
- 3.2. The schedule below shows that everyone approached has agreed to be members of the panel, and the only vacancy now is that of KTC. The panel will be scheduled to meet monthly to steer the work of the plan preparation and engagement and to periodically report to this committee.

Organisation	Name
KTC	
NNC	Emma Arkley
Civic Society	Monica Odzimer
Brightwayz	Alison Holland
Accommodation Concern	Jo Moore
All Saints Community Group	Clive Thorley
Friends of the Art Gallery and Museum	Jonathan Badger
Tresham	Emma Hemmings
Town centre businesses	Simon Cox Sarah Franklin Beccy Hurrell
Revilatise and Kettering Eco Group	Martin Toms

#### **4. Consultation and Engagement**

4.1. The Panel is a key part of the process and community engagement.

#### **5. Finance, Legal and Resource Implications**

5.1. The costs of the panel have been included in the estimates for the neighbourhood planning work and will include room hire, admin support and expenses.

#### **6. Policy Implications**

6.1. The neighbourhood plan will produce statutory planning policies which will help determine the style of development and land use in the designated area, and be used as a test for all planning applications coming forward. The plan will support the Town Council's aspirations for a flourishing, safe and attractive town centre and for safe and attractive neighbourhoods

#### Background Papers

None

## **Appendix One Item 24 Neighbourhood Planning Ctte 30<sup>th</sup> January 2025.**

### **TERMS OF REFERENCE CENTRAL KETTERING NEIGHBOURHOOD PLAN ADVISORY GROUP**

#### **Purpose and Objectives**

The Neighbourhood Plan (NP) Advisory Group (AG) will oversee the process by which the Central Kettering Plan is prepared, consulted upon, and taken through to referendum. The AG will aim to ensure that the NP is representative of the views of the Kettering community, whilst complying with the Regulations of the English Town Planning system and being in conformity with the emerging Development Plan prepared by Morth Northamptonshire Council.

The AG's will be key in designing a Neighbourhood Plan that sets a vision for the future, influences the type, design, location and mix of new development, within the bounds of existing local planning policies, and becomes part of the planning policy against which planning applications will be assessed.

The Terms of Reference will be reviewed, and amended if necessary, by the AG as required.

#### **Function and Operation**

The AG will be sponsored by and report to Kettering Town Council (KTC), through ITS Neighbourhood Planning Committee, which will receive regular reports from the Group.

KTC will administer all funding and payments according to its financial regulations. Decisions with financial implications will be referred to KTC officers or the Neighbourhood Planning Committee

The AG will operate on a non-political basis and will be comprised of at least 10 Members, supported by KTC and NNC officers and the consultant appointed by KTC.

The AG will meet on a monthly basis.

It may form Topic Groups (TG), of between two and four members, to regularly report back to the AG.

The Advisory Group will elect a Chairman and a Vice-Chairman at the first meeting from its membership and appoint two of its members to serve on the neighbourhood planning committee as co-opted members.

The Advisory Group will work closely with the Council's retained consultants and

- Manage the process of preparing the plan, and, working with the Council's consultants and officers, prepare and monitor a project plan

- Seek professional support and advice on technical planning matters
- Consult the local community as fully as possible, seeking to reach all sectors of the community when identifying priorities and considering delivery options
- Communicate with other interested parties outside the stakeholder panel
- Regularly update the Neighbourhood Planning Committee on their work and on risk management
- Form TGs whose purpose is to progress individual policy topics. It will oversee the scope and coverage of evidence prepared by any topic groups
- Recommend to the Neighbourhood Planning Committee commissioning appropriate technical studies as part of the process of developing and producing the NP

All members of the AG and TG must declare any pecuniary or personal interests that may be perceived as relevant to a decision of the AG or TG. Such interests shall be recorded and made publicly available in the case of the AG Meetings. Members shall agree to be bound by the Seven Principles of Public Life (“The Nolan Principles”), which are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

A valid quorum of the AG’s meeting will be 5 Members

Voting will be by simple majority with the Chairman having the casting vote in the event of a tie .

The AG shall be ratified (but not re-elected or re-appointed) by Full Council at the Annual Meeting of the Town Council in May of each year.

### **Topic Groups**

Topic Groups may be set up by the AG with an agreed scope and objectives and will support the preparation of evidence in support of their topic. They will help to engage the wider community and stakeholders as appropriate and report back to the AG each meeting. They will each produce a report for the AG, detailing evidence gathered and draft policies, which will be edited by the Planning Consultant to ensure conformity and relevance to planning

### **Freedom of Information and GDPR**

In accordance with the Freedom of Information Act (2000), as an extension of a Local Authority, the AG will make available to the public minutes of meetings, evidence gathered and draft documents, its organisational structure and information on budget, expenditure and allowances. Data used by the AG will be processed in accordance with the Town Council’s Privacy Statement and Data Protection Policy.

