



REPORT FOR DECISION

Item No:- NP24/023

Committee:-	Neighbourhood Planning Committee
Date:-	30 <sup>th</sup> January 2025
Author:-	Martin Hammond, Clerk
Report Title:-	Central Kettering Neighbourhood Plan Project Plan
Wards Affected:-	William Knibb, Northfield, All Saints

### 1. Purpose of Report

To share the proposed project planning arrangements and seek endorsement of them

### 2. Recommendations

The Committee is recommended to agree the arrangements set out below, which will be supplemented verbally at the meeting.

### 3. Information

3.1. Joining the meeting will be Neil Homer from ONH, and Annamaria Cast who has been employed to provide some additional support to the Advisory Panel, and to KTC and to liaise with ONH.

#### 3.2. Project plan.

The following items will be addressed during the discussion, for agreement

- Project arrangements:
  - Governance (MH)
  - Management (MH)
  - Internal and external resources (MH & ONH)
  - Project plan/timetable (**see Appendix One**)

- Context Update (standing item):
  - National policy (LURA etc) (ONH)
  - NNC (evidence reports etc) (MH & ONH)
  - Local issues (planning applications etc) (MH)
- Conversation 1 (**ONH outline proposal Appendix Three**):
  - Purpose
  - Components (online and offline)
  - Delivery, oversight and reporting
- Stakeholder Mapping (**Appendix Two**):
  - Identify NP stakeholders (organisations and individuals)
  - Map stakeholders on matrix
  - Steer for Conversation 1

3.3. **Additional support.** Following Council's agreement in December to commission some additional support, the clerk has agreed with Annamaria Cast that she will provide administrative support to the process and to the Advisory Panel, initially for 13 hours a month, with a review after 3 months.

3.4. **Town meeting 26<sup>th</sup> February.** The project planning assumes that the Town meeting on the 26<sup>th</sup> February is dedicated to the neighbourhood plan process and promotional work will be Annamaria's first area of activity. The meeting will take place at St Andrews Church.

3.5. A **grant application** to cover this financial year has been submitted to Locality, who manage the government's neighbourhood planning grant process. A decision may be available by the time the committee meets. This grant application does not preclude a further application in the 2025-6 financial year.

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

4.1. Community engagement is a key part of the overall process.

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

5.1. The total costs of the plan project are estimated at £39,120 which can be met from £22,000 spread over two financial years and an assumed £18,000 in grant.

#### **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

Council report 23<sup>rd</sup> October 2024.

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23.1.25

## **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.

