

KETTERING TOWN COUNCIL

REPORT FOR DECISION

Item No:- 24/013

Committee:-	ANNUAL COUNCIL
Date:-	15 th May 2024
Author:-	Martin Hammond, Clerk
Report Title:-	Amendments to Committee Terms of Reference
Wards Affected:-	None

1. Purpose of Report

To agree an update to the terms of reference for the neighbourhood Planning Committee

2. Recommendation

That the terms of reference for the Neighbourhood Planning Committee be brought into effect from today.

3. Information

- 3.1. This report formally instigates a previously agreed change to the terms of reference for the Neighbourhood Planning Committee. It has been agreed that, once a second neighbourhood plan was begun, that the size and remit of the committee would change to reflect the additional workload and role.
- 3.2. The attached terms of reference are reflective of that change and were originally endorsed in 2021, albeit with 5 councillors rather than the 6 now proposed.

4. Finance and Legal Implications

No new implications

5. Policy and Climate Change Implications

All these changes are the consequence of decisions made earlier in the year.

Background Documents

Council minutes, December 2021 and March 2024 and Neighbourhood Planning Committee Feb 2024

APPENDIX ONE – TERMS OF REFERENCE, NEIGHBOURHOOD PLANNING COMMITTEE

KETTERING TOWN COUNCIL

NEIGHBOURHOOD PLANNING COMMITTEE – TERMS OF REFERENCE

1. The Committee's responsibilities, as set out in these terms of reference, are defined and agreed by the full Council which may decide to make changes from time to time.
2. Meetings are to be held when required and at suitable venues.
3. Membership of the committee will comprise
 - a. Six councillors
 - b. Two co-opted members drawn from the body of residents of each proposed or agreed neighbourhood plan area, as selected by the residents concerned, in whatever way they agree, up to a maximum of 6 .
4. Council would not normally with-hold its agreement to the appointment of co-opted members as determined by residents and must set out reasons why it does.
5. The quorum of the meeting shall be three members of Council and one co-opted member from each neighbourhood plan area.
6. Written minutes will be taken to record the Council's decisions and will be received at the next full Council meeting.
7. Responsibilities
 - a. To facilitate the development of neighbourhood plans for areas within or across the Kettering parished area, in conjunction with the residents and businesses affected
 - b. To recommend to full Council the submission of a Neighbourhood Plan to North Northamptonshire Council
 - c. To agree communication, consultation and engagement strategies and plans to engage people who live, work and carry on business in the neighbourhood area with the neighbourhood planning process. This will include raising awareness around the purpose and function of the neighbourhood plan, gathering information to inform the development of the plan, update people on the progression of the plan and promote the referendum to encourage voting for the making of the plan.
 - d. To monitor the effectiveness of policies contained within a plan over time, and to
 - i. Alert the Town Council's Planning committee to applications which might conflict with the plan
 - ii. Alert the planning authority to plans, proposals and applications which might conflict with the plan

- iii. Suggest ways in which the plan might be amended over time.
8. The committee shall have regard to the professional advice of NNC planning officers and to the legislation and regulations in place governing the creation of plans.

Adopted by Council in principle 15th December 2021 and put into effect on (date)

