

## 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. Three councillors appointed by full Council, with two named substitute members, or, where there are more than two neighbourhood plans in preparation or in being, five 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.
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 two members of Council (or three where there are five members) 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.



