

KETTERING TOWN COUNCIL

South West Kettering (Headlands Community) and Neighbourhood Planning Forum

Terms of Reference

1. The South West Kettering (Headlands Community) and Neighbourhood Planning Forum is appointed by and solely responsible to Kettering Town Council.
2. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.
3. Meetings are to be held as and when required.
4. Membership: co-opting the 5 members from the current Neighbourhood Forum Management Committee and two Kettering Town Councillors. The Chair to be appointed at the next ordinary meeting, by the membership.

There will be two named Councillors to act as substitutes, to ensure that all meetings are quorate. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.

The quorate is 3 - to include one town councillor and two co-opted members as a minimum.

5. Record of Proceedings: The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix.
6. Responsibilities: Due to the changing administration and the creation of Kettering Town Council on 1 April 2021 then, in accordance of the Town and Country Planning Act 1990 the Neighbourhood Forum ceases to have affect if a New Parish is created (this includes creation of Town Councils) Therefore Kettering Town Council becomes the qualifying body for SWK (HC) Neighbourhood Plan on 1 April 2021

The newly formed committee is to carry out the actions as previously laid out in their Neighbourhood Plan to ensure that this reaches a satisfactory outcome:-

- Plan Proposal to be submitted to NNC Planning Policy, Kettering Branch
- Representations on the Plan will then be invited by NNC for a period of 6 weeks
- The plan will be subject to an examination in public
- Referendum to be held, which will be organised by NNC