

**WEST NORTHAMPTONSHIRE JOINT LOCAL DEVELOPMENT
DOCUMENT/LOCAL TRANSPORT PLAN STEERING GROUP**

**Tuesday 17 October 2006 at 6.00pm
Jeffery Room, The Guildhall**

AGENDA

1. Apologies
2. Notes of the meeting held on 20 September 2006
(copy attached)
3. Matters Arising
4. Programme Director's Progress Report Clive
Thomas
5. Programme for Production of the Core Strategy Claire
Berry
6. Northampton Longer Term Growth Options Study -
Update Claire
Berry
7. Any Other Business
8. Date of next meeting - 14 November 2006

WEST NORTHAMPTONSHIRE JOINT LOCAL DEVELOPMENT DOCUMENT/LOCAL TRANSPORT PLAN STEERING GROUP

Wednesday, 20 September 2006

PRESENT:	Councillor T Hadland	- NBC (Chair)
	Councillor W Amos	- DDC
	Councillor S Barnes	- SNC
	C Berry	- NBC
	R Boulton	- NCC
	S Bovey	- DDC
	D Brennan	- NCC
	Councillor J Caswell	- NBC
	C Cavanagh	- NBC
	S Flack	- NCC
	R Fox	- SNC
	M Hayes	- WNDC
	G Hughes	- GOEM
	Councillor C Millar	- DDC
	J Morgan	- SNC
	R Pulling	- DCW
	Councillor B Smith	- NCC
	R Strugnell	- SNC
	C Thomas	- NBC
	Councillor J Townsend	- SNC
	R Wood	- DDC

ACTION

1. APOLOGIES

An apology for absence was received from S Pointer and Councillor Harker.

2. NOTES OF THE MINUTES OF THE MEETING HELD ON 19 JULY 2006

The notes of the above meeting were agreed.

3. MATTERS ARISING

There were none.

4. PROGRAMME DIRECTOR'S PROGRESS REPORT

C Thomas presented the report that had been circulated elaborating on the recommendations on the appointment of a Project Manager, changes in the Joint Planning Team arrangements and a review of the Governance arrangements.

It was noted that the Programme Board had discussed the attributes the Project Manager should have, which would ideally include excellent project management skills together with a sound knowledge of planning and the wider development process. The key priority was the ability to successfully deliver the programme.

The Steering Group then discussed whether the Project Manager should

primarily be a Planner or a Project Manager. It was intended that the job description would be agreed by officers from all three Local Authorities who would also evaluate the post. The Steering Group were advised who sat on the Programme Board and it was requested that Members of the Joint Steering Group be provided with the copies of the minutes of the Joint Programme Board Meetings.

The Steering Group then discussed the recruitment arrangements for the Project Manager and it was suggested that the title of the post be reconsidered to ensure that the planning element was adequately reflected. The Steering Group requested clarification of how the post would be funded and it was noted that the intention was that cost would be met by the three plan making Local Authorities but if Northamptonshire County Council and West Northamptonshire Development Corporation wished to contribute their contribution would be welcome. The Steering Group then requested more details in relation to the costs associated with funding the post. It was suggested that this information be collated by the Programme Board.

As detailed in the report it was recommended by the Project Board that the Joint Planning Team be located in a neutral location and it was noted that South Northants Council had offered accommodation space that was not within the Council offices. The Steering Group then discussed the specific line management arrangements associated with the post and although the Project Manager would be accountable to the Programme Board, and in turn the Steering Group, it was proposed that the day to day line management arrangements be provided by Northampton Borough Council's Corporate Director.

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|----------------|---|-----------------|
| AGREED: | (1) That the Steering Group approve in principle the recruitment of an experienced Project Manager to lead the joint Planning Team and to drive forward activities to ensure timely achievement of key milestones, subject to more detailed information relating to the costs associated with funding the post. | Board |
| | (2) That an indication of the above costs be provided as soon as possible, and certainly in advance of the next meeting, so work could begin in securing resources within each Local Authority. | Board |
| | (3) That the Programme Board consider changing the title of the post from "Project Manager" to adequately reflect the planning element of the role. | Board |
| | (4) That the candidates be short-listed by officers from the three local authorities but that the appointment be made by a panel of three Councillors, one from each Council. | NBC/SNC
/DDC |
| | (5) That the Project Manager be accountable to the Project Board and in turn the Steering Group. | Board |
| | (6) That the Steering Group be provided with more information in relation to what elements of the post it was proposed would be line managed by Northampton Borough Council's Corporate Director. | Board |
| | (7) That the Joint Core Team establish its own identity | NBC/SNC |

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|--|-----------------|
| and be located in a neutral location whilst being conveniently located for the constituent authorities and stakeholders. | /DDC |
| (8) That WNDC and Northamptonshire County Council be invited to second resources to the Joint Core Team together with commitment (defined input) | WNDC
NCC |
| (9) That any resource implications in relation to the Project Manager post and the Joint Core Team be shared proportionately between the participating organisations subject to the further detail requested at agreed item 3 above. | NBC/SNC/
DDC |
| (10) That, once the minutes of future Programme Board meetings are agreed, they be circulated to members of the Joint Steering Group for information. | J McCaul |

GOVERNANCE

The Steering Group discussed the recommendations within the report relating to Governance and C Thomas advised that the aim of the recommended changes was to make it clear that the Councillors on the Steering Group had the necessary delegated authority, in a transparent and clear way, to make some decisions on behalf of their Local Authorities. The aim was to strengthen existing arrangements and not change decision making processes within individual Councils. It was important also that the officers on the Programme Board had the support of the leadership and the managerial authority within their organisations to resolve the issues discussed at the Programme Board as they felt appropriate.

AGREED: That the governance arrangements for both the Steering Group and Programme Board be reviewed in order to build on and strengthen the existing arrangements. Also that the Programme Board prepare a report as to how this should be taken forward.	Board
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COMMUNICATIONS AND RESOURCE PLANS

It was noted that the Programme Board had already agreed the need for a Communications Plan and a Resource Plan for the programme. Work had already begun on drafting a Communications Plan however the completion of this draft, as well as a producing a draft of the Resource Plan, would not be possible until the Project Plan had been agreed in detail identifying key milestones.

AGREED: That draft versions of both the Communications and Resource Plan be submitted to the next meeting of the Steering Group.	Board
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5. PROGRAMME FOR THE PRODUCTION OF THE CORE STRATEGY

C Berry presented the report circulated and confirmed that last week Daventry District, Northampton Borough and South Northamptonshire Councils' Cabinets had all agreed to prepare one Joint Core Strategy covering the priority of the three Councils' administrative areas (Option 1). Work was continuing in

preparing a detailed timetable for production of the Core Strategy ensuring that it was also robust and expeditious.

All of the tasks required to prepare the Core Strategy had been identified and the duration of each task had been estimated and dependencies identified having regard to the legal procedure requirements and experience of similar tasks.

The Joint Planning Team were now satisfied that the first two stages of the timetable were robust and work was already underway on the identified tasks. The timetable for stages 1 and 2 was attached as Appendix 1 to the report. The remaining stages of the Core Strategy Timetable were in the process of being finalised and would be subject to independent external challenge and further discussion with GOEM and the Planning Inspectorate. In terms of external challenge a copy of the timetable had been sent to Andrew Langley, the Project Manager for North Northamptonshire, and also to a consultancy recommended by the Planning Advisory Service. They would be considering the timetable to see if there was any way of making it more efficient therefore reducing the timescale, while at the same time ensuring that the process remained robust.

C Berry explained some individual tasks within the timetable and how it was intended that these particular issues would be progressed. Some members of the Steering Group expressed concern about the timing of the Issues and Options consultation exercise and the Steering Group discussed whether this could be brought forward in the programme.

G Hughes suggested that consideration be given to moving forward the public consultation element of the timetable.

AGREED: That C Berry discuss with G Hughes moving the public consultation exercise earlier in the timetable. C Berry

6. EDAW - LAND VALUE CAPTURE STUDY

R Boulton updated the Steering Group in relation to the draft report by EDAW which would be changed to correct any inaccuracies, include some caveats in relation to the examples used, and to make it clear that the report could only go so far along the process. Once these changes were made to the report it would be considered as completed and would be used as a knowledge base from which to move forward. The areas now to be progressed were the role of the Local Delivery Vehicles in driving the delivery plans and the further work that was required on the Planning Policy Framework to enable the delivery of what was required.

From a planning perspective S Bovey advised that the Chief Executives of the Local Authorities had requested the Chief Planning Officers Group to prepare a technical report which would be submitted to them at a meeting in October 2006. Planners anticipated that the report could be used as an evidence base although there was further work to be done as to how the principles could be transferred to a Supplementary Planning Documents.

The Steering Group then discussed the need for a transparent mechanism between developers and Local Authorities and welcomed the move towards a single tariff. The Chair requested an executive summary to identify the key

issues with the report and D Brennan, on behalf of the County Council, offered to provide this if members of the Steering Group would find it useful. He stressed the importance of the “banker” role and explained several options that were currently being investigated.

AGREED: That the County Council be requested to provide an D Brennan executive summary of the EDAW report.

7. ANY OTHER BUSINESS

There was none.

8. DATE OF NEXT MEETING - 17 OCTOBER 2006

It was noted that the next meeting would be held on 17 October 2006.

Agenda Item 4

West Northamptonshire Joint Local Development Document/ Local Transport Plan Steering Group	
Meeting Date	17 October 2006
Title	Programme Director's Progress Report

1. Recommendations

- a) That the proposals for the development of the Joint Local Development Document/ Local Transport Plan Steering Group as contained in the attached Revised Memorandum of Understanding be AGREED.
- b) That the progress on the recruitment of the Joint Planning Team Manager, the Joint Planning Team office location, the Resources Plan and Joint Planning Team secondments and the Communications Plans be NOTED.

2. Purpose of Report

To summarise progress, activity and key issues not covered elsewhere on the agenda.

3. Report Background

a) Joint Planning Team Manager

The recruitment of an experienced Project Manager to lead the Joint Planning Team was agreed at the last Steering Group. A job description and person specification (attached as Appendix 1) have been prepared using the North Northamptonshire Joint Planning Manager as a benchmark. The job has been submitted to Northampton Borough Council's Human Resources department for urgent job evaluation. Once the job evaluation has been completed it is proposed to place an external advertisement in the "Planning" journal and the Guardian newspaper. It is expected that this advertisement can be placed in early November. A recruitment panel drawn from this Steering Group and the Programme Board will then shortlist and interview in late November. It is anticipated that the appointment will then commence in January or February next year.

b) Joint Planning Team Office Location

At the last Steering Group South Northamptonshire Council offered to host the Joint Planning Team at its Towcester Mill offices in Towcester. The suitability of these offices is currently been investigated in terms of their facilities and accessibility. Subject to the offices being satisfactory it is anticipated that the Joint Planning Team could move into them as soon as the secondments to the Team have been agreed.

c) Resource Plan and Joint Planning Team Secondments

Daventry District Council is developing a draft Resource Plan based on the latest version of the Joint Local Development Scheme (LDS). It will not be possible to complete this work and identify Joint Planning Team secondments until the LDS has been agreed in detail identifying key milestones.

d) Communications Plans

Northampton Borough Council's Communications team is completing a draft Communications Plan (first draft attached as Appendix 2) for discussion with each Council's Public Relations/ Communications team. At this stage a steer is requested on the following issues:

- i) whether a new identity / brand is favoured for the Joint Planning Team, or the existing councils' identities are retained alongside a name; and
- ii) the budget that will be available for communications.

e) Governance

Review of Steering Group Governance Arrangements

In light of revised agreement over the nature of joint working, particularly the preparation of a Joint Core Strategy, the current Joint West Northamptonshire LDD/ LTP Steering Group arrangements require strengthening further. This will facilitate more effective joint working arrangements and swifter agreement and decision making by the Joint Steering Group and each Council.

It is proposed that modifications to the existing Memorandum of Understanding (last approved in March 2006) are made as follows:

- a) The Steering Group name is changed to "Forum" to indicate its role to debate and develop common planning policy;
- b) Its role as the main means of debating and provisionally agreeing common planning policy is emphasised;

- c) Members and officers are expected to reach provisional agreement over matters within the Forum and then champion the agreed policy within each Council; and
- d) All authorities review which decisions require the approval of each separate Council to enable Portfolio Holders and thereby the Forum itself to exercise more ability to agree matters without ratification by each Council.

A revised version of the Memorandum is attached as Appendix 3 with tracked changes to show the changes that are proposed.

Post Title:
West Northamptonshire Joint Planning Unit Manager

Salary/ Grade TBA

Responsible to: Chair, West Northamptonshire Joint Planning Programme Board

Responsible for:

Management of joint planning work in west Northamptonshire within allocated resources and agreed programme.

Management of staff when seconded to undertake joint planning work.

Principal Duties

- i. Lead the preparation of documents within the Local Development Framework for Daventry District, Northampton Borough and South Northamptonshire (i.e. West Northamptonshire) that are to be jointly prepared, as set out in the Local Development Scheme.
- ii. Have overall management responsibility for the West Northants Joint Planning Unit (WNJPU), be its lead officer and principal point of contact / public face at officer level and ensure a high quality of performance in the way the service is delivered
- iii. With the local planning authorities of Northampton, Daventry and South Northamptonshire to initiate production and revision of the relevant Local Development Scheme(s)
- iv. Develop and maintain a detailed Project Plan that sets out the tasks, the resources to carry out these tasks, the timetables for this work and the required outputs to be met.
- v. Liaise between the three local planning authorities and other partner authorities/organisations to agree the financial and staffing resources required, including staff secondments.
- vi. With the local planning authority chief planners, to co-ordinate work programmes, particularly in relation to the other LDF work of the local planning authorities, and secure their delivery to an agreed timetable.
- vii. Maintain control of the WNJPU budget in accordance with agreed levels of expenditure and to contribute to the review of the budget.
- viii. Produce monthly reports to the Joint Programme Board setting out progress against the programme and an updated risk matrix and mitigations.
- ix. Develop and put in place a Communication Plan and actions to achieve key project messages.

- x. Attend West Northamptonshire Joint LDD/ LTP Steering Groups, Joint Programme Boards, and other committees as necessary, and lead on the presentation of reports prepared by the WNJPU.

This job description only describes the principal duties and does not describe in detail all the duties relating to this post.

Person specification

Attributes	Essential	Desirable
Relevant experience	<p>Experience of working as a town planner including working at a supervisor / management level, the majority of which should have been related to planning policy work.</p> <p>Substantial experience of project management, motivating and leading people in a professional team situation.</p> <p>Proven track record in strategic planning.</p> <p>Experience of managing community engagement/consultation work, and of contact with elected members.</p>	
Education and training	To degree level or equivalent.	A project management qualification.
Specialist knowledge and skills	<p>Thorough understanding of development planning processes and legislative background.</p> <p>Strong leadership and excellent management qualities.</p> <p>Ability to communicate effectively with key players in the public and private sectors, elected members, representatives of voluntary and community organisations, and individuals.</p> <p>Excellent written communication skills.</p> <p>Ability to think laterally to develop solutions to complex development issues.</p> <p>Ability to manage, co-ordinate and process complex and competing workloads to tight deadlines, including those of the staff team.</p> <p>Ability to manage within pre-determined financial targets.</p> <p>Ability to motivate, supervise and mentor members of the team.</p> <p>Aptitude for information and communication technology.</p> <p>Experience of working on development plans including co-ordinating work on public examinations/local plan inquiries.</p>	<p>Current and emerging best practice in spatial planning.</p> <p>Experience of joint working in relation to planning or can demonstrate an understanding of the complexities involved in joint working in planning</p>
Other requirements /	UK driving licence or a driving licence that entitles the holder to drive in the UK.	

special conditions	Access to a car or the ability to travel to different locations. Some evening or weekend working will be required.	
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FIRST DRAFT

West Northamptonshire Joint Core Strategy:
Communications and Consultation Plan

West Northamptonshire Joint Core Strategy
Communications and Consultation Plan

Contents

1. Introduction

To be drafted ...

What the JCS is ...

Why the three Ipas have joined together to produce it ...

What we are seeking from it- joined up planning, innovative strategy, showing others how to do a spatial plan and a joint one

2. Key Aims

General

- To promote West Northamptonshire joint planning work generally and the Joint Core Strategy specifically
- To ensure there is effective engagement in the joint core strategy preparation process
- To use the joint planning work as a catalyst to improve the national reputation and profile of the three local councils
- To highlight the role of the joint core strategy in bringing growth to and transforming West Northamptonshire for the better

3. Stakeholders

The stakeholders are split into three categories:

- Those who we need to influence the preparation and content of the JCS
- Those who we need to promote successful joint working to
- Those in the Ipas who need to be aware of the joint planning work and how it impacts on their work/role

Those who we need to influence the preparation and content of the JCS

- Residents and businesses of West Northamptonshire
- Other stakeholders in the development plan process eg parish councils
- Department of Communities and Local Government (DCLG)
- Government Office for the East Midlands (GOEM)
- Local MPs and MEPs
- Councillors
- Local media
- Voluntary agencies, forums as well as interest, pressure and welfare groups
- WNDC

Those who we need to promote successful joint working to

- Department of Communities and Local Government
- Government Office for the East Midlands
- Councillors in the three Ipas
- Planning Advisory Service
- Improvement and Development Agency (IDeA)
- Audit Commission
- Local Government and Planning Media
- WNDC
- EMRA

Those in the Ipas who need to be aware of the joint planning work and how it impacts on their work/role

- Staff in the three Ipas, beyond planning policy

4. Protocols

All communication from the Joint Planning Unit or from the Ipas relating to the joint core strategy will need to:

- be clear, understood by all, factual, objective, balanced, timely, accurate and delivered through the appropriate channels
- understand the context of the three Ipas and of the need to show effective partnership in joint planning (staff and councillors seek relevant authorisation before communicating externally on contentious issues)
- promote the success of West Northamptonshire joint planning

Need to agree who commissions/ authorises communications & consultations

Engagement documentation from the JPU will:

- be in accordance with the three SCIs
- follow the principles of plain English
- represent good value for money
- promote the West Northamptonshire Joint Planning brand but not neglect individual council's branding ?
- Foster pride in West Northamptonshire and of its key role in delivering national growth

We will be pro-active in anticipation of the need to communicate. In all communications we will adhere to the following principles:

- Understand the intended result of the communication
- What needs to be communicated
- Who does it need to be communicated to
- When does it need to be communicated
- Who should communicate it

5. Key Messages

To be drafted ...

Key Aims

6. Consultation

Draw from Statements of Community Involvement ...

Front loading of engagement is a fundamental element of the new planning system. At the same time the Joint Core Strategy is a relatively high level document covering three local planning authority areas and where there is limited site specific information of the sort that tends to encourage local involvement.

How Ipas will engage with their community and out of area stakeholders in the preparation of local development framework documents has to be set out in a Statement of Community Involvement which itself needs to be consulted on and found to be a 'sound' document at an independent examination.

Different groups of people may need to receive different information based on their collective and common needs and interests. Audiences will be segmented in order to achieve this.

Different areas may need to receive different information ...

Add further explanation

7. Channels for communication

7.1 Publications

7.2 Engagement documentation

7.3 Internet

The issue is whether a dedicated joint core strategy website is established that has links from the individual Ipas and other partners websites or whether three sets of pages from each Ipa is individually maintained.

7.4 Briefings

At significant points in the joint core strategy preparation, briefings will be given to wider groups of councillors and other stakeholders including the media. These will be....

7.5 *Media*

To promote the JCS and its consultation stages so that the local community and other stakeholders can engage in the process:

- local press
- TV
- radio
- council magazines of the three Ips

To promote the innovative nature of the JCS and what is happening in this key growth area:

- local government publications
- local government supplements of the quality press
- Planning-related specialist and technical publications

Should briefings be joint ?

8. Responsibilities for communication

- 8.1 Joint Planning Manager – responsible for applying this plan to the project and identifying (in advance) key milestones for communication. Assistance in supplying communications content.
- 8.2 Programme Board/ Programme Director – responsible for articulating key messages, providing approvals and authorisations for major communications initiatives and managing the review and formal adoption of this plan.
- 8.3 Heads of Planning/ Heads of Planning Policy at the three Ips – responsible for identifying all project and feeding into communications risks and significant developments as well as giving guidance on communications content on all initiatives.
- 8.4 Respective Communications Teams at the three Ips -
- Need to be clear about who is doing what across the Councils.

9. Resources

This is a key issue.

10. Assessment and review

- 10.1 The Joint Planning Manager will present a progress report on the implementation of this plan at each West Northamptonshire Programme Board meeting.
- 10.2 This plan will be the subject of continuous improvement and will be reviewed by the board at intervals of six months.

PROPOSED
MEMORANDUM OF UNDERSTANDING RELATING TO THE
PREPARATION OF DEVELOPMENT AND TRANSPORTATION PLANS
FOR WEST NORTHAMPTONSHIRE
(OCTOBER 2006)

BETWEEN

- DAVENTRY DISTRICT COUNCIL
- NORTHAMPTON BOROUGH COUNCIL
- SOUTH NORTHAMPTONSHIRE COUNCIL
- NORTHAMPTONSHIRE COUNTY COUNCIL

IN ASSOCIATION WITH

- WEST NORTHAMPTONSHIRE DEVELOPMENT CORPORATION

As the local planning authorities (and highway authority in the case of Northamptonshire County Council) responsible for preparing Local Development Documents and transport plans and policies, including the Local Transport Plan, within West Northamptonshire. West Northamptonshire as the local delivery vehicle with responsibility to secure sustainable regeneration and growth of Northampton, Daventry and Towcester.

Context for Joint Planning

- 1) Through the Regional Spatial Strategy for the East Midlands (RSS8) and the Milton Keynes and South Midlands Sub-Regional Strategy, approved in March 2005, Northampton, Daventry and Towcester have been identified as locations for growth in West Northamptonshire. These strategies express *“a presumption in favour of preparation of Joint Local Development Documents”* such as to *“help co-ordinate the development of the Northampton Implementation Area and address common issues”*.
- 2) Additionally, the three Local Strategic Partnerships for Northampton, Daventry and South Northamptonshire have between them set out a collective vision and agenda for West Northamptonshire. This draws strongly on the three community strategies, reflecting the challenges associated with West Northamptonshire’s new role as part of a national growth area and promoting the opportunity to become an exemplar for sustainable communities. This vision needs to be realised and be reflected in the development and transport plans covering West

Northamptonshire. West Northamptonshire Development Corporation has published a Prospectus setting out key areas for action to help achieve this mutual outcome and is developing a Growth Delivery Plan to secure implementation of its objectives.

- 3) For this growth to be progressed in an effective, cohesive and sustainable manner the local authorities of Northampton Borough Council, Daventry District Council and South Northamptonshire Council, along with Northamptonshire County Council, covering West Northamptonshire are committed to working together and with partners to shape and produce development and transport plans to accommodate this growth.
- 4) Northampton Borough Council, Daventry District Council and South Northamptonshire Council are the authorities responsible for the Local Development Documents accommodating and allocating growth in West Northamptonshire. Northamptonshire County Council is responsible for minerals and waste Development Documents and the Local Transport Plan covering West Northamptonshire. West Northamptonshire Development Corporation is the local delivery vehicle with responsibility to secure sustainable regeneration and growth of Northampton, Daventry and Towcester.

Intentions of Joint Planning

- 5) The authorities, as Local Development Document and Local Transport Plan making authorities in West Northamptonshire, are jointly committed to the sustainable growth of Northampton, Daventry and Towcester and wider West Northamptonshire including realising necessary supporting transport and other infrastructure. The authorities will seek to develop complementary strategies for these areas, and work constructively together on cross boundary issues and matters, which jointly affect West Northamptonshire.
- 6) To this end the authorities commit to formal engagement/ consultation with each other and other partners, including the West Northamptonshire Development Corporation (WNDC), on strategic planning issues, particularly related to the co-ordination of transport and other infrastructure planning, and also on reviews of regional and sub-regional strategies.

Programme for Joint Planning

- 7) In particular, the three Local Planning Authorities of Northampton, Daventry and South Northamptonshire are jointly committed to the early adoption of Local Development Documents across West

Northamptonshire to ensure that a firm and robust planning policy framework is in place to guide implementation of the vision and strategy for West Northamptonshire by the authorities, the WNDP and other agencies.

Scope and Programme of Joint Planning

- 8) Joint planning will take the form of
 - a. A joint study to evaluate options for the longer-term growth of Northampton, prior to incorporation within future Local Development Documents.
 - b. The preparation of a joint Core Strategy (Local Development Document) including those matters concerning the long term strategic planning and growth of the Northampton Implementation Area which affect all authorities.
 - c. Co-ordination of the programme and approach to local development documents and transport plans across West Northamptonshire.
 - d. Other Local Development Documents and Supplementary Planning Documents which may be needed in future.

Arrangements for Joint Planning

- 9) The authorities will meet as a West Northamptonshire Joint Planning Forum.
- 10) The purpose of the Forum will be for members of the three District plan making authorities, in conjunction with the County Council and West Northamptonshire Development Corporation, to consider together the development of joint planning documents in order to gain **provisional** agreement and therefore enable joint documents to be swiftly endorsed through the decision making processes of each Council. The Forum will also obtain provisional agreement over the policies and approaches of studies and documents and to consider any other matter of common interest related to spatial planning within West Northamptonshire.
- 11) The Forum will comprise members with Executive responsibility for planning and transport policy within each District and County. Whilst it will not have any executive powers and responsibility and all local development documents relating to each authority will remain the main responsibility of the respective preparing authority, it is the sole

means for debating and initially agreeing joint planning policy and therefore members and officers should

- a. Be prepared at each Forum to debate issues and reach common agreement
- b. Promote and recommend an agreement of Forum to the relevant Council decision making body
- c. Consider within each Council the scope of planning matters which require formal Council approval

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- 12) The Forum will comprise member and officer representatives of the authorities of Northampton, Daventry and South Northamptonshire Districts and Northamptonshire County Council and West Northamptonshire Development Corporation.
- 13) Voting rights at the Forum on district and borough Local Development Documents shall be granted to Northampton, Daventry and South Northamptonshire authorities. .
- 14) Each authority should be represented by two members - the Leader and Portfolio Holder (or his/ her nominated representative) with support from the Chief Officer of each authority (or his/ her nominated representative).
- 15) One elected Member from each of the three District authorities shall be present at the meeting, for it to be quorate.
- 16) Officers of the Government Office for the East Midlands will be invited to attend its meetings as observers and contributors. Other organisations may be invited with the agreement of the Chair to meetings as appropriate.
- 17) The Chair shall rotate annually between the three district authorities. Meetings shall be hosted in rotation by the three district authorities. Meetings will normally be held on a bi-monthly basis. Administrative arrangements will be made by the officer Joint Planning Team supporting the Joint Planning work.

Signed.....

.....Date

Leader – Daventry District Council

.....Date

Leader – Northampton Borough Council

.....Date

Leader – South Northamptonshire Council

.....Date

Leader – Northamptonshire County Council

.....Date

Chairman – West Northamptonshire Development Corporation

Agenda Item 6

West Northamptonshire Joint Local Development Document /Local Transport Plan Steering Group	
Meeting Date	17 October 2006
Title	Northampton Longer Term Growth Options Study - Update

Recommendations

- a) That the progress towards the Northampton Longer Term Growth Options Study be NOTED.
- b) That the proposals for the Stage 5 – Key Stakeholder Consultation be AGREED.

Purpose of Report

1. For the Steering Group to note the progress that has been made towards the Northampton Longer Term Growth Options Study, and to endorse the proposed consultation with Borough/ District Council and County Council ward members.

Background

2. EDAW, a planning, design and economic development consultancy were commissioned by Daventry District, Northampton Borough and South Northamptonshire Councils in August 2006 to undertake a study to identify the longer-term growth options for Northampton to inform both the Joint Core Strategy and site specific allocations.
3. The Study has six stages:

Stage 1 – Baseline and Review

Stage 2 – Identifying the Components of Sustainable Growth

Stage 3 – Development and Analysis of Sustainable Growth Options

Stage 4 – Identification and Consideration of Implementation Implications

Stage 5 – Key Stakeholder Consultation

Stage 6 – Preparation of Final Study Report

Study Progress – Stages 1 - 4

4. EDAW has completed Stage 1 and a draft baseline report will be circulated shortly to key service providers, utilities and statutory bodies for comments.

5. Stages 2 and 3 are currently underway, and are running in parallel. Stage 2 has two broad components. Firstly, it includes defining the spatial objectives for Northampton having regard to the community strategy vision and the objectives identified by the sustainability appraisal work undertaken to date for the core strategies. Secondly, it includes establishing the land use components needed to develop sustainable communities and specifying the typical land budget requirements for these uses, e.g. residential, commercial, open space, community and social infrastructure.
6. Stage 3 involves defining the potential land areas capable of meeting the spatial objectives and the land-use budget. The potential land areas are identified by discounting any areas of land in the study area that are subject to absolute constraints. The remaining land areas are then assessed through fieldwork (site visits) and desk based research. This work includes assessing previously developed and greenfield land.
7. Once Stages 2 and 3 are complete, in late October, Stage 4 will involve defining the phasing, density and design principles for the potential land areas. This will also involve considering infrastructure requirements and potential viability issues.

Stage 5 – Key Stakeholder Consultation Proposals

8. The purpose of Stage 5 of the study, key stakeholder consultation, is to test the draft findings of the study with key stakeholders.
9. It is proposed that a workshop style event be held on about 20 November to present the draft conclusions and recommendations of the study report to a “technical” group comprising key service providers, utilities and statutory bodies for technical comments.
10. The draft conclusions and recommendations of the study, reflecting any amendments as a result of the “technical” workshop, would then be presented to this Steering Group at its meeting on 14 December 2006 for initial comments.
11. It is proposed that a meeting would then be held to present the draft conclusions and recommendations for information and initial comments to all ward members in Northampton Borough and those members of Daventry District Council, South Northamptonshire Council, the Borough Council of Wellingborough and the County Council who represent wards adjacent to the Borough.

Stage 6 - Final Report

12. The final study report would then be “signed off” by this Steering Group at its meeting on 16 January 2007. The final study report will then be made publicly available and form part of the evidence base for the Joint Core Strategy.

Claire Berry on behalf of the West Northamptonshire Programme Board