

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

**Thursday 14 December 2006 at 6.00pm**

**Jeffery Room, The Guildhall**

**AGENDA**

1. APOLOGIES
2. NOTES OF THE MEETING HELD ON 14 NOVEMBER 2006  
(Copy attached)
3. MATTERS ARISING
4. PROGRAMME DIRECTOR'S PROGRESS REPORT Clive Thomas
5. GOVERNANCE Richard Strugnell
6. LONGER TERM GROWTH OPTIONS FOR NORTHAMPTON STUDY - PRESENTATION EDAW
7. JOINT LOCAL DEVELOPMENT SCHEME AND JOINT CORE STRATEGY Claire Berry
8. DATES OF FUTURE MEETINGS
9. ANY OTHER BUSINESS
10. DATE OF NEXT MEETING

# Agenda Item 2

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

Tuesday, 14 November 2006

|                 |                      |             |
|-----------------|----------------------|-------------|
| <b>PRESENT:</b> | Councillor Hadland   | NBC (Chair) |
|                 | Councillor Atterbury | DDC         |
|                 | Councillor Barnes    | SNC         |
|                 | C Berry              | NBC         |
|                 | S Bovey              | DDC         |
|                 | Councillor J Caswell | NBC         |
|                 | C Cavanagh           | NBC         |
|                 | M Chant              | NCC         |
|                 | R Fox                | SNC         |
|                 | M Hayes              | WNDC        |
|                 | G Hughes             | GOEM        |
|                 | J Morgan             | SNC         |
|                 | S Pointer            | NBC         |
|                 | R Pulling            | BCW         |
|                 | R Strugnell          | SNC         |
|                 | C Thomas             | NBC         |
|                 | Councillor Townsend  | SNC         |
|                 | R Wood               | DDC         |

### ACTION

#### 1. APOLOGIES

Apologies for absence were received from Councillor Harker, Councillor Smith, Councillor Millar, Councillor Amos, D Brennan and R Boulton.

#### 2. NOTES OF THE MEETING HELD ON 17 OCTOBER 2006

The notes of the above meeting were agreed.

#### 3. MATTERS ARISING

##### (A) Area Action Plans

It had been agreed at the previous meeting that consideration would be given to the suggestion that some Area Action Plans could, where there was pressure to deliver growth, be developed ahead of the Core Strategy. This had been discussed previously at Officer level and the advice had been that they could be prepared in parallel with the Core Strategy but that examination of the Core Strategy and the Area Action Plans would need to be co-ordinated.

It was suggested that formal views be sought from GOEM in relation to this proposal and G Hughes confirmed that GOEM could investigate this and would discuss the suggestion with the Planning Inspectorate.

**AGREED: That the Board seek the views of GOEM in relation to the suggestion that, for certain areas where there are pressures to deliver growth, some Area Action Plans be developed ahead of the Core Strategy without adversely affecting the robustness of the planning process.**

(B) Longer Term Growth Option Study

It was noted that, as agreed at the last meeting, on 14 December 2006 members of the Steering Group would be provided with a briefing detailing the key messages that they could then share with a wider audience. This would ensure that a consistent approach was being taken. C Berry circulated a list, as had been requested at the previous meeting, detailing the technical stakeholders who would be attending the Stakeholder Event on 20 November 2006.

#### **4. PROGRAMME DIRECTOR'S PROGRESS REPORT**

C Thomas presented the report circulated providing an update on progress.

In relation to the Joint Planning Team Manager, it was noted that the job description and person specification had been evaluated at grade POD (£39,132 - £41,562). However to attract suitable candidates it was suggested that a market supplement of 10% be added therefore the advertised range for the post would be £43,000 - £45,000. The NBC Corporate Manager (Human Resources) had been involved in the recruitment of the Project Manager in North Northamptonshire and he had confirmed that the market supplement would be needed to attract suitable candidates.

C Thomas had discussed the recruitment process and agreed a timetable with Tribal. Tribal would produce the advertisement by 22 November 2006, the advertising deadline in the local and national press would be 30 November 2006, the closing date for applications being 14 December. It was anticipated that the short-listing would be completed by 21 December 2006, the invitation for the assessment interviews would be distributed on 22 December 2006 with the interviews taking place on 8 January 2007. It was then anticipated that the formal offer would be made by 12 January 2007 with the successful candidate earliest starting date likely to be the end of February 2007 (or longer depending on the notice period).

It was noted that work had commenced on producing the Resource Plan and it was anticipated that the resourcing of the remainder of the work programme would be reviewed and finalised, following formal approval by GOEM, at the end of January 2007.

C Thomas then drew the Steering Group's attention to the suggestions that had been made in relation to the branding and re-badging of the Joint Planning Unit.

The Steering Group then discussed the arrangements for interviewing the candidates for the Joint Planning Team Manager post and it was suggested that it may be useful for the holder of the equivalent post in North Northamptonshire Area to assist with the interviews. Councillor Barnes also suggested that it would be appropriate for there to be a Chair of the Interview Panel who could steer the process, enabling the Councillors to contribute more

productively to the interview process. C Thomas confirmed that he could ask the NBC Corporate Manager (Human Resources) to undertake this role if the Steering Group so wished. If this was agreed he suggested that the professional officer should be from either South Northants or Daventry District Council.

In relation to the seeking of office accommodation for the Joint Planning Teams, C Berry advised that consideration had been given to the Vacant Property Register maintained by the Borough Council and searches were also underway in the Daventry District and South Northants areas through the Invest In Northamptonshire database. There were still some final checks to be undertaken before a list for consideration could be compiled.

**AGREED: (1) That the advertised pay range for the post of the Joint Planning Team Manager be noted.**

**(2) That the key dates for the recruitment of the Joint Planning Team Manager and that members of the Selection Panel to reserve the whole of 8 January 2007 for interviews.** All

**(3) That the Interview Panel include, as well as a Councillor from each of the Local Authorities, the NBC Corporate Manager (Human Resources) to chair the Panel, the Joint Planning Team Manager from the North Northamptonshire and a professional officer be from either South Northants or Daventry District Council.** CT  
RF/SB

**(4) That the members of the Steering Group consider the initial ideas detailed in the report in relation to branding.** All

## **5. GOVERNANCE**

The Chair referred to the report circulated and advised that Councillors wished to discuss the Memorandum of Understanding further with their colleagues with a view to reaching a consensus in the near future.

**AGREED: That Councillors discussed the Memorandum of Understanding with their colleagues with a view to reaching a consensus in the near future.** Councillors

## **6. NORTHAMPTON LONGER TERM GROWTH OPTIONS STUDY - PRESENTATION**

S Pointer advised that EDAW were unable to attend this meeting but would be attending the meeting on 14 December 2006.

He advised that the purpose of the presentation was to update the Steering Group on the progress to establish the growth options for Northampton and to present the emerging growth scenarios. There would also be information provided in relation to the next steps to complete the study.

The objectives of the study included reviewing the housing base-line position,

identifying factors that could influence the location and form of development and ultimately to determine the most sustainable direction of growth to 2026 and then 2031. EDAW were currently at the stage of developing and analysing the preferred direction of growth options.

S Pointer then advised the Steering Group in relation to the number of new homes that were being planned for, a good percentage of which could be located within the existing urban area. Essential to the process was to have an understanding, before the housing development was started, of what future services and infrastructure that would be required to support the growth. This included offices, schools, health service provision and open space. It was important that a sequential approach was taken in that brownfield sites should be considered before greenfield. The Steering Group were reminded of the principles for sustainable growth which included creating safe, welcoming and inclusive places, the efficient use of land and the achieving of social diversity.

It was noted that three themed growth scenarios had emerged, scenario one focused on neighbourhood centres, scenario two focused on urban renaissance and scenario three was employment and skills base led. Work had been undertaken in identifying the advantages and disadvantages associated with each scenario. It was stressed that the scenarios were merely designed to promote debate and discussion around the most appropriate direction of sustainable growth. S Pointer explained how the scenarios would evolve into options and this involved the creation of a menu for growth, which would include the best elements selected from each scenario. Ultimately realistic and deliverable options would be generated and tested against a range of land suitability criteria. It was anticipated that the potential options for growth would most likely be, following the application of environmental, social and economic drivers, a hybrid including the advantages and benefits of each scenario.

In terms of the timetable, it was noted that the scenarios would be discussed at a technical workshop on 20 November 2006 and a draft document in relation to the potential options for growth would be prepared in late November 2006. Feedback would be received from the Officer Programme Board on the draft options in late November/early December and the views of Councillors on the Steering Group in relation to the draft Study Report would be sought at the meeting on 14 December 2006. It was anticipated that the study would be finalised in late December 2006.

The views of the Steering Group were then sought and a discussion ensued in relation to the number of new dwellings. In relation to the housing figure the Steering Group commented that it was essential that all parties were clear in relation to these figures when the study was presented and J Morgan requested that the Steering Group be provided with information in relation to how the figures were compiled and their source.

The Steering Group expressed disappointment that EDAW had been unable to attend and make the presentation themselves and C Thomas advised that every effort had been made to persuade them to attend but they had confirmed they would definitely be attending the meeting on 14 December 2006.

R Pulling requested that the Borough Council of Wellingborough be invited to attend the technical workshop on 20 November 2006 and questioned whether the study would have any indication of phasing. C Berry confirmed that it was

anticipated that there would be an indication of phasing included in the final study document. The Steering Group then discussed the importance of effectively managing the employment opportunity aspect of the study and the view was expressed that presentation did not give the emphasis to the importance of the delivery of infrastructure that had been anticipated.

Councillor Townsend requested clarification as to the way forward after the presentation on 14 December 2006 and how details of the study would be advised to all Councillors from all three Local Authorities. The Steering Group stressed the importance of there being buy-in by all Councillors and the importance of managing this process effectively was acknowledged.

The Steering Group discussed the timing of this and agreed that at this stage the study was more of a technical appraisal rather than a detailed consideration of the options. C Thomas suggested that the briefing, that it had already been agreed would be provided at the next meeting, would assist this process. S Pointer suggested that once the report had been finalised a presentation be made in January to the Councillors from all four Local Authorities to ensure that a consistent message was conveyed in terms of the study and the implications thereof. It was suggested that professional assistance may be necessary in terms of packaging the presentation and the information provided for circulation.

**AGREED: (1) That the progress in relation to the Northampton Longer Term Growth Option Study be noted.**

**(2) That the Borough Council of Wellingborough be added to the list of invitees for the technical workshop being held on 20 November 2006.** CB

**(3) That a presentation be made during January 2007 to the Councillors from all four local authorities in relation to the findings of the study, the detail of which to be considered by the Programme Board.** Board

**(4) That if necessary professional assistance be sought in packaging the presentation in January and the information for wider circulation and consultation.** Board

**(5) That the Steering Group be provided with details as to how the housing figures were compiled and their source.** SP

## **7. JOINT LOCAL DEVELOPMENT SCHEME AND JOINT CORE STRATEGY UPDATE**

C Berry presented the report circulated at the meeting providing an update on the Joint LDS and the Joint Core Strategy. It was noted that the Joint LDS would be considered by each of the three councils before submission to GEOM in December 2006 and the Board had set a target of the scheme being approved by 31 January 2007. A copy of the LDS timetable was appended to the report.

In relation to the Joint Core Strategy, it was noted that, following agreement by the Steering Group at the last meeting to the timetable, work was now underway on the pre-production stage of the strategy. It was noted that the Joint Planning Team was currently preparing a discussion document to informally test options for the spatial vision and objectives with selected stakeholders who were listed in the report.

The Chair thanked the members of the Joint Planning Team for all their work in taking these issues forward.

## **8. ANY OTHER BUSINESS**

### Dates of Future Meetings

S Bovey advised that the Leader of Daventry District Council was unable to attend meetings on Tuesdays and therefore requested that future meetings (those after 14 December 2006) were rescheduled. C Berry reminded the Steering Group that it had been originally intended that the Group would meet bi-monthly and therefore the frequency of meetings could be reconsidered.

**AGREED: That the frequency of future meetings be discussed at the next meeting of the Steering Group on 14 December 2006.**

**All**

## **9. DATE OF NEXT MEETING - 14 DECEMBER 2006**

It was noted that the next meeting would be held on 14 December 2006.

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| <b>WEST NORTHAMPTONSHIRE JOINT LOCAL<br/>DEVELOPMENT DOCUMENT/LOCAL TRANSPORT PLAN<br/>STEERING GROUP</b> |                                      |
| Meeting Date  | 14 <sup>th</sup> December 2006       |
| Title   | Programme Director's Progress Report |

1. Recommendations

- a) To note the resolutions of respective Councils regarding the draft Local Development Scheme and agree the amendments be incorporated into the formal submission to GOEM.
- b) Consider the branding/logo options circulated, giving guidance to the Programme Board on which option/s to refine for formal agreement.

2. Purpose of Report

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

3. Report Background

a) Joint Planning Team Manager

The programme dates included in November's Reports are currently on target. Application closing date is 14<sup>th</sup> December 2006. The North Northamptonshire Planning Unit Manager has had to decline the invitation to be part of the selection process due to prior commitments.

b) Joint Planning Team Office Location

The geographic search has currently not identified a suitable opportunity. Prior to commissioning a local agent, a further focussed search is being undertaken to explore under-utilised voluntary/public sector accommodation. If this fails to identify suitable options, a local agent will be commissioned at the beginning of January.



c) Resource Plan

The next stage of development and refinement of the Resource Plan will depend upon the outcome of Government Office's consideration of the submitted LDS. However, it will be important each respective authority has made adequate provision in current and future year's budgets to adequately resource the Local Development Scheme to ensure it achieves its milestone dates.

d) Brand/Identity

Northampton Borough Council Print Services has produced a broad range of branding ideas, based around a "One Vision – Three Councils" strap line.

The Steering Group is invited to provide guidance to the Programme Board on which option or options to refine.

Three options are drawn to the Steering Group's attention as options for refinement (colours, size, font etc).

e) Submission of LDS and GOEM's Consideration

Each respective Plan Making Council has now considered the draft LDS as the basis for submission to GOEM. The Steering Group will receive verbal up-dates from each Council on the outcome of their consideration. The Steering Group should, in the light of this, determine the formal submission to GOEM.

Subject to this agreement, the LDS will be formally submitted to GOEM on 15<sup>th</sup> December 2006.

As part of GOEM's consideration of the LDS, the following key issues will be scrutinised (this is not exhaustive)

- "Soundness" in the light of recent DCLG guidance;
- Speed of achieving adopted documents;
- The justification for the number of documents provided;
- Whether adequate resources are being provided by individual Councils;
- Views of the Planning Inspectorate.

GOEM have agreed to target a formal response by 31<sup>st</sup> January 2007.

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| <b>West Northamptonshire Joint Local Development Document/ Local Transport Plan Steering Group</b> |   |
|--|---|
| Meeting Date   | <b>14 December 2006</b>   |
| Title  | <b>Governance of Joint Plan making in west Northamptonshire</b> |

## Recommendation

That:

- a) The revised Memorandum of Understanding relating to the Preparation of Development and Transport Plans for west Northamptonshire be agreed
- b) The proposals made in paragraph 3 of this report be agreed

## Purpose of Report

This paper proposes revised proposals for the development of governance and working arrangements to facilitate better joint working between local planning authorities in west Northamptonshire. This paper supersedes the previous paper that was tabled at the meeting on the 14 November 2006

## Joint Local Development Document /Local Transport Plan Steering Group

1. The current Joint Local Development Document Steering Group arrangements would benefit from further strengthening. The recent decision to prepare a Joint Core Strategy LDD covering all of the three District areas and a subsequent Joint Area Action Plan related to the Northampton Implementation Area requires enhanced and robust joint working arrangements at member level if the Joint LDDs are to be delivered swiftly.
2. A paper, which considered modifications to the existing Memorandum of Understanding, was presented to the last meeting of the Steering Group but Members deferred consideration of the paper, pending further dialogue with colleagues in each Council. Officers have re-drafted the Memorandum to reflect more these detailed comments and to seek to ensure that the Group's pivotal role in taking a leadership role in joint planning matters across the three districts is effective and understood by all.

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3. It therefore proposed that:
- a. Responsibility for chairing of the Joint Group should continue to be shared by the three plan making authorities, with the chairing of meetings being held for an annual basis;
  - b. Attendance of the Group should be by two leading members from each plan making authority – the Leader and Portfolio Holder, or their nominated representatives, with supporting officers and the support of officers from the County Council, West Northamptonshire Development Corporation and GOEM
  - c. Amendments are made to the Memorandum of Understanding to ensure that members are committed to championing matters agreed within the Group within their respective authorities. It focuses the purpose of the Group singly on the joint plan making process authorities but ensures that the Memorandum is also signed by the County Council as the transport planning authority. It is critical that the Memorandum is in association with West Northamptonshire Development Corporation as the local delivery vehicle.
  - d. The officer attendance will normally be the Heads of Planning, the Chair of the Joint Planning Programme Board and the Joint Planning Manager.
  - e. The name of the Steering Group is to be changed to the Joint Planning Group to ensure that the significance of the Group is clear and that its deliberations and advice are given the seriousness and status it needs within each Authority.

Proposed Revised Memorandum of Understanding relating to the Preparation of Development and Transportation Plans for West Northamptonshire

- 4 A proposed Revised Memorandum of Understanding relating to the Preparation of Development Plans for West Northamptonshire in draft is attached as Appendix 1. The existing Memorandum of Understanding is appended at Appendix 2.
- 5 It is proposed that the revised Memorandum of Understanding be agreed.

Report prepared by: Richard Strugnell, South Northamptonshire Council

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Appendix 1

**REVISED PROPOSED**  
**MEMORANDUM OF UNDERSTANDING RELATING TO THE**  
**PREPARATION OF JOINT DEVELOPMENT AND TRANSPORTATION PLANS IN**  
**WEST NORTHAMPTONSHIRE**  
**(DECEMBER 2006)**

BETWEEN

- DAVENTRY DISTRICT COUNCIL
  - NORTHAMPTON BOROUGH COUNCIL
  - SOUTH NORTHAMPTONSHIRE COUNCIL
  - NORTHAMPTONSHIRE COUNTY COUNCIL
- IN ASSOCIATION WITH  
WEST NORTHAMPTONSHIRE DEVELOPMENT CORPORATION

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**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*”. For the purposes of this Memorandum of Understanding the area referred to as west Northamptonshire comprises Daventry District, Northampton Borough and South Northamptonshire
- 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 the area’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

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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 covering west Northamptonshire are committed to working together and with partners to shape and produce development 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

### **Intentions of Joint Planning**

- 5) The three District authorities, as Local Development Document authorities in west Northamptonshire, are jointly committed to the sustainable growth of Northampton, Daventry and Towcester. They are also responsible for the preparation of joint planning documents and achieving necessary supporting transport and other infrastructure for the rest of the administrative area of the three authorities. 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 Northamptonshire County Council and 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. The authorities are committed to liaison with Wellingborough Borough Council and the North Northamptonshire Joint Planning Committee as appropriate

### **Scope and Programme of Joint Planning**

- 7) Joint planning will take the form of
  - a. co-ordination of the programme and approach to local development documents across West Northamptonshire
  - b. the preparation of a Joint Core Strategy (Local Development Document) covering the three authorities including those matters concerning the

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- long term spatial planning and growth of Northampton, Daventry and Towcester
- c. the preparation of an Area Action Plan for the Northampton Implementation Area.
  - d. other joint Local Development Documents and Supplementary Planning Documents as set out in the approved Local Development Scheme .

### **Arrangements for Joint Planning**

- 8) The three authorities will meet as the west Northamptonshire Joint Planning Group.
- 9) The purpose of the Group will be for members of the three District plan making authorities, in consultation with the County Council and West Northamptonshire Development Corporation, to consider together at a strategic level, the development of joint planning documents in order to seek to gain common agreement and therefore enable joint documents to be swiftly endorsed through the decision making processes of each Council. The Group will also consider the contents of studies and documents and to consider any other matter of common interest related to spatial planning within west Northamptonshire.
- 10) The Group will comprise Leaders and Members/Portfolio Holders with Executive responsibility for planning policy within each District Council. Leading members of the County Council and WNDC Board will be invited when the Group considers it appropriate. Whilst the Group will not have any executive powers and responsibility and all local development documents relating to each authority will remain the sole responsibility of the respective preparing authority, it is the sole means for debating and agreeing joint planning policy and therefore Members will:
  - a. Be prepared at each meeting to debate issues and seek to reach common agreement
  - b. Promote and recommend an agreement of this Group to the relevant Council decision making body
  - c. Consider within each Council the scope of planning matters which require formal Council approval and which can be taken via delegated powers.
- 11) Voting rights at the Group meetings on district and borough Local Development Documents shall be granted to Northampton, Daventry and South Northamptonshire authorities on the basis of one vote per authority.

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- 12) Each local authority should be represented by two members - the Leader and Portfolio Holder (or his/ her nominated representative) with support from the Chief Planning Officer of each authority ( and/or his/her nominated representative) and the Joint Planning Manager for the West Northamptonshire Joint Planning Unit. West Northamptonshire Development Corporation will be represented by its Chief Executive or his nominated representative.
- 13) One elected Member from each of the three District authorities shall be present at the meeting, for it to be quorate.
- 14) An officer of the Government Office for the East Midlands will be invited to attend the meetings as an observer and contributor. Other organisations may be invited to meetings as appropriate with the agreement of the Chair.
- 15) The Chair shall rotate on an annual basis between the three district authorities with the Chair authority hosting the meetings during the year. Meetings shall be hosted by the chairing Council. . and will normally be held on a bi-monthly basis. Administrative arrangements will be made by the Joint Planning Team..

Signed.....

.....Date  
 Leader – Daventry District Council

.....Date  
 Leader – Northampton Borough Council

.....Date  
 Leader – South Northamptonshire Council

.....Date  
 Leader – Northamptonshire County Council

.....Date