



NORTHAMPTON
BOROUGH COUNCIL

CABINET AGENDA

Thursday, 18 October 2007

The Guildhall

5:30 pm

Members of the Cabinet:

Councillor: Tony Woods (Leader of the Council)

Councillors: Brendan Glynane, Sally Beardsworth, Richard Church,
Trini Crane, Brian Hoare, Malcolm Mildren

Interim Chief Executive John Edwards

If you have any enquiries about this agenda please contact Jo Darby 01604 837089 or e
mail jdarby@northampton.gov.uk

PORTFOLIOS OF CABINET MEMBERS

CABINET MEMBER	PORTFOLIO TITLE
Councillor A. Woods	Leader Partnership and Improvement
Councillor B. Glynane	Deputy Leader Community Engagement & Safety
Councillor S. Beardsworth	Housing
Councillor R. Church	Regeneration
Councillor T. Crake	Environment
Councillor B. Hoare	Performance
Councillor M. Mildren	Finance

NORTHAMPTON BOROUGH COUNCIL

CABINET

Your attendance is requested at a meeting to be held at the The Guildhall on Thursday, 18 October 2007 at 5:30 pm.

J. Edwards
Interim Chief Executive

AGENDA

1. APOLOGIES

2. MINUTES

3. DEPUTATIONS/PUBLIC ADDRESSES

Members of the public wishing to address the Cabinet must register their interest by 12 noon on the day of the meeting by contacting Jo Darby on 01604 837089 or by e mail to jdarby@northampton.gov.uk

4. DECLARATIONS OF INTEREST

5. ESTABLISHMENT OF A WEST NORTHAMPTONSHIRE JOINT STRATEGIC PLANNING COMMITTEE

Report of Director People Planning and Regeneration (copy to follow)

6. EXCLUSION OF PUBLIC AND PRESS

THE CHAIR TO MOVE:

“THAT THE PUBLIC AND PRESS BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT THERE IS LIKELY TO BE DISCLOSURE TO THEM OF SUCH CATEGORIES OF EXEMPT INFORMATION AS DEFINED BY SECTION 100(1) OF THE LOCAL GOVERNMENT ACT 1972 AS LISTED AGAINST SUCH ITEMS OF BUSINESS BY REFERENCE TO THE APPROPRIATE PARAGRAPH OF SCHEDULE 12A TO SUCH ACT.”

Appendices

1



NORTHAMPTON
BOROUGH COUNCIL

Item No.

5

CABINET REPORT

Report Title	ESTABLISHMENT OF A WEST NORTHAMPTONSHIRE JOINT STRATEGIC PLANNING COMMITTEE
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	18 th October 2007
Key Decision:	N/A
Listed on Forward Plan:	No
Within Policy:	Yes
Policy Document:	Yes
Directorate:	People, Planning & Regeneration
Accountable Cabinet Member:	Councillor Richard Church
Ward(s)	All

1. Purpose

- 1.1 For Members to consider a proposal for a Joint Strategic Planning Committee responsible for production of joint Local Development Schemes and their joint Local Development Documents setting out strategic planning policy for Northampton Borough Council, Daventry District and South Northamptonshire District ; and to make an appropriate recommendation to Council.

2. Recommendations

- 2.1 That the Cabinet recommends to Council that they agree the establishment of a joint strategic planning committee responsible for joint planning policy formulation and adoption for purposes of Part 2 (Local Development) of the Planning and Compulsory Purchase Act 2004, to be known as the "West Northamptonshire Joint Strategic Planning Committee", and request the Secretary of State to make an Order under section 29 of the Act to effect this

- 2.2 That the draft Memorandum of Intent at Appendix A be agreed as the recommended basis for the operational arrangements of the Joint Strategic Planning Committee (including membership/voting): and that should there be any further revisions to the draft Memorandum of Intent these be agreed by the Chief Executive in consultation with the Leader and Portfolio Holder with the recommendation to Council being amended accordingly.
- 2.3 That the Council's employees within the Joint Planning Unit will serve the Joint Strategic Planning Committee when it is established.

3. Issues and Choices

3.1 Report Background

- 3.1.1 Northampton Borough Council and the districts of Daventry (DDC) and South Northamptonshire (SNC) all adopted the same Joint Local Development Scheme in March 2007, following Government Office (GOEM) involvement and approval. This Scheme includes the formal "plans" that each council has agreed to produce as per planning legislation so as to comprise the Local Development Framework. Those plans guide environmental protection and development management, including handling the requirements of the national growth agenda in the West Northamptonshire, Milton Keynes and South Midlands sub-regional context.
- 3.1.2 The 3 councils identified 5 plans in the Scheme for joint preparation. The plans are the Core Strategy (currently at public consultation stage on Issues and Options), the Northampton Implementation Area plan, the Rural Areas plan, Development Control policies and Affordable Housing guidance.
- 3.1.3 In 2005 (with amendment in 2006), a memorandum of understanding was agreed between Council representatives to aid the preparation of the joint plans. This informally established the currently titled West Northamptonshire Joint LDF Steering Group. The Group is made up of representatives from NBC, DDC, SNC and Northamptonshire County Council (NCC), WNDC and GOEM although the Group does not have any former executive powers. Powers on agreed actions are conferred by each Authority subsequently seeking those powers from its respective Cabinet or Council. A Joint Planning Unit was also informally established which reports to the Group.
- 3.1.4 The Joint Planning Unit is the jointly resourced team of planning officers charged with bringing forward the 5 plans referred to in 3.1.2. In the summer of 2007, a JPU Manager was appointed to lead this technical work. The JPU is based at Cliftonville House and has its own office and identity. Staff from the three authorities are informally seconded to it.

3.2 Issues

- 3.2.1 The Joint Local Development Scheme has necessarily identified that each council will adopt each plan. Clearly there is the expectation of a healthy partnership to ensure mutual adoption. Also clearly, there is the possibility of inter-council disagreement and possible non-adoption of any of the 5 plans by one of the councils - unless decision-making is coordinated. How that coordinated decision-making is best achieved is now the issue. The solution being promoted is that of a joint strategic planning committee acting as the local planning authority for those plans, adopting them on behalf of those councils.
- 3.2.2 Other joint planning committees exist for North Northamptonshire and Luton and South Bedfordshire for example. Joint committees are established by Statutory Instrument made by the Secretary of State. The statutory instrument will contain various key details, which can be supplemented by a legal agreement between the member councils. In the present case the idea is that such agreement would be based on the Memorandum of Intent at Appendix A 3.2.3. Rightly, central and local authorities and agencies are expected to show joined-up thinking and joined-up delivery. Partnership working is an increasing feature of local government and the progress made to date on joint plan-making in West Northamptonshire, whilst problematic at times, has potential to help deliver a robust foundation for plan-making and plan testing at public inquiries. For the controversial areas of plan-making, residents, investors, developers, infrastructure agencies and other users all expect to see a coordinated approach so that there is certainty upon which they can make their own decisions.
- 3.2.3 Under the current arrangements, any recommendation on plans by council officers in the Joint Planning Unit go to four separate bodies (the Joint LDF Steering Group and then the three plan-making councils). This is time consuming particularly if one council wishes amendments. Amended reports have to go through another cycle of four meetings, and so on, attempting to avoid an impasse. This decision making process does not match up with the need to provide a timely and comprehensive planning framework to deliver growth in a sustainable way. Failure to provide such a framework will not stop growth as development may be allowed on appeal for example to meet existing and future needs. Such an outcome will be less satisfactory as it takes control away from the local planning authorities.
- 3.2.4 If any local planning authorities are unable to meet their plan making obligations the Secretary of State can use default powers to assume the plan making powers of those local planning authorities. It would be better for the various local authorities to come to agreement to ensure they can carry out their obligations and so retain their powers.

A Joint Strategic Planning Committee will provide the focus for demonstrating both to government and local communities that there is a genuine joined-up approach to decision-making particularly on cross-boundary issues. It can examine these as a democratic body but without reference to administrative boundaries. It will share what the area has in common rather than focussing on the differences. From this perspective it can act as the forum from which consensus is more likely to emerge than from the individual authorities going it alone. Importantly, it will also act as a mechanism for avoiding councils being played off against each other on key strategic decisions that will need to be made.

GOEM has made clear its view that a Joint Strategic Planning Committee is expected so as to deliver the Growth Agenda in west Northamptonshire. It is also seeking to act on a recommendation from the NBC Planning Sub Board to the NBC Government Monitoring Board, namely, *“That urgent action is taken with GOEM to establish a Joint Planning Board of NBC, SNC, DDC, and NCC with delegated powers from those Councils to take the necessary decisions to progress the joint Local Development Documents within the LDS. WNDC should also be invited to attend.”*

3.3 Choices (options)

Option 1 - Continue on an informal basis

3.3.1 For the reason given above, this is inefficient and puts at risk the delivery of the Joint Planning documents. GOEM have advised that if the three authorities are unable to agree a joint Committee then the Secretary of State might need to consider the use of her default powers.

Option 2 – Recommended Option

3.3.2 That the three authorities agree terms for establishment of a joint committee, also in agreement with Northamptonshire County Council on the basis of the Memorandum of Intent at Appendix A.

3.3.3 The Joint Strategic Planning Committee would determine in principle the allocations and directions of housing and employment growth, and the infrastructure that will be required. The authorities would be better able to resist ad hoc proposals for growth put forward by developers since the Councils will be seen to be delivering coordinated and planned sustainable growth.

By taking the initiative now in supporting a Joint Strategic Planning Committee, NBC, DDC and SNC can make it clear to central government how they want the joint committee to be constituted and what powers it should have. Without this initiative it is likely that Government will impose its own solution.,

Role of NCC

3.3.4 Standing members of the Joint Strategic Planning Committee would be those

appointed by NBC, DDC, SNC and NCC – the Partner Local Planning Authorities (PLPAs) as collectively referred to in the appended Memorandum. Whilst NCC does not have responsibility for the Joint Local Development Scheme, it clearly has a strategic role in planning particularly in view of its role as Local Highway Authority and Minerals and Waste Plan making authority. The County Council is also required to be a member of the joint committee under the terms of section 29 Of the 2004 Act.

Such full engagement of NCC in the decision-making process would carry with it a similar commitment to resourcing the Joint Planning Unit as NBC, DDC and SNC.

Role of WNDC

3.3.5 WNDC is proposed to be granted “observer” status, helping to link councils’ statutory plan-making with WNDC’s expected delivery of infrastructure-led growth under its separate powers.

Proposed Consultation Arrangements

3.3.6 The appended Memorandum of Intent is designed to, firstly, influence GOEM’s preparation of the Statutory Instrument and, secondly, govern the way the Joint Strategic Planning Committee would operate.

It is proposed that a Chairman is appointed by the joint committee at each annual meeting of the Committee for the ensuing year.

Voting rights are proposed for the standing members of the Committee only, not observers. It is best that the councils confirm the voting split to GOEM and the Secretary of State. It has been advised that it is not necessary to achieve political balance in forming such a committee, rather it is for each partner council to decide its Member contingent within its allocation.

Casting votes are proposed for the Chairman as per convention. A quorum would be a minimum 25% of Committee members.

Scrutiny of the work of the Joint Strategic Planning Committee is proposed to be conducted by each council’s regular O&S arrangements as they so wish, with an annual report from the Committee required to be submitted for such consideration.

To support the Committee, the existing Joint Planning Unit would conduct planning policy work on its behalf and report direct to it.

4. Implications (including Financial Implications)

4.1 Policy

4.1.1 The decision to establish a joint committee will affect the Councils powers for setting a strategic planning policy for the joint documents in West Northamptonshire. A Joint Strategic Planning Committee would enable improved joint sharing of resources with potential resource and cost savings for each authority. Should the Councils not agree to the establishment of a Joint Committee, then this could have significant impact on future resources from Central Government, both for the Councils and potentially for the area. There would also be risk of damaged reputation on both a local and national scale which could detrimentally affect all three authorities.

4.2 Resources and Risk

4.2.1 The accountable body would absorb the costs of administering the Joint Strategic Planning Committee. Venue costs and Member expenses are to be met by the relevant council. Resourcing of the Joint Planning Unit is already occurring but would need to be embedded in councils' budgets, with resource input in part proportionate to the voting rights finally granted. To date, much resource has been in the form of staff secondment and Planning Delivery Grant allocation. Continued investment is needed to produce robust plans under the current plan-making system and regulations. The Joint Planning Unit is addressing any resource requirements over and above existing commitments via a Resource Plan for subsequent presentation and consideration to the councils, to help form their financial and service planning cycles.

4.3 Legal

The provisions for joint committees for plan making functions are contained in the Planning and Compulsory Purchase Act 2004, Part 2, s.29-31, Such Committees need to be established by Statutory Instrument that will be drafted by central government lawyers

4.4 Equality

- 4.4.1 A jointly agreed proposal between the three authorities underpins the continuation of a democratic approach.
- 4.4.2 The West Northamptonshire Joint Strategic Planning Committee does not require an equality impact assessment to be carried out. However, the Local Development Scheme and Joint Development Documents that will be considered by the Joint Strategic Planning Committee, will be subject to an initial equality impact assessment.

4.5 Consultees (Internal and External)

4.5.1 The proposal has been discussed at length between the Leaders, respective portfolio holders and senior officers, up to and including Chief Executives.

4.6 How Proposals deliver Priority Outcomes

4.6.1 The preparation of the CAAP in accordance with the Joint Local Development Scheme affects the Council's Strategic Improvement Plan, the Corporate Plan and the allocation of Planning Delivery Grant to the Council.

Cabinet may decide to make amendments to CAAP Issues and Options Discussion Paper. However, significant changes would affect the ability to meet the timetable set out in the Joint Local Development Scheme.

5. Background Papers

5.1 From 3rd September 2007 Central Area Action Plan Cabinet and Joint Core Strategy paper

Title	Description	Source
Planning Policy Statement 12 – Local Development Frameworks	Sets out the policies that should be taken into account by local planning authorities in the preparation of local development frameworks and minerals and waste development frameworks.	Office of the Deputy Prime Minister (now Department for Communities and Local Government)
Regional Spatial Strategy for the East Midlands (RSS8)	The development strategy for the East Midlands for the period up to 2021 within which the Local Development will be prepared.	Government Office for the East Midlands
Draft East Midlands Regional Plan	Consultation draft replacement of the Regional Spatial Strategy for the East Midlands, covers the period to 2026.	East Midlands Regional Assembly
Northampton Local Development Framework – Revised Local Development Scheme	Report to Cabinet – 15 March 2007	Northampton Borough Council
Northampton Statement of Community Involvement	Sets out how the community will be involved in the preparation of local development documents and consulted on planning applications.	Northampton Borough Council

Chris Cavanagh, Corporate Manager, Regeneration and Growth tel: 8754

CABINET REPORT

SIGNATORIES

Report Title	ESTABLISHMENT OF A WEST NORTHAMTONSHIRE JOINT STRATEGIC PLANNING COMMITTEE
Date Of Call-Over	18/10/2007

Following Call-Over and subsequent approval by Management Board, signatures are required for all Key Decisions before submitting final versions to Meetings Services.

Name	Signature	Date	Ext.
Monitoring Officer or Deputy			
Section 151 Officer or Deputy			

Appendix 1

WEST NORTHAMPTONSHIRE JOINT STRATEGIC PLANNING MEMORANDUM OF INTENT

**AN AGREEMENT BETWEEN LOCAL PLANNING AUTHORITIES TO
PROVIDE AND SUPPORT A JOINT STRATEGIC PLANNING
COMMITTEE FOR WEST NORTHAMPTONSHIRE**

FINAL DRAFT SEPTEMBER 2007

STATUS OF THE MEMORANDUM OF INTENT

This Memorandum of Intent is made on **[DATE]** as an agreement between the Local Planning Authorities, known jointly as the Partner Local Planning Authorities (PLPA), of:

The Daventry District Council (DDC); of Council Offices, Lodge Road, Daventry, Northamptonshire, NN11 4FP.

The Northampton Borough Council (NBC); of

The South Northamptonshire Council (SNC); of

The Northamptonshire County Council (NCC), of County Hall, Guildhall Road, Northampton, Northamptonshire NN1 1DN

This Memorandum of Intent is made pursuant to establishment of the “West Northamptonshire Joint Strategic Planning Committee” under the Planning and Compulsory Purchase Act 2004, section 29.

This Memorandum of Intent may be executed in any number of counterparts, all of which, taken together, shall constitute one and the same document.

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- (A) PREAMBLE
- (B) ESTABLISHMENT OF THE JOINT COMMITTEE
- (C) AREA OF JURISDICTION OF THE JOINT COMMITTEE
- (D) SCOPE OF THE JOINT COMMITTEE
- (E) MEMBERSHIP OF THE JOINT COMMITTEE
- (F) OBSERVERS OF THE JOINT COMMITTEE
- (G). APPOINTMENT OF MEMBERS TO THE JOINT COMMITTEE
- (H) EXPENSES OF THE JOINT COMMITTEE
- (I) MEETINGS OF THE JOINT COMMITTEE
- (J) QUORUM OF MEETINGS OF THE JOINT COMMITTEE
- (K) CHAIRMANSHIP OF MEETINGS OF THE JOINT COMMITTEE
- (L) PROCEDURES OF MEETINGS OF THE JOINT COMMITTEE
- (M) VENUE AND ADMINISTRATION OF MEETINGS OF THE JOINT COMMITTEE
- (N) OVERVIEW AND SCRUTINY OF THE JOINT COMMITTEE
- (O) WEST NORTHAMPTONSHIRE JOINT PLANNING UNIT
- (P) MODIFICATIONS AND TERMINATION OF AGREEMENT

APPENDIX A: Joint Strategic Planning Committee - Area of Jurisdiction

APPENDIX B: Joint Planning Unit Range of Work

AUTHORISATIONS OF THE MEMORANDUM OF INTENT

(A) PREAMBLE

A1. The partner local planning authorities (PLPAs) of Daventry , Northampton and South Northamptonshire have endorsed the need for joint strategic planning in their individual Local Development Schemes approved in 2007 under the 2004 Act. In those Local Development Schemes, the PLPAs identified joint preparation and adoption of Local Development Documents that will help to comprise the Local Development Framework under the 2004 Act.

A2. It is agreed that executive decision-making during the formulation, submission and adoption of the Local Development Documents will be exercised by the PLPAs in a single coordinated manner, via a West Northamptonshire Joint Strategic Planning Committee. This Memorandum establishes the principles of such an arrangement.

A3. This arrangement will also encompass the review of the named Local Development Documents, and formulation, submission and review of those identified by all the PLPAs in revised Local Development Schemes.

A4. The West Northamptonshire Joint Strategic Planning Committee is the decision-making body for the PLPAs and is a local planning authority in its own right on matters relating to the identified Local Development Documents.

A5. The agreement is also made with the support of Northamptonshire County Council, as key infrastructure provider, and in support of the West Northamptonshire Development Corporation (WNDC), the local delivery vehicle for parts of west Northamptonshire, though they do not hold the same plan making powers under the 2004 Act. The close relationship between the WNDC and the Joint Strategic Planning Committee will be important to ensure an integrated approach to spatial planning and development control and delivery (development management), whilst maintaining clear divisions of responsibility on decision-making and accountability with regard to statutory planning matters.

A6. The diagram opposite illustrates the relationship between the Joint Strategic Planning Committee, the PLPAs and WNDC.

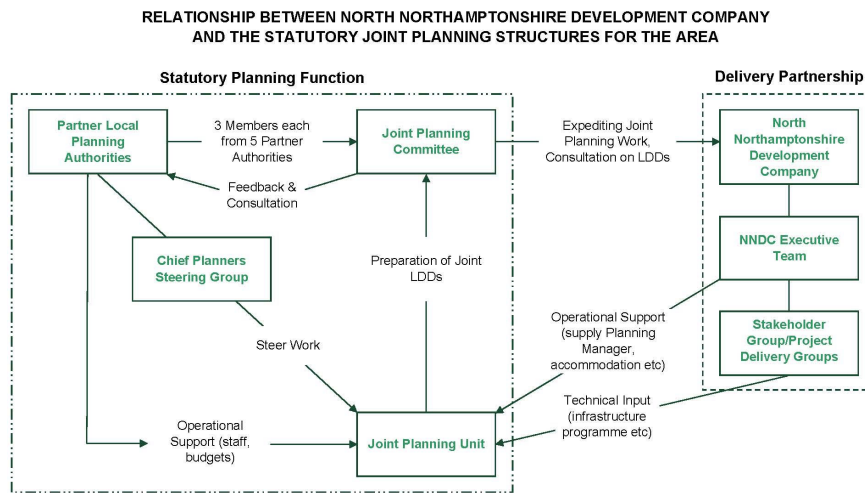
A7. Development control remains the responsibility of the individual local planning authorities, not this joint committee.

A8. This agreement also signifies that all PLPAs will support the Joint Strategic Planning Committee, principally through the resourcing of a Joint Planning Unit featuring funding and deployment of a Joint Planning Unit Manager, secondment of appropriately skilled and experienced staff necessary to progress the work programme in a professional manner and to timescale, and appropriate budget and other resources as necessary. The success of joint planning depends on such commitment.

5
WEST NORTHAMPTONSHIRE JOINT STRATEGIC PLANNING
MEMORANDUM OF INTENT 2007

RELATIONSHIP BETWEEN WEST NORTHAMPTONSHIRE
STRATEGIC PLANNING COMMITTEE AND THE PLPAs AND THE
WEST NORTHAMPTONSHIRE DEVELOPMENT CORPORATION

PICTURE (SIMILAR)



(B) ESTABLISHMENT OF THE JOINT COMMITTEE

B1. The Joint Strategic Planning Committee is established in accordance with requirements set out in the Local Government Act 1972 under Section 102(1) (b) – power for two or more authorities to appoint a joint committee; Section 103 – expenses incurred by a joint committee defrayed between the authorities; Section 104 – disqualification for membership of a joint committee as per normal local authority rules; Section 105 – disability for voting on account of interests in contracts etc.

B2. One of Daventry District Council, Northampton Borough Council or South Northamptonshire Council shall be the accountable body for administration of the Committee including interpretation of rules and procedures.

(C) AREA OF JURISDICTION OF THE JOINT COMMITTEE

C1. The Joint Strategic Planning Committee will function as a Planning Authority for West Northamptonshire, as laid down by the Secretary of State in the West Northamptonshire Joint Strategic Planning Committee Order 2008 (No. ****), which comprises the administrative areas of:

- (a) The Daventry District Council;
- (b) The Northampton Borough Council; and
- (c) The South Northamptonshire Council.

C2. The area of jurisdiction is shown in Appendix A.

(D) SCOPE OF THE JOINT COMMITTEE

D1. On behalf of the PLPAs, the Joint Strategic Planning Committee will have responsibility for deciding on the formulation, submission, adoption and review as necessary, of the following:-

(i) the Local Development Documents as identified in the Joint Local Development Scheme March 2007:-

- the West Northamptonshire Joint Core Strategy DPD
- the Northampton Implementation Area DPD
- the West Northamptonshire Rural Areas DPD
- the West Northamptonshire Development Control Policies DPD
- the West Northamptonshire Affordable Housing SPD

(ii) the formulation, submission, adoption and review of joint Local Development Schemes, in respect of joint Local Development Documents. in accordance with legislative requirements.

(iii) the formulation, submission, adoption and review of joint Local Development Documents identified in joint Local Development Schemes as per (ii) above.

D2. In order to discharge its responsibilities, the Joint Strategic Planning Committee may commission such studies and advice as it considers necessary via the Joint Planning Unit.

(E) MEMBERSHIP OF THE JOINT COMMITTEE

E1. The Joint Strategic Planning Committee shall have a total of 11 Members, including the Chairman.

E2. Each PLPA shall appoint Members to the Joint Strategic Planning Committee as per the following quotas:-

DDC = 3 Members of DDC

NBC = 4 Members of NBC

SNC = 3 Members of SNC

NCC = 1 Member of NCC

E3. PLPA Members appointed to the Joint Strategic Planning Committee shall follow their respective PLPAs' Members' Code of Conduct in all respects, as per their signed Declarations of Office.

E4. Subject to unanimous agreement of the Joint Strategic Planning Committee, it may co-opt members of other organisations.

(F) VOTING RIGHTS

F1. Only duly appointed Members of PLPAs shall have voting rights on the Committee and be known as Joint Strategic Planning Committee Members.

F2. An observer shall not be entitled to vote at any meeting.

F3. A co-opted Member shall not be entitled to vote at any meeting.

(G) OBSERVERS OF THE JOINT COMMITTEE

G1. Whilst not members of the Joint Strategic Planning Committee, WNDC are formally granted observer status and may assign one WNDC Board Member (and a substitute) to so attend and participate at the Committee though not vote.

(H). APPOINTMENT OF MEMBERS TO THE JOINT COMMITTEE

H1. Each PLPA shall appoint its quota of Members to the Joint Strategic Planning Committee in accordance with its own constitutional arrangements for appointing to committees, with no political balance necessary.

H2. Each PLPA shall appoint one Member as reserve in case of casual vacancy or inability of appointed Members to attend, but otherwise there shall be no substitute Members allowed.

**WEST NORTHAMPTONSHIRE JOINT STRATEGIC PLANNING
MEMORANDUM OF INTENT 2007**

H3. Appointments shall be made annually by the PLPAs.

H4. Tenure of appointment shall be 3 years, unless the Member ceases to be a Member of the PLPA in which case a fresh appointment is to be made by that PLPA.

(I) EXPENSES OF THE JOINT COMMITTEE

I1. Any expenses payable to Members as a result of their membership of the Joint Strategic Planning Committee will be reimbursed by the individual PLPAs in accordance with their own Constitutions.

I2. The accountable body shall meet its own costs in servicing the Committee.

(J) MEETINGS OF THE JOINT COMMITTEE

J1. The Joint Strategic Planning Committee shall in every year hold an annual meeting with the first meeting held after 31st May in any year being the annual meeting. At the annual meeting, ordinary meetings shall be scheduled for the ensuing year.

J2. Ordinary meetings will be held bi-monthly.

J3. Extraordinary meetings may be called in addition to ordinary meetings by the senior committee administrator at the request of the Chairman, or where any 3 Members of the Joint Strategic Planning Committee request such a meeting and have signed a requisition presented to the Chairman of the Committee and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

J4. Notice and summons to meetings will be given at least 5 clear working days before a meeting.

(K) QUORUM OF MEETINGS OF THE JOINT COMMITTEE

K1. The quorum of a meeting of the Joint Strategic Planning Committee will be one quarter of the whole number of Members.

(L) CHAIRMANSHIP OF MEETINGS OF THE JOINT COMMITTEE

L1. The annual meeting of the Joint Strategic Planning Committee shall appoint a Chairman and Vice-Chairman from amongst the PLPA Members for the year ending 31st May in accordance with the Statutory Instrument.

L2. If the Chairman or Vice-Chairman role becomes vacant during the term of office, the next meeting of the Committee shall appoint a replacement.

L3. The Chairman shall preside at meetings. In his absence it shall be the Vice-Chairman. If both are absent, another Member chosen by the Committee shall preside.

(M) PROCEDURES OF MEETINGS OF THE JOINT COMMITTEE

M1. Procedures of meetings of the Joint Strategic Planning Committee shall be as stipulated in the Statutory Instrument. The Joint Strategic Planning Committee may adopt additional complementary procedures via making, varying and revoking standing orders.

M2. As the Joint Strategic Planning Committee is a local planning authority, its meetings shall be subject to the same rules, such as access to information rules, as the PLPAs.

M3. All business items shall be open to public participation, except those items that are declared confidential or exempt under relevant Acts.

M4. In all cases, minutes shall be taken and attending Members and observers shall be recorded in minutes along with declarations of personal or personal and prejudicial interests.

M5. All issues before a meeting shall be decided upon by a simple majority of those Members voting and present in the room at the time the question is put. Unless a recorded vote is demanded, the Chairman will take the vote by show of hands or, if there is no dissent, by the affirmation of the meeting.

(N) VENUE AND ADMINISTRATION OF MEETINGS OF THE JOINT COMMITTEE

N1. Meetings will take place at the offices of each of the district PLPAs on a rotating basis. The cost of accommodating these meetings will be borne by the host PLPA.

N2. A senior committee administrator(s) will be provided by the accountable body, supporting all meetings of the Joint Strategic Planning Committee by dealing with procedural matters associated with the arranging, calling and running of meetings, including taking and producing minutes, and by providing advice on points of procedure and the responsibilities of the Committee as necessary.

N3. Should the PLPAs agree that the host authority for meetings of the Joint Planning Committee will provide the services of a senior committee administrator, where this is on a rotating basis, then the cost of this service will be borne by the respective PLPAs.

(O) OVERVIEW AND SCRUTINY OF THE JOINT COMMITTEE

O1. Formal overview and scrutiny of the Joint Strategic Planning Committee's deliberations shall be exercised by the PLPAs' existing arrangements as they see fit.

O2. In April each year, the Joint Planning Unit shall submit an annual report to each PLPA reporting on progress of the Joint Planning Committee over the preceding year and progress anticipated in the coming year.

(P) WEST NORTHAMPTONSHIRE JOINT PLANNING UNIT

P1. Each PLPA agrees to the servicing of the Joint Strategic Planning Committee by a technical Joint Planning Unit, comprised of a Joint Planning Unit Manager (appointed by DDC, NBC and SNC, with SNC as host employer), seconded staff or staffing budget from each PLPA and other budget or resources agreed by the PLPAs via their regular service and financial planning processes.

P2. Each PLPA agrees to formally identifying resources to enable the Joint Planning Unit to function and deliver according to adopted timeframes of the Local Development Documents.

P3. Each PLPA's resource contribution towards the Joint Planning Unit shall be in direct proportion to their quota of Members on the Joint Strategic Planning Committee.

P4. Resource requirements for the Joint Planning Unit shall be identified by the Joint Planning Unit Manager and presented to the Joint Strategic Planning Committee for endorsement and for onward submission to PLPAs for their address.

P5. The Joint Planning Unit will be accountable to the Committee and will ensure that advice given to it is competent and compliant with current law and good practice.

P6. The Joint Planning Unit will be advised by a Steering Group comprising the Manager responsible for planning policy in each PLPA and will ensure that there is a suitable level of technical and professional expertise available to it and the Joint Planning Committee to give competent advice.

P7. The typical range of work of the Joint Planning Unit is set out in Appendix B.

(Q) MODIFICATIONS AND TERMINATION OF AGREEMENT

Q1. Amendments or modifications to this Agreement will require the consent of all PLPAs.

Q2. This Agreement shall continue in force unless and until the Secretary of State has revoked the order constituting the joint committee as the local planning authority under section 31 of the Planning and Compulsory Purchase Act 2004.

APPENDIX A

JOINT STRATEGIC PLANNING COMMITTEE

AREA OF JURISDICTION

(Ordnance Survey based map)

APPENDIX B

JOINT PLANNING UNIT RANGE OF WORK

Range of work

1. Production and Submission of Local Development Scheme (LDS) and Statement of Community Involvement (SCI)
2. Production and Submission of identified Local Development Documents helping to form the Local Development Framework.
3. Community engagement as per the Statement of Community Involvement.

Other Duties

1. Advise or participate in the co-ordination of sub-regional planning and infrastructure proposals and cross-boundary strategic planning on infrastructure issues, including transport infrastructure.
2. Co-ordinate and assimilate the information base to inform the joint Local Development Framework.
3. Produce or contribute to an annual Monitoring Report related to the joint Local Development Framework for west Northamptonshire.
4. Appear as expert witness at the Examinations into the Statement of Community Involvement and identified Local Development Documents, and at other formal Examinations or Inquiries as required.
5. Represent the interests of the Joint Strategic Planning Committee with the media and with other external organisations.
6. Develop and maintain a clear and comprehensive website.

**AUTHORISATIONS OF
THE WEST NORTHAMPTONSHIRE JOINT STRATEGIC PLANNING
MEMORANDUM OF INTENT**

Signed on behalf of Daventry District Council

Name

Position

Date

Signed on behalf of Northampton Borough Council

Name

Position

Date

Signed on behalf of South Northamptonshire Council

Name

Position

Date

Signed on behalf of Northamptonshire County Council

Name

Position

Date