

# 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

**MAY 2008**



**Northamptonshire  
County Council**

**STATUS OF THE MEMORANDUM OF INTENT**

This Memorandum of Intent is made the 23<sup>rd</sup> day of May 2008 as an agreement between the Local Planning Authorities, known jointly as the Partner Local Planning Authorities, of:

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

The Northampton Borough Council (NBC); of The Guildhall, St Giles Square, Northampton, Northamptonshire, NN11DE.

The South Northamptonshire Council (SNC); of Springfields, Towcester, Northamptonshire, NN12 6AE.

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

## **(A) PREAMBLE**

A1. The Partner Local Planning Authorities (PLPAs) of Daventry District, Northampton Borough and South Northamptonshire have endorsed the need for joint strategic planning in a Joint Local Development Scheme approved in March 2007 under the Planning and Compulsory Purchase Act 2004. In the Local Development Scheme, the PLPAs identified preparation and adoption of joint Local Development Documents that will help to comprise part of the Local Development Framework under the 2004 Act.

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

A3. This Committee arrangement will also encompass the review of the identified joint Local Development Documents, and the formulation, submission, adoption and review of those similarly identified by all the PLPAs in any revised Local Development Scheme.

A4. The West Northamptonshire Joint Strategic Planning Committee will thus be the decision-making body for the PLPAs of Daventry District, Northampton Borough and South Northamptonshire as a local planning authority in its own right on matters relating to the joint Local Development Scheme and identified joint Local Development Documents.

A5. The Partner Local Planning Authority of Northamptonshire County has committed to working with the Joint Strategic Planning Committee to produce the identified joint Local Development Documents and in the preparation of its county-wide Minerals and Waste Development Framework under the 2004 Act, its Transport Strategy for Growth, and its Local Transport Plan under the Transport Act 2000. The Agreement also encompasses its work when advising the Regional Planning Body under Section 4(4) of the 2004 Act, and its work in developing its key local infrastructure and service needs. This Memorandum of Intent establishes the principles of this arrangement.

A6. This Memorandum of Intent is in support of the West Northamptonshire Development Corporation (WNDC), the local delivery vehicle and development control authority for parts of west Northamptonshire. 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.

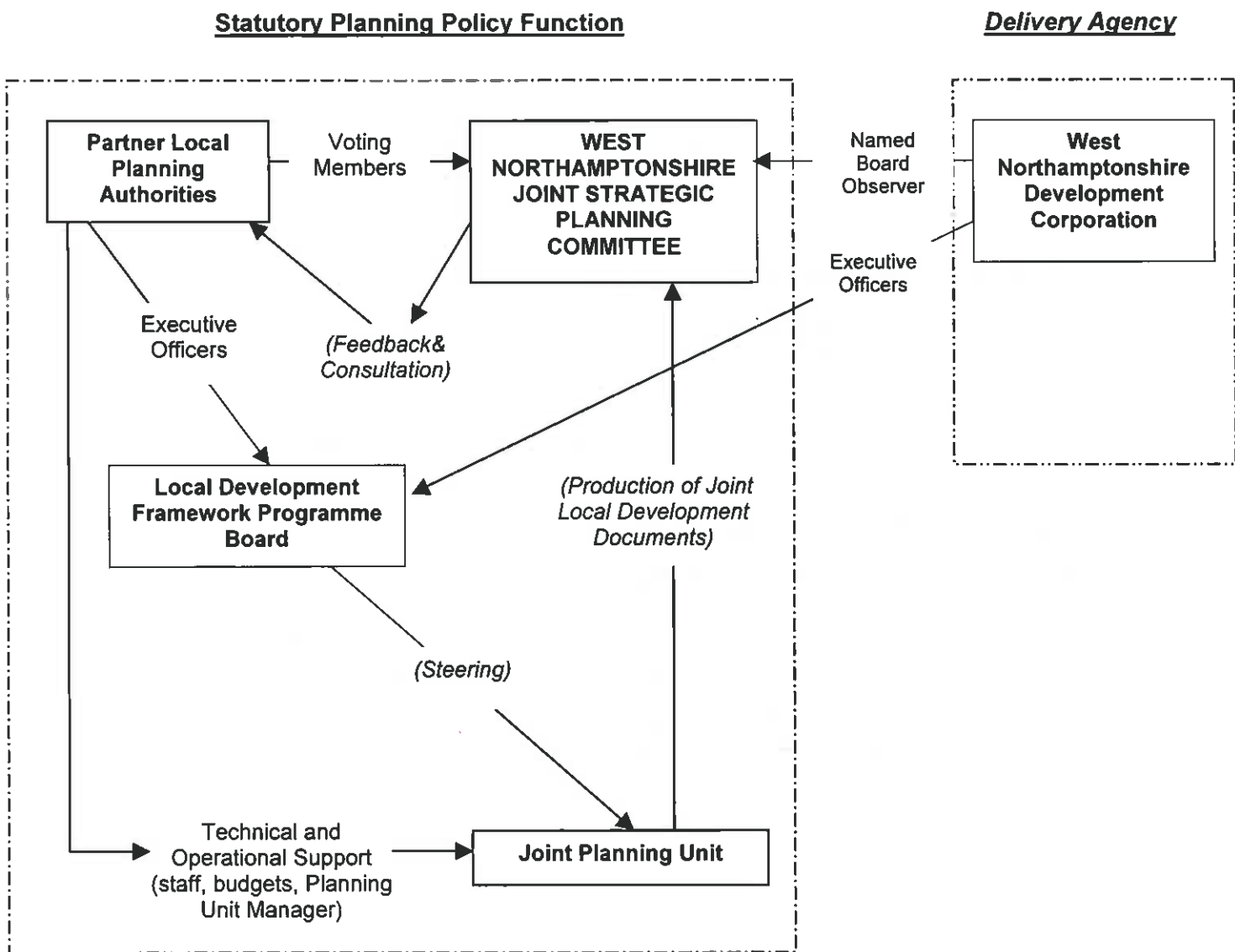
A7. The diagram overleaf illustrates the relationship between the Joint Strategic Planning Committee, the PLPAs and WNDC.

A8. Development control remains the responsibility of the individual local planning authorities, not the Joint Strategic Planning Committee.

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A9. This Memorandum of Intent 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.

**RELATIONSHIP BETWEEN THE STATUTORY JOINT PLAN MAKING STRUCTURE FOR THE AREA  
 AND WEST NORTHAMPTONSHIRE DEVELOPMENT CORPORATION**



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**(B) ESTABLISHMENT OF THE JOINT COMMITTEE**

B1. The Joint Strategic Planning Committee is established in accordance with requirements set out under Section 29 of the Planning and Compulsory Purchase Act 2004.

B2. South Northamptonshire Council shall be the accountable body for administration of the Committee including interpretation of rules and procedures. Daventry District Council shall be the auditing body.

**(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 Committee Order 2008, which comprises the administrative areas of:

The Daventry District Council;

The Northampton Borough Council; and

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:-

(i) the formulation, submission, adoption and review of joint Local Development Documents identified in the Joint Local Development Scheme March 2007, namely:-

- 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 revision of the Joint Local Development Scheme, in respect of joint Local Development Documents.

(iii) the formulation, submission, adoption and review of joint Local Development Documents identified in any revised Joint Local Development Scheme.

D2. On behalf of the PLPA of Northamptonshire County, the Joint Strategic Planning Committee will have responsibility as key stakeholder for advising the County Council, including in advance of and during any community involvement stages, on:

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(i) the formulation, submission, adoption and review of the Local Development Documents identified in the Minerals and Waste Development Scheme 2007-2010, namely:-

- the Core Strategy for Minerals and Waste Development DPD
- the Northamptonshire Minerals and Waste Proposals Map DPD
- the Locations for Waste Development DPD
- the Locations for Minerals Development DPD
- the Policies for the Control and Management of Development DPD
- the Development and Implementation Principles SPD

(ii) the formulation, submission, adoption and revision of the Minerals and Waste Development Scheme.

(iii) the formulation, submission, adoption and review of Local Development Documents identified in any revised Minerals and Waste Development Scheme.

(iv) the formulation, submission, adoption and review of the Northamptonshire Transport Strategy for Growth and the Northamptonshire Local Transport Plan.

(v) the formulation, adoption and review of development-related County Council infrastructure proposals and service proposals.

(vi) the formulation and submission of strategic planning advice to the statutory Regional Planning Body, including as a "Section 4(4) authority."

D3. 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 12 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 = 2 Members 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 onto the Committee.

## **(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. 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 (or a substitute) to so attend and participate at the Committee.

G2. Whilst not members of the Joint Strategic Planning Committee, Wellingborough Borough Council are formally granted observer status and may assign one Member (or a substitute) to so attend and participate at the Committee.

G3. The Joint Strategic Planning Committee may appoint other observers on behalf of recognised organisations or groups, as it considers appropriate, for periods of one year at a time though appointments can be consecutive. One observer per organisation or group is allowed.

G4. Observers may be called upon to contribute to debates but shall not be entitled to vote at any meeting.

## **(H). APPOINTMENT OF MEMBERS TO THE JOINT COMMITTEE**

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

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

H3. Tenure of appointment shall be 3 years, unless the Member ceases to be a Member of the appointing 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 members' allowances schemes.

I2. The accountable body shall meet its own costs in servicing the Joint Strategic Planning 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 31<sup>st</sup> 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) CHAIR 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 31<sup>st</sup> May in accordance with the Statutory Instrument. (For its first year, the Committee shall appoint a Northampton Borough Council Member to the chair. Thereafter, the Committee shall open up the appointment to all PLPA Members with the presumption being that chairmanship rotates between the PLPAs).

L.2 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 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.

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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, co-opted 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 Strategic Planning Committee will provide the services of a senior committee administrator, where this is on a rotating basis, 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 Strategic 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 (accommodated at NBC), comprised of a Joint Planning Unit Manager (appointed by DDC, NBC and SNC, with SNC as 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.

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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 i.e. DDC 3/12ths, NBC 4/12ths, NCC 2/12ths and SNC 3/12ths. The individual PLPAs shall not be obliged to exceed the budget commitments able to be made by them (via their regular service and financial planning processes), though individual PLPAs may choose to increase their proportional contribution as a result without rebate.

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 Joint Strategic Planning 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 Strategic 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.

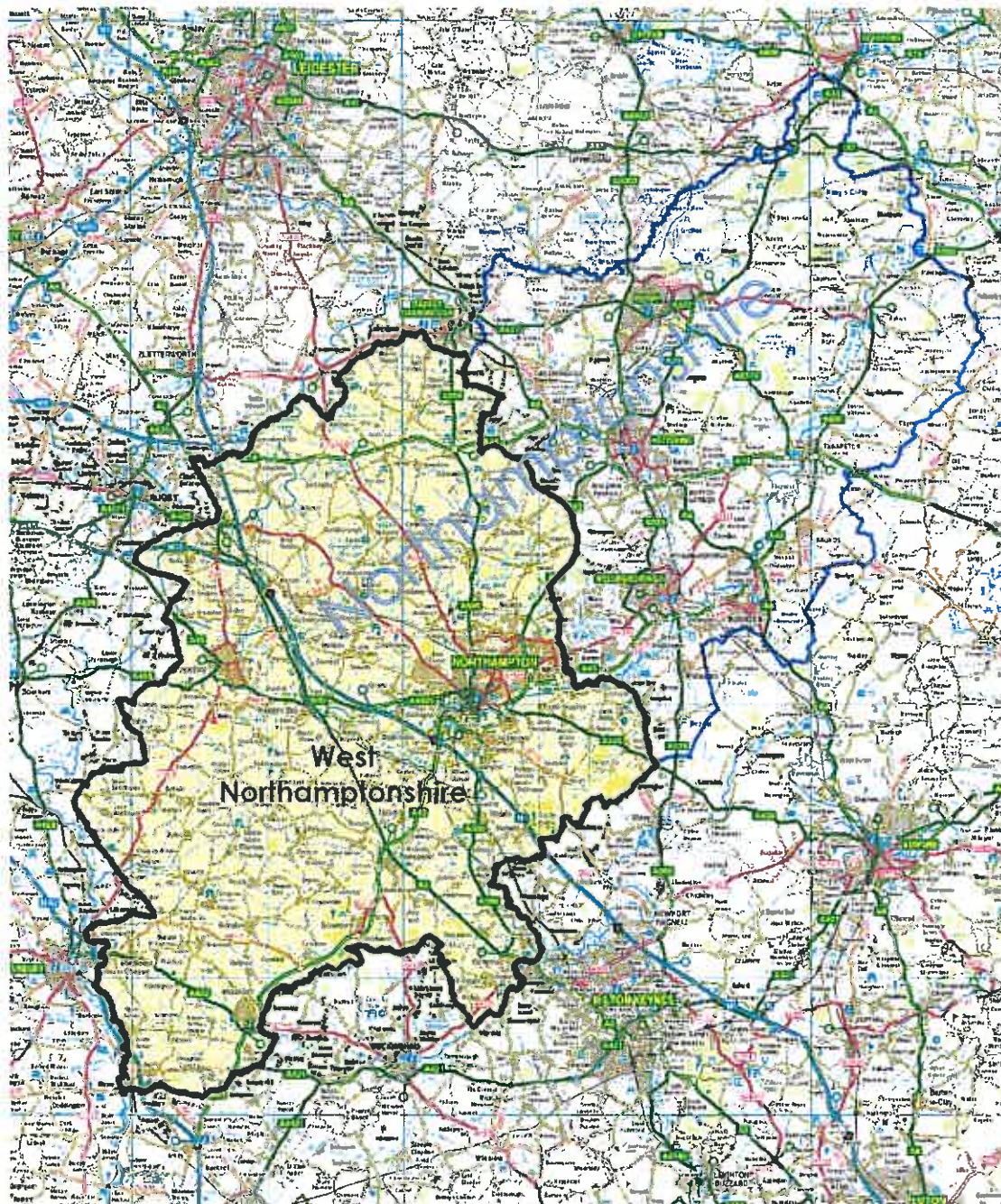
Q2. This Agreement shall continue in force unless and until the Secretary of State has revoked the order constituting the Joint Strategic Planning Committee as the local planning authority under section 31 of the Planning and Compulsory Purchase Act 2004.

**APPENDIX A**

**JOINT STRATEGIC PLANNING COMMITTEE**

**AREA OF JURISDICTION**

**(Ordnance Survey based map defining the whole of Daventry District,  
Northampton Borough and South Northamptonshire)**



**APPENDIX B**  
**JOINT PLANNING UNIT RANGE OF WORK**  
(IN SUPPORT OF THE JOINT STRATEGIC PLANNING COMMITTEE)

**Principal duties**

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

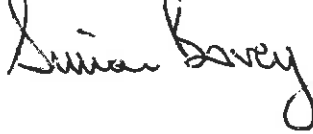
**Other Duties**

1. Advice and participation in the development of the county-wide Minerals and Waste Development Framework, the Transport Strategy for Growth and the Local Transport Plan, co-ordination of sub-regional planning and infrastructure proposals and cross-boundary strategic planning on infrastructure issues, including transport infrastructure.
2. Co-ordination and assimilation of the information and evidence base to inform county and district/borough Local Development Frameworks.
3. Production or contribution to the joint Annual Monitoring Report related to the Local Development Frameworks for west Northamptonshire.
4. Appearance as expert witness at Examinations into the identified joint Local Development Documents, and at other formal Examinations or Inquiries as required.
5. Representation of the interests of the Joint Strategic Planning Committee with the media and with other external organisations.
6. Development and maintenance of a clear and comprehensive website.

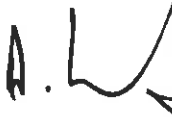
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**AUTHORISATIONS OF  
THE WEST NORTHAMPTONSHIRE JOINT STRATEGIC PLANNING  
MEMORANDUM OF INTENT**


Signed on behalf of Daventry District Council .....

Name SIMON BOVEY Signature   
Position MANAGING DIRECTOR  
Date 23/5/08


Signed on behalf of Northampton Borough Council .....

Name DAVID KENNEDY Signature   
Position CHIEF EXECUTIVE  
Date 23.5.08

Signed on behalf of South Northamptonshire Council .....

Name JEAN MORGAN Signature   
Position CHIEF EXECUTIVE  
Date 23/5/08.

Signed on behalf of Northamptonshire County Council .....

Name ROY BOUTON Signature   
Position CHIEF PLANNING OFFICER  
Date 23/5/08.