

## **APPENDIX C - WEST NORTHAMPTONSHIRE JOINT PLANNING AND INFRASTRUCTURE BOARD**

### **MEMORANDUM OF COOPERATION**

A MEMORANDUM OF COOPERATION BETWEEN THE LOCAL PLANNING AUTHORITIES OF NORTHAMPTONSHIRE COUNTY COUNCIL, NORTHAMPTON BOROUGH COUNCIL, DAVENTRY DISTRICT COUNCIL AND SOUTH NORTHAMPTONSHIRE COUNCIL TO PROVIDE AND SUPPORT A JOINT PLANNING AND INFRASTRUCTURE BOARD FOR WEST NORTHAMPTONSHIRE

### **INTRODUCTION**

This memorandum establishes a framework for cooperation between the above named local planning authorities with respect to strategic planning and development issues that raise cross borough/district council boundary matters affecting them. The establishment of a Joint Planning and Infrastructure Board is central to this framework.

### **PARTIES TO THE MEMORANDUM**

This Memorandum is signed by the following local planning authorities (LPAs):

- Daventry District Council (DDC)
- Northampton Borough Council (NBC)
- Northamptonshire County Council (NCC)
- South Northamptonshire Council (SNC)

### **LIMITATIONS**

The signatories recognise that there will not always be full agreement with respect to all of the strategic planning issues in respect of which they seek to cooperate. For the avoidance of doubt this Memorandum is not intended to be legally binding and will not restrict the discretion of any of the local planning authorities in the exercise of any of their statutory powers and duties.

### **ESTABLISHMENT OF THE PLANNING AND INFRASTRUCTURE BOARD**

This Memorandum supports the establishment of a Joint Planning and Infrastructure Board, which will be supported by an Officer level Programme Board, and professional and technical support provided by a Joint Planning Unit. Detailed Terms of Reference for the Board are set out in Appendix A.

### **OBJECTIVES**

This Memorandum confirms the intention of the signatory councils via their relevant officers and the Joint Planning and Infrastructure Board to achieve the following broad objectives:

- To secure a broad but consistent approach to strategic planning and development across the West Northamptonshire area;

- To identify and manage spatial planning issues that impact on more than one local planning area within the West Northamptonshire area;
- To ensure that the local plans and other development policies prepared by each local planning authority are, where appropriate, informed by the views of other local planning authorities across the West Northamptonshire area;
- To support better coordination of development and investment strategies across the area including the delivery of strategic infrastructure; and
- To ensure that the Duty to Cooperate is actively addressed.

## **STRATEGIC PLANNING AND DEVELOPMENT ISSUES**

The Joint Planning and Infrastructure Board will:

- Develop and implement a programme for jointly addressing strategic planning and development issues;
- Monitor the preparation of local plans across the area and the implementation of adopted planning policies through the preparation of a joint Authorities' Monitoring Report
- Support the local planning authorities in coordinating and recording all relevant activity relating to the Duty to Cooperate;
- Monitoring, review and update Infrastructure Delivery Plans;
- Prepare, maintain and update a Strategic Spatial Priorities document to support the development of a coherent and comprehensive development strategy across the West Northamptonshire area; and
- Maintain liaison with the Local Enterprise Partnerships and support the implementation of agreed Strategic Economic Plans to achieve sustainable growth.

## **TIMESCALE AND REVIEW**

The Memorandum will continue in effect until the signatories decide it should end. The signatories will review its effectiveness and whether any changes should be made at least every three years.

In the event that one or more of the signatories ceases to exist as a result of local government reorganisation the Board will automatically cease to exist and as appropriate a new Board created to reflect the new local government structure.

## **FUNDING ARRANGEMENTS**

Funding for Joint Planning arrangements will continue to be provided on the basis of NBC 40%, DDC 30% and SNC 30%. The budget will be agreed each year at the Board. South Northamptonshire Council will be the accountable body.

**SIGNATURES:**

To be signed relevant Officers of each Council

# **WEST NORTHAMPTONSHIRE JOINT PLANNING AND INFRASTRUCTURE BOARD**

## **TERMS OF REFERENCE**

### **Area covered by the Board**

Strategic Planning and Infrastructure issues covering more than one of the following local planning authority areas:

Daventry District Council  
Northampton Borough Council  
South Northamptonshire Council

### **Scope of the Board**

- Identify and manage spatial planning issues that affect more than one local planning authority area;
- Support better coordination of development and investment strategies across the area including the delivery of strategic infrastructure;
- Ensure that the Duty to Cooperate is actively addressed.
- Development of a shared strategic evidence base, such as Housing and Economic Development Needs Assessment, to inform future Local Plans;
- A joint information and monitoring function including the production of a joint Authorities Monitoring Report;
- To support the local planning authorities in coordinating and recording all relevant activity relating to the Duty to Cooperate; and
- Ongoing monitoring, review and updating of Infrastructure Delivery Plans.

### **Status of the Board**

The Board has no decision making powers and cannot bind any of the participating local planning authorities in any way. Meetings will be held in public unless there are particular reasons which require a meeting or part of a meeting to be held in private.

### **Membership**

The Board shall have representation from each of the partner Councils comprising three elected members from each of each of NBC, DDC and SNC. Where possible, these should include at least one person who is an elected Member of Northamptonshire County Council among those appointed by NBC, DDC and SNC.

### **Observers**

The Board may invite Members of other local authorities and organisations to attend as observers. In general, one observer from each local planning

authority with a boundary with the area of the Board will be welcome to attend meetings.

### **Appointment of Members**

Each LPA to appoint Members to the Board in accordance with their own constitution. Where possible, appointments should include the relevant Portfolio Holder with responsibility for Planning.

### **Meetings**

Meetings will generally be held quarterly. The Chair may, and on request of at least two signatories shall, call an additional meeting to address any matter which requires urgent consideration. The Chair may authorise the cancellation of a scheduled meeting if there is insufficient business to justify holding it.

### **Venue and Administration**

The venue for meetings of the Board will rotate among DDC, NBC and SNC.

Administration of meetings will be provided by the signatory whose Member is currently the Chair. In the case of the meeting at which a new Chair is elected, administration will be the responsibility of the signatory whose Member was the Chair at the commencement of the meeting

### **Chairmanship**

The Chair will be elected by the Board on an annual basis, at the meeting of the Board first occurring after 1<sup>st</sup> May each year, and at other times if necessary. It is intended that the Chair will be an appointment rotating among the signatories.

### **Technical Support**

Programme Board – Senior Officers with lead responsibility for planning from each LPA.

Strategic Planning Group – Planning Policy leads from each LPA

Infrastructure Delivery Group – Appropriate officers from each LPA plus key infrastructure providers.

Joint Planning Unit