



Desborough Town Council
Town Clerk: Graham Thomson
High Street, Desborough, NN14 2QS
01536 628816 clerk@desboroughtowncouncil.gov.uk

To: All Members of the Neighbourhood Plan Advisory Committee

You are cordially invited to a meeting of the Neighbourhood Plan Advisory Committee to be held in the large meeting room at the library building on Tuesday **14 December 2021**, commencing at **7pm** for the purpose of transacting the following business.

Members of the press and public are welcome to attend but please note that there will be limited public seating.

Signed,

Graham Thomson
Town Clerk

10 December 2021

AGENDA

- 1. Election of Chair**
- 2. Apologies for absence**
- 3. Declarations of interest**
- 4. Discussion about the Draft Neighbourhood Plan - Policies**

Covid-19 precautions

The Council is required to comply with four distinct (and in some instances contradictory) areas of law: the law relating to Council meetings; Coronavirus precautions; general Health and Safety; and employment law. The Council has made its best endeavours to comply with all relevant law and guidance in relation to the meeting. All furniture and surfaces likely to be touched will be sanitised before the meeting and afterwards. It is not possible however for this to be carried out during the meeting.

The following precautions will also be made:-

- no-one who has any of the recognised Covid symptoms should enter or attempt to enter the building;
- everyone who enters the building is asked to use the Test & Trace QR Code in the library building (or provide their contact details which will be retained only in line with Covid regulations);
- everyone is asked to wear a suitable face covering (unless exempt) on entering the building, and wear a face coverings at all times unless exempt;
- furniture including chairs must not be moved, even if you are attending with other people in your bubble;
- everyone must sanitise their hands on entry to the building;
- everyone must observe social distancing from all others in the building;
- no printed papers will be available, copies of documents are available on the Council's website;
- members of the press and public will not be allowed re-admittance to the building;
- once the maximum number of attendees is reached there will be no further admittance and no replacement of people leaving the meeting.

A failure to adhere to these precautions and any other directions given at the meeting may result in the suspension of the meeting and any remaining business being carried forward to a future meeting.



Desborough Town Council

Terms of Reference

Neighbourhood Plan Advisory Committee

Introduction

Neighbourhood Plans are required to be legally compliant with and take account of wider planning policy considerations (e.g. national policy). Planning guidance can be viewed on the Planning Practice Guidance website. These conditions include:

- they must have regard to national planning policy
- they must be in general conformity with strategic policies in the development plan for the local area (i.e. North Northamptonshire Core Strategy)
- they must be compatible with EU obligations and human rights requirements.

The draft Desborough Neighbourhood Plan was published on 25 October 2017. Since that time there have been many changes nationally, in Northamptonshire, Kettering Borough, Desborough, and in the Town Council itself. Following a recent review of the draft Plan by an external consultant, the Council has formed an Advisory Committee to discuss and make recommendations to the Council on changes needed to the draft Plan in the light of comments in the “health check” by Navigus Planning, and the previous “health check” by AECOM.

The minutes of meetings made available to the public on the Council’s website. As a formal Committee of the Council, meetings will be open to the public.

Purpose of the Working Party

The Council notes that it is the Council which is responsible for the Neighbourhood Plan and the Advisory Committee’s rôle is to guide the Council’s thinking and undertake research. The purpose of the Advisory Committee is to consider and to make recommendations to the Council as follows:-

1. develop a shared vision of how the town will develop;
2. recommend where new houses, commercial, and other development should be built and where they should not be built;
3. recommend the mix of housing types to meet existing and anticipated need of the community;
4. protect and enhance the towns green spaces;
5. influence the appearance of any new buildings.

Membership

The Advisory Committee comprises the following who shall all be appointed by the Council:

7 Councillors;

1 voting non-Councillor member of the community resident in the town;

1 voting non-Councillor member of the business community in the town.

Code of Conduct and Interests

All members of the Advisory Committee are required to make disclosures of public interest and observe the Code of Conduct adopted by Desborough Town Council.

Chair

The Advisory Committee will be chaired by a Councillor elected from amongst the members on the Advisory Committee.

Quorum and Voting

The quorum is three members of the Advisory Committee including at least one Councillor present and voting. Voting will be by show of hands or other method appropriate to the physical or virtual nature of the meeting.

Frequency of Meetings

The Advisory Committee will meet as and when necessary and will report regularly to the Council.