



**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 Council's offices on Wednesday 02 July 2025, commencing at **6pm** for the purpose of transacting the undermentioned business.

Members of the press and public should note that limited seating is available.

Signed,

Graham Thomson  
Town Clerk

26 June 2025

**Neighbourhood Plan Advisory Committee**

Councillors: Bhatt, Howes, Kennedy, McElhinney,  
Murray, and Ward

**AGENDA**

1. Welcome and introductions
2. To note any apologies for absence
3. To receive any declarations of interest
4. To note the minutes of the meeting held on 03 June 2025 and the decisions of the Council
5. To hear representations from members of the public in accordance with Standing Order 3e
6. To consider the membership of the Advisory Committee in accordance with the decision of the Council
7. To receive a report on the condition of the published draft Plan
8. To receive a report on the funding status of the Plan
9. To consider a draft specification for a Consultant
10. To consider and make recommendations on public consultation
11. To consider a report about community groups
12. To determine the date of the next meeting of the Advisory Committee



# 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 minutes of meetings made available to the public on the Council's website. As a formal Committee of the Council, meetings will be held in 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:-

- six Councillors (appointed by the Council);
- six non-Councillor members of the community resident in the town (appointed by the Advisory Committee; and,
- six community groups in the town, (appointed by the Advisory Committee)

### 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.

**Minutes of the Neighbourhood Plan Advisory Committee**  
**Meeting held on 03 June 2025**  
**In the Large Meeting Room at the Library building**

Councillors present: Howes, Kennedy, McElhinney, Ward  
 Councillors not present: Bhatt  
 In attendance: Seven members of the public (including one Councillor), the Senior Policy Consultant Neighbourhood Planning - North Northamptonshire Council, and the Town Clerk

**A. ELECTION OF CHAIR**

RESOLVED that:-

Cllr Howes be elected Chair of the Advisory Committee.

**B. TO NOTE ANY APOLOGIES FOR ABSENCE**

It was reported that no apologies for absence had been received.

RESOLVED that:-

the information be noted.

**C. DECLARATIONS OF INTEREST**

No declarations of interest were made.

RESOLVED that:-

the information be noted.

**D. PRESENTATION ON NEIGHBOURHOOD PLANNING**

**(i) PRESENTATION**

The Senior Policy Consultant Neighbourhood Planning from North Northamptonshire Council gave a detailed presentation on the Neighbourhood Planning process and answered detailed questions. In acknowledging the considerable work undertaken to get to the current draft Plan she stated that the Town Council should recruit an RTPI registered and experienced consultant to review the draft and suggest amendments and areas for work, but that the document should be community written.

**B. DISCUSSION ABOUT THE PUBLISHED DRAFT NEIGHBOURHOOD PLAN AND THE NEXT STEPS**

**(i) FUNDING**

It was noted that grant funding from Locality Ltd had been received in the past and may count against any future grants. It was noted that it was possible to ask for technical support in addition to and separate from grant funding. In response to a question, the Town Clerk undertook to establish the amount of money spent on the Plan over the last few years.

The Senior Policy Consultant reported that the costs of preparing the Plan fell to the Town Council but the cost of the formal public consultation and referendum were the responsibility of North Northamptonshire Council.

**(ii) PUBLIC INVOLVEMENT**

It was noted that it was necessary to engage in meaningful public consultation and to secure the active involvement of the community and consider any feedback received. It was suggested that an event be held to update members of the community on the Plan and consideration be given to the communication of updates. In response to a question about whether people actually wanted a Plan it was suggested that the question be part of the public consultation. It was suggested that a questionnaire be issued to seek people's views followed by a public consultation event.

It was DECIDED to recommend to the Council that the membership of the Advisory Committee be expanded to include six Councillors, six members of the public, and six community groups;

**(iii) CONSULTANCY SUPPORT**

The Town Clerk reminded the Advisory Committee of the need to comply with the Council's Standing Orders and Financial Regulations in recruiting and employing any external assistance.

It was DECIDED to recommend to the Council that:-

(a) an RTPI registered consultant with suitable experience and capacity be recruited to:-

- 1) review the draft in the context of current and emerging policies;
- 2) suggest amendments and areas for work;
- 3) advise on public consultation;

(b) a specification be drawn up by the Town Clerk;

(c) any expenditure on consultancy be at no cost to the Council but be funded from external grants.

**(iv) NEXT MEETING**

It was DECIDED that the next meeting be held on 02 July 2025 at 18:00.

The meeting closed at 19:47

**Extract from the DRAFT minutes of the  
Council meeting held on 19 June 20025**

**25./25 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

**Extracted from the report of the Town Clerk:-**

*A report of the meeting of the Neighbourhood Plan Advisory Committee held on 3 June 2025 will be circulated in due course as Report No. 1.*

*The Council is RECOMMENDED:-*

- i) to increase the membership of the Advisory Committee to include six Councillors, six members of the public, and six community groups;*
- ii) to authorise the appointment of an RTPI registered consultant with suitable experience and capacity to:-*
  - 1. review the draft in the context of current and emerging policies;*
  - 2. suggest amendments and areas for work;*
  - 3. advise on public consultation;*
- iii) to request the Town Clerk to draw up a specification;*
- iv) to specify that any expenditure on consultancy be at no cost to the Council but be funded from external grants.*
- v) to otherwise accept and adopt the report.*

**It was reported that the Government had recently withdrawn further funding for Neighbourhood Plans but there might be other external funding available.**

**RESOLVED that:-**

- a) the membership of the Advisory Committee be expanded to include six Councillors, six members of the public, and six community groups;**
- b) Councillor Murray be appointed to the Advisory Committee;**
- c) the Town Clerk be requested to prepare a specification for the engagement of an RTPI registered consultant with suitable experience and capacity to:-**
  - 1. review the draft in the context of current and emerging policies;**
  - 2. suggest amendments and areas for work;**
  - 3. advise on public consultation;****but that no appointment be considered at this stage; and,**
- d) the report be otherwise accepted and adopted.**

## Neighbourhood Plan expenditure 2018-2025

Year	Month	Item	VAT	Gross	Amount	Annual total (excluding VAT)
2018/19						£0.00
2019/20						£0.00
2020/21	September	Consultant	£105.00	£630.00	£525.00	£525.00
2021/22	April	Consultant	£105.00	£630.00	£525.00	£525.00
2022/23						£0.00
2023/24	May	Consultant	£420.00	£2,520.00	£2,100.00	£2,100.00
2024/25	July	Consultant	£157.50	£945.00	£787.50	£787.50
2025/26						£0.00
<b>Total</b>						<b>£3,937.50</b>