

Notice of Meeting of Brampton Ash Parish Council
Monday 10th October 2022, 7.30pm
At St Mary's Church, Brampton Ash

Councillors are summoned to attend the above meeting

This meeting is open to members of the public, subject to prescribed regulations where applicable.

Agenda

36/22-23	Chair's Announcements
37/22-23	Apologies for Absence
38/22-23	Declarations of Interest: <i>To Receive Disclosures of Personal and Prejudicial Interests from Councillors On Matters to Be Considered at the Meeting.</i> Members are reminded to update their register of interests if necessary.
39/22-23	Parish Plan/Neighbourhood Plan Gary Kirk, Director of YourLocale (Neighbourhood Planning Consultancy) See attached document and website: https://yourlocale.org.uk/
40/22-23	Minutes of the Meeting held 18th July 2022 (meeting 2): <i>To approve the minutes of the above meeting as an accurate record or to amend factual inaccuracies if they occur.</i>
41/22-23	Matters Arising from the above minutes <i>except where they are agenda items for this meeting</i>
42/22-23	Policies for Review Standing Orders Financial Regulations Financial Risk Assessment Internal Control Procedures The above policies can be found at: http://www.parish-council.com/bramptonash/index.asp?pageid=633064
43/22-23	Asset Mapping Project – North Northants Council Update & Next Steps, if available (Cllr Howes)
44/22-23	Financial Matters: 1/ Annual Governance and Accountability Return 2021/22: <i>review of internal controls</i> a) Members email accounts are to be set up for dedicated parish council use, for data protection purposes b) Allocation of the insurance payment which is to be used for the benefit of parishioners in accordance with Local Government Act 1972, Section 137 2/ Parish Council Finance a) Quarterly internal control: councillor checklist b) Councillor check of invoices against payments/reconcile to bank statement c) Current financial position statement no. 3/22-23 d) Reporting of payments made since the last meeting: i. Clerk's Salary 2 nd quarter £182.35 ii. Parish Online Mapping Tools £28.80 e) Budget Statement no. 3/22-23 f) Grant funding NNC update: purchase of Queen's Jubilee commemorative tree, fencing & plaques

45/22-23	Queen's Jubilee Commemorative Tree Arrangements for Purchase and Installation
46/22-23	Defibrillator <i>Cllr Pentlow</i> To consider the report from the Community Heartbeat organiser on the cost and feasibility of installing a defibrillator in the disused phone box.
47/22-23	Planning Matters: <i>To Consider Matters Relating to the following Planning Applications:</i> It is understood that North Northants Council is currently unable to meet their 8-week deadline for deciding planning applications due to a shortage of planning officers. No new recent applications have currently been notified. The following application has been approved, subject to conditions: NK/2022/0308 The Hermitage, Desborough Road, Brampton Ash https://www.kettering.gov.uk/planningApplication/131910
48/22-23	North Northants Council/Kettering Borough Council Conservation Policy - Brampton Ash: <i>Update: Cllr Lillie</i> a) North Northamptonshire Draft Corporate Plan 2021-25 Consultation (update if available). No updates are currently anticipated. This will remain an agenda item. b) Parish Plan/Neighbourhood Planning
49/22-23	Strategic Town and Parish Forum (formerly Rural Forum): <i>Update if available: Cllr Lillie</i>
50/22-23	North Northants Council Matters <i>Update if available</i>
51/22-23	Highway Matters: <i>Updates on the following, where applicable:</i> a) Signage b) Potholes c) Lighting d) Litter/autumn litter pick e) Road Safety A427: update (see attached) f) VAS cameras September 2022 g) Hermitage Road, spring water: update h) Other
52/22-23	Parish Crime Report & Police Matters: No formal crime reports received.
53/22-23	Any Other Business: <i>To report any matters of a minor nature not requiring formal approval.</i>
54/22-23	Date and Venue of Next Meeting:

Signed: Liz Evans, Clerk to Brampton Ash Parish Council

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Agenda Item 39/22-23



Process towards completion of a Neighbourhood Plan.

1. Introduction

There are few prescribed stages leading to the completion of a Neighbourhood Plan, and there is no standard template for producing one.

The first stage is for the Parish Council to be recognised as a Qualifying Body for the production of a Neighbourhood Plan and for the Parish boundary (or other area) to become a designated area. Thereafter it is required that a specific number of statutory stakeholders as well as local people are contacted; that consultation continues throughout the production of the Neighbourhood Plan in an inclusive and open manner in the process of producing policies that will ultimately form the body of the final document. The emerging policies must be evidence-based and add local detail to the strategic planning policies of the Local Planning Authority. They are required to meet what are known as 'Basic Conditions', primarily broad compliance with Local and National policies and European legislation, and to contribute to the achievement of sustainable development.

Neighbourhood planning represents a simplification of the planning system but still requires robust policy formation as the document will be a formal part of the development plan for the Local Planning Authority.

2. Yourlocale

Yourlocale is a Company Limited by Shares which has been established specifically to support communities undertaking Neighbourhood Plans. We do not work with landowners or developers in promoting development sites unlike other planning consultancies.

It was formed around five years ago and is currently providing professional support to over 25 Parish and Town Councils and Neighbourhood Forums in Leicestershire, Nottinghamshire, Warwickshire and Northamptonshire. The first 60 NPs we have supported have now passed referendum or examination.

The Managing Director is Gary Kirk, a RICS appointed Neighbourhood Plan Independent Examiner and a former Parish Councillor. The work is undertaken in conjunction with a range of specialist Associates who undertake the detailed evidence gathering and policy development alongside the community in areas such as housing, environment, community facilities, transport and employment.

3. Stages in the production of the Neighbourhood Plan

Although there are no prescribed stages in undertaking this work, experience on the development of Neighbourhood Plans elsewhere suggests a sequence of activities that will meet the statutory requirements and help to produce meaningful policies. It is helpful to look at the work in terms of four separate stages:

a) Getting started

- I. Area designation
- II. Establish Advisory Committee
- III. Funding bids
- IV. Consultation – Open Event? Questionnaire? Stakeholders.

- V. Gathering socio economic data/studies
- VI. Agreeing a vision
- b) Capturing the detail
 - i. Theme Groups/Advisory Committee involvement to drill down into the detail
 - ii. Gathering evidence
 - iii. Drafting the policies
 - iv. Further consultation
- c) Putting it all together
 - i. Writing the Plan
 - ii. 'Regulation 14' consultation
- d) Submitting and finalising the Neighbourhood Plan
 - i. Formal publication by local authority
 - ii. Independent Examination
 - iii. Referendum
 - iv. Plan 'Made'. Statutory force

a) Getting started.

Once area designation is underway/completed it is possible to secure the first tranche of funding to help deliver the Neighbourhood Plan (NP). Funding opportunities need to be pursued in these early stages.

There are a range of initial tasks that can be considered to drive the process forward prior to the establishment of theme groups, which will drill down to the detail of the NP. The order in which these tasks are undertaken will depend on local priorities/circumstances.

Many Parishes choose to drive the NP forward by establishing an Advisory Committee of the Parish Council, comprising a mix of Parish Councillors and members of the community/stakeholders.

Consideration of a draft programme for the delivery of the NP can help to explain the process to new recruits and aid a general understanding of what needs to be done and when.

At an early stage in the life of the Advisory Committee, it is helpful for Members to engage in a discussion about the scope of the NP as it applies within the neighbourhood. This 'scoping' exercise is an opportunity to share thoughts about the full range of issues that can be incorporated into the NP, depending on local circumstances.

Work that can be being considered at this early stage is whether a logo is wanted and if so what it will look like. Also, group members can start to consider whether there are any important buildings in the Parish that can be added to a 'local list'. Similarly, consideration can be given at this early stage to describing the history of the parish as part of the introduction to the Neighbourhood Plan.

It is helpful at this early stage to begin to think about how people want the Parish to look in the years to come. Informed by the visioning exercise, this vision statement can help to frame the NP document itself and to establish the context for the policies which follow.

An early task of the Advisory Committee is to consider whether a Questionnaire is needed, and if so at what stage in the process. Some Parishes choose to undertake a Questionnaire early in the process to help inform the background information and to feed into the work of the Theme Groups. Others decide to produce a Questionnaire towards the end of the preparation of the NP to seek validation of the emerging policies. There is no right or wrong approach; it all depends on local circumstances.

Land ownership is an important consideration and early efforts to identify landowners is helpful.

The consideration of the vision statement and the Questionnaire is best done in small groups, reporting their findings to the Advisory Committee. Other tasks that can be undertaken at this stage include the desire

to have a logo; considering locally important buildings; thinking about the narrative that describes the Parish for the introductory sections etc.

Whilst this work is being undertaken, *YourLocale* will be gathering socio-economic data and census information and commencing the policy analysis that will help to form the evidence base for the NP.

It is recommended that at an early stage the statutory and local stakeholders are identified and written to, to advise them of the commencement of the NP. This can also be an opportunity to inform the wider community of the date of the first Open Event, if known.

Some Parishes use the first Open Event as a recruitment opportunity for the Advisory Committee/Theme Groups. This may not be possible in the current climate.

The organisation of an Open Event can help to launch the NP and to inform the local community of what is involved.

Once these activities have been considered, the initial 'information gathering' stage will have been completed and the work to establish theme groups can commence

b) Capturing the detail

Medium to large parishes find the establishing of specific 'Theme Groups' to be a helpful way to develop the detail of the NP – what is needed and what evidence there is to support the emerging policies. Smaller parishes can undertake the work through the Advisory Committee.

Where Theme Groups are established, individuals will be identified through consultation events and through general publicity relating to the developing Neighbourhood Plan.

Three Theme Groups are proposed: Housing and the built environment; the natural and historic environment and sustainability, incorporating community facilities, employment and transport. The purpose of each Theme Group is to prepare the evidence and develop policies to build the detail to be contained within the Neighbourhood Plan.

Each Theme Group will be supported by Associates from Yourlocale.

The work of the Theme Groups will conclude with the preparation of a draft chapter containing narrative that describes the current situation and the problems to be addressed/aspirations to be met.

In the preparation of this work, the Associates from YourLocale will assist with structured information including local Census data; demographic information; existing strategic policies and examples from other Neighbourhood Plans. Through this process, templates will be used as necessary to progress work involving the assessment of, for example, sites to be considered for Local Green Space designation or as potential sites for housing development.

Local communities can contribute their knowledge of the Parish and the issues under consideration and bring local studies such as transport assessments; knowledge of community facilities etc.

The Advisory Committee will be required to identify and address any conflicts between the outputs of the Theme Groups.

As the work of the Theme Groups concludes, the Neighbourhood Plan will be drafted and considered by the Advisory Committee prior to further consultation with the community to share the emerging policies.

In limited circumstances where there is a potentially significant impact on the environment, a Strategic Environmental Assessment will be required. This will be determined by a 'Screening Report' to be undertaken prior to finalisation of the Neighbourhood Plan. The Local Planning Authority will determine whether or not a SEA is required after consultation with Natural England, Historic England and the Environment Agency.

c) Putting it all together

Once the draft Neighbourhood Plan has been amended following consultation, it will be sent out for Pre-Submission consultation – a statutory process that takes a minimum of six weeks to conclude and involves

inviting comment on the draft Plan from a range of statutory consultees and all those affected by the Plan policies.

All comments received have to be recorded and responded to, with an indication of what changes are to be made to the draft Plan.

Once the changes have been made, the Plan requires a formal approval from the Parish Council or neighbourhood forum.

d) Submission to Local Planning Authority (LPA) and finalising the NP

The LPA will undertake a validation check on the NP – making sure that all the required documents are available and that correct processes have been followed.

Once this has been undertaken, they will send the Plan out for a further 6-week period of consultation to the same parties who commented at pre-submission stage. The Parish Council will have the opportunity to comment on the responses at this stage.

The LPA will gather together all comments and send them to an Independent Examiner whose role it is to examine the Plan against what are known as the 'Basic Conditions' – checking conformity with strategic planning policies.

The Examiner will seek various clarifications with the Parish Council before issuing the Examination report for fact-checking prior to completing the document.

Both the Qualifying Body and the LPA will consider the Examiner's recommendations and if approved, the NP will proceed to referendum involving all in the Parish who are on the electoral role.

Once the NP passes referendum with a simple majority of those voting, it will be formally 'Made' by the LPA and achieve statutory force.

Gary Kirk
Yourlocale
July 2022

REQUEST FOR INTRODUCTION OF 50MPH SPEED LIMIT A427 BRAMPTON ASH

