



Planning Policy Committee

A meeting of the Planning Policy Committee will be held at the Jeffrey Room, The Guildhall, St Giles Street, Northampton, NN1 1DE on Tuesday 30 January 2024 at 6.00 pm

Agenda

1.	Apologies for Absence and Notification of Substitute Members
2.	Declarations of Interest Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
3.	Minutes (Pages 5 - 12) To confirm the minutes of the meetings held on the 20 th September 2023 and 22 nd November 2023.
4.	Chair's Announcements To receive communications from the Chair.
5.	West Northamptonshire Local Heritage List (Pages 13 - 26)
6.	Updated West Northamptonshire Local Development Scheme (Pages 27 - 44)
7.	Custom and Self Build Register (Pages 45 - 50)
8.	West Northamptonshire Local Plan - Statement of Community Involvement (Pages 51 - 78)
9.	Urgent Business The Chair to advise whether they have agreed to any items of urgent business being admitted to the agenda.

10. Exclusion of the Press and Public

In respect of the following items the Chairman may move the resolution set out below, on the grounds that if the public were present it would be likely that exempt information (information regarded as private for the purposes of the Local Government Act 1972) would be disclosed to them: The Committee is requested to resolve: "That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that if the public were present it would be likely that exempt information under Part 1 of Schedule 12A to the Act of the descriptions against each item would be disclosed to them"

Catherine Whitehead
Proper Officer
22 January 2024

Planning Policy Committee Members:

Councillor Rebecca Breese (Chair)

Councillor Matt Golby (Vice-Chair)

Councillor Adam Brown

Councillor Phil Bignell

Councillor Stephen Clarke

Councillor Jonathan Harris

Councillor Jamie Lane

Councillor Bob Purser

Councillor Cathrine Russell

Information about this Agenda

Apologies for Absence

Apologies for absence and the appointment of substitute Members should be notified to democraticservices@westnorthants.gov.uk prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

If a continuous fire alarm sounds you must evacuate the building via the nearest available fire exit. Members and visitors should proceed to the assembly area as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

If you have any queries about this agenda please contact Ed Bostock, Democratic Services via the following:

Tel:

Email: democraticservices@westnorthants.gov.uk

Or by writing to:

West Northamptonshire Council
The Guildhall
St Giles Street
Northampton
NN1 1DE

This page is intentionally left blank



Planning Policy Committee

Minutes of a meeting of the Planning Policy Committee held at The Guildhall, St Giles Street, Northampton, NN1 1DE on Wednesday 20 September 2023 at 6.00 pm.

Present:

Councillor Rebecca Breese (Chair)
Councillor Matt Golby (Vice-Chair)
Councillor Adam Brown
Councillor Stephen Clarke
Councillor Jonathan Harris
Councillor Bob Purser
Councillor Cathrine Russell
Councillor Kevin Parker

Apologies for Absence:

Councillor Phil Bignell
Councillor Jamie Lane

Officers:

Stephanie Gibrat (Assistant Director – Planning and Development)
Alan Munn (Planning Policy Team Leader)
Rhian Morgan (Historic Environment Officer)
Anna Wilson (Built Environment Officer)
Theresa Boyd (Planning Solicitor)
Ed Bostock (Democratic Services Officer)

80. **Declarations of Interest**

None advised.

81. **Minutes**

The minutes of the meeting held on 26 June 2023 were agreed and signed by the Chair.

82. **Chair's Announcements**

None advised.

83. **Holdenby Conservation Area**

The Built Environment Officer presented the report which sought Members' consideration of the responses to the consultation exercise on the draft Holdenby Conservation Area Appraisal and Management Plan and further steps to implement

the outcomes. 18 responses to the consultation were received, the majority of which disagreed with the proposals to extend the boundary of the conservation area and proposals for an Article 4(1) Direction, on the grounds that it was already part of the Grade I Registered Park and Garden designation (RPG) and, therefore, already protected. However, RPG status did not bring with it any specific statutory planning controls, either for the area as a whole or the individual historic/archaeological features within it. Including the proposed extension within the conservation area, with an adopted appraisal and management plan that describes those attributes in detail, would add weight to the significance of the parcel of land should any development be proposed in the future. Including the small area of the existing RPG designation within the conservation area would also be in line with the approach the Council had taken with other recent reviews of conservation areas.

Members discussed the report and the following comments were made:

- A consultation on proposals for an Article 4 Direction would take place towards the end of 2024.
- Some Members felt that it would be unwise not to listen to the consultation responses; due to Holdenby's uniqueness, a different approach may be justified.
- Officers advised that if the recommendation was not taken forward, they would seek to keep the appraisal but not with an amended boundary, and not move forward with the Article 4 Direction. This would be a very different approach to how other conservation areas in the district had been dealt with.
- It was advised that an Article 4 Direction would go further and offer more protection than private covenants.

RESOLVED:

The Planning Policy Committee:

- a) Agreed that the conservation area boundary as set out in Appendix B of the report be designated and supersede the designation that was made in 1998.
- b) Agreed that the proposed changes to the Holdenby Conservation Area Appraisal and Management Plan in response to representations, as set out in Appendix A of the report be approved.
- c) Agreed that delegated authority be given to the Head of Planning Policy and Specialist Services to make further minor editorial changes to the Holdenby Conservation Area Appraisal and Management Plan including to reflect that the document will be in its final adopted form.
- d) Agreed that the conservation area appraisal and management plan for Holdenby be adopted as a Supplementary Planning Document.
- e) Agreed the Local List entries for Holdenby set out in Appendix C of the report.
- f) Agreed that an Article 4(1) Direction for Holdenby in accordance with the proposals in the conservation area appraisal and management plan be made, subject to consultation.
- g) Agreed that delegated authority to confirm the Article 4(1) Direction be given to the Head of Planning Policy and Specialist Services in the event that there are no objections received in response to the consultation on the Article 4(1) Direction.

84. Scaldwell Conservation Area

The Historic Environment Officer presented the report which sought members' consideration of the responses to the consultation exercise on the draft Scaldwell Conservation Area Appraisal and Management Plan and proposed changes to the appraisal and further steps to implement the outcomes. 5 responses to the consultation were received, including the Parish Council; the majority of these were supportive of the proposals. Several minor amendments to the proposal were included in the report as a result of the consultation.

Members discussed the report.

RESOLVED:

The Planning Policy Committee:

- a) Agreed that the conservation area boundary as set out in Appendix C of the report be designated.
- b) Agreed that the proposed changes to the Scaldwell Conservation Area Appraisal and Management Plan in response to representations, as set out in Appendices A and B of the report be approved.
- c) Agreed that delegated authority be given to the Head of Planning Policy and Specialist Services to make further minor editorial changes to the Scaldwell Conservation Area Appraisal and Management Plan, including to reflect that the document will be in its final adopted form.
- d) Agreed that the Conservation Area Appraisal and Management Plan for Scaldwell be adopted as a Supplementary Planning Document.
- e) Agreed the Local List entries for Scaldwell set out in Appendix D of the report.
- f) Agreed that an Article 4(1) for Scaldwell in accordance with the proposals in the conservation area appraisal and management plan be made subject to consultation (Details of Article 4(1) Direction in Appendix E of the report).
- g) Agreed that delegated authority to confirm the Article 4(1) Direction be given to the Head of Planning Policy and Specialist Services in the event that there are no objections in response to the consultation on the direction.

85. Response to Government consultation on plan making

The Planning Policy Team Leader presented the report which sought Members' consideration of the suggested response to the current consultation on proposals to implement the parts of the Levelling Up and Regeneration Bill which related to plan making. The report summarised the government's proposals to implement the parts of the Levelling Up and Regeneration Bill which relate to plan-making and suggests a response from the Council.

Members discussed the report and made the following comments:

- Concerns were expressed by officers regarding 30-month period at a recent event with the Planning Advisory Service. A lot of details were yet to come forward.

- More digital consultation was proposed with online consultation to be more interactive. The draft response mentioned that a number of people do not have access to the required technology
- The Issues Consultation on the current local plan took place in 2018. The national standard for producing a local plan is around 7 years.
- Officers felt that more than 2 rounds of consultation would be beneficial, however more time than the proposed 30 months would likely be required. It was noted that the reach of a consultation was more important than the number that took place.
- The cut-off date for submission of a plan under the current system is 30th June 2025
- The local plan in its current format had a reasonable lifespan and gave a sense of placemaking. With the supplementary plan, there was a concern that it would “keep the door open” to keep adding things at any stage. This did not give much certainty to communities. Officers confirmed that this concern had been flagged in the proposed response.
- Some members felt concerned that the push towards digital may alienate some communities and would not result in well-rounded consultations.
- It was suggested that the wording of the Question 1 response be expanded upon as they were all significant areas in their own right, as well as a reference to nature restoration.
- Some members felt that 30 months to produce a plan was achievable, provided that the council was sufficiently resourced.

RESOLVED:

The Planning Policy Committee:

- a) Agreed the suggested response to the consultation as set out in Appendix 1 of the report, with amended responses to questions 1 and 34

86. Response to Government consultation on changes to NSIP

The Development Manager presented the report which sought Members’ consideration of the suggested response to the current consultation on proposed changes to the Nationally Significant Infrastructure Project (NSIP) regime. It was explained that the consultation period closed on 19th September so the draft response had already been sent to DELUC with a covering letter to explain that alterations may be forthcoming following this meeting.

Members discussed the report and the following comments were made:

- Regarding paragraph 5.7 of the report which set out the 5 reform areas identified in the action plan, concern was raised over the replacement of environmental assessment processes and it was hoped that Environmental Outcomes Reports would be sufficiently robust.

RESOLVED:

The Planning Policy Committee:

- a) Agreed the suggested response to the consultation on proposed changes to the NSIP regime as set out in Appendix A of the report.

87. **Urgent Business**

There was no urgent business on this occasion.

The meeting closed at 6.55 pm

Chair: _____

Date: _____

This page is intentionally left blank

Planning Policy Committee

Minutes of a meeting of the Planning Policy Committee held at The Guildhall, St Giles Street, Northampton, NN1 1DE on Wednesday 22 November 2023 at 6.00 pm.

Present:

Councillor Matt Golby (Vice-Chair, in the Chair)
Councillor Adam Brown
Councillor Stephen Clarke
Councillor Phil Bignell
Councillor Jamie Lane
Councillor Kevin Parker
Councillor Rosie Humphreys (substituting for Councillor Jonathan Harris)
Councillor Wendy Randall (Substituting for Councillor Bob Purser)

Apologies for Absence:

Councillor Jonathan Harris
Councillor Bob Purser
Councillor Cathrine Russell

Officers:

Richard Wood (Head of Planning Policy and Specialist Services)
Margaret Howe (Senior Policy Officer)
Harjit Gill (Principal Solicitor)
Ed Bostock (Democratic Services Officer)

88. Declarations of Interest

Councillors Golby and Brown advised that they knew the owner of Bosworth House which was mentioned in the report but did not have an interest to declare.

89. Minutes

The minutes of the meeting held on 20th September would be brought to the following meeting.

90. Chair's Announcements

None advised

91. **Arthingworth Neighbourhood Development Plan**

The Senior Policy Officer presented the report which sought consideration of the recommendations of the independent examiner following the examination of the Arthingworth Neighbourhood Development Plan (NDP), and sought approval to put the plan to referendum.

The Planning Policy Committee:

- a) Noted and welcomed the significant progress in making the neighbourhood development plan (NDP) by the Arthingworth community.
- b) Accepted the Examiner's recommended modifications in respect of the Arthingworth NDP
- c) Accepted the Inspector's recommendation that the NDP, as modified in accordance with recommendation (b), should proceed to a referendum of voters within the Arthingworth Neighbourhood Area.
- d) Approved the proposed Decision of Statement set out in Appendix 1 of the report, subject to items (b) and (c) above and any necessary factual alterations.
- e) Agreed that delegated authority be given to the Head of Planning Policy and Specialist Services to make any further minor editorial changes to the Plan to address any factual and typographical errors and to reflect the fact that the document will be in its intended final form.

92. **Urgent Business**

There was no urgent business on this occasion

93. **Exclusion of the Press and Public**

The meeting closed at 6.07 pm

Chair: _____

Date: _____

WEST NORTHAMPTONSHIRE COUNCIL

PLANNING POLICY COMMITTEE

30 January 2024

Rebecca Breese – Planning, Built Environment and Rural Affairs

Report Title	West Northamptonshire Local Heritage List
Report Author	Rhian Morgan, Historic Environment Officer, Rhian.morgan@westnorthants.gov.uk

Contributors/Checkers/Approvers

Legal	Theresa Boyd	17/1/24
West S151	Martin Henry	27/11/23
Other Director/SME	Stuart Timmiss	Email sent 27/11/23
Communications Lead/Head of Communications	Becky Hutson	27/11/23
Assistant Director- Planning	Stephanie Gibrat	Email sent 27/11/23

List of Appendices

Appendix A – Draft Local Heritage List Criteria

1. Purpose of Report

To adopt the suggested Local Heritage List Criteria (Appendix A), endorse the former Northampton and Daventry Local List assets, and agree the process for identifying and adopting new heritage assets onto the list.

2. Executive Summary

2.0 The report sets out the recommendations for the adoption of the suggested Local Heritage List criteria for the whole of West Northamptonshire, as set out in Appendix

A, as well as the endorsement of heritage assets previously identified by Northampton Borough Council and Daventry District Council, and the endorsement of a proposed process for identifying and adopting heritage assets onto the List (see Section 5 Report Background).

3. Recommendations

3.0 It is recommended that Planning Policy Committee:

- a) Agrees to adopt the Local Heritage List Criteria (Appendix A)
- b) Endorses the assets previously identified by Northampton Borough Council and Daventry District Council as the foundation of the new WNC list
- c) Agrees that delegated authority to add new heritage assets to the List be given to the Head of Planning Policy and Specialist Services in consultation with the Portfolio Holder for Planning, Built Environment and Rural Affairs

4. Reason for Recommendations

- The proposals will ensure a consistent and transparent approach to non-designated heritage assets across West Northamptonshire
- The proposals will provide the council with the tools to sustain and enhance the significance of heritage assets in accordance with NPPF paragraph 190
- The proposals accord with the Council's planning policies regarding the historic environment and non-designated heritage assets

5. Report Background

5.0 Background to current position

5.0.0 Non-designated heritage assets are locally identified 'buildings, monuments, sites, places, areas or landscapes identified by plan-making bodies as having a degree of heritage significance meriting consideration in planning decisions, but which do not meet the criteria for designated heritage assets' (PPG).

5.0.1 Non-designated heritage assets are normally identified either through planning applications, conservation area appraisals, neighbourhood planning activity or as part of proactive local heritage list production.

5.0.2 Inclusion on a local heritage list based on sound evidence and criteria delivers a consistent and accountable way of recognising non-designated heritage assets to the benefit of good planning for the area and owners, developers and others. The process of preparing a local heritage list allows communities and neighbourhood plan-making bodies, in partnership with local planning authorities, to identify local heritage that merits recognition and protection under policy.

- 5.0.3 Significant work has already been undertaken by the former authorities to develop local heritage lists. Officers have assessed the existing work and concluded that having a single set of criteria and amalgamated list of hitherto identified assets should be prioritised.
- 5.0.4 This report therefore sets out the positions that have been inherited from each of the former councils in respect of criteria and processes, and the context and process for creating the new suggested criteria for the whole of west northamptonshire (attached at Appendix A), and proposals for a process to identify and assess assets going forward.
- 5.0.5 It should also be noted that, as part of the ongoing conservation area appraisal project in the former DDC area, the West Northamptonshire Council Planning Policy Committee has adopted local list assets onto the West Northamptonshire Local List.

5.1 **Criteria used by Former Councils**

- 5.1.0 All three former councils undertook work to recognise non-designated heritage assets, to different degrees, using varying methods. These are outlined below.
- 5.1.1 The former South Northamptonshire Council formulated and adopted a set of criteria, which were informed by current best practice, to identify non-designated heritage assets in a consistent manner, however there was no formal Local List created.
- 5.1.2 In the former Daventry District Council area, non-designated heritage assets were identified using a set of criteria created in line with current best practice and endorsed by Council.
- 5.1.3 The former Northampton Borough Council produced a Local Heritage List which focussed primarily on assets within the town centre during the 1990s. The criteria for this project are not available. New criteria were produced as part of a project which was agreed at committee in 2018, also created in line with current best practice.

5.1.4 **Proposed Criteria for West Northamptonshire**

Historic England's Local Heritage Listing: Historic Environment Advice Note 7 2021 states that "the value of a local heritage list is reinforced when its preparation is informed by selection criteria, thereby encouraging a more consistent approach to the identification and management of local heritage assets across England, to the

*benefit of all*¹. Having one clear agreed set of criteria, which is publicly accessible, supports not only the soundness of the list itself, but also the decisions made about assets on that list. The use of agreed criteria and a transparent process to assess assets would create consistency of process which has hitherto been lacking

5.1.5 Officers have assessed the existing criteria prepared by each council to ascertain whether there was any great difference in stringency or particularity to asset types which might necessitate having more than one set of criteria. This was particularly to see if there was a different approach in Northampton and the rural areas due to the potential difference of asset types in these areas. For example, a tendency towards vernacular architecture in the rural areas. This included evaluating the sets of criteria and assessing heritage assets from both the Northampton and Daventry lists against each set. It was found that there was not a prohibitive difference between the criteria, and it was agreed that drafting one set for the whole of West Northamptonshire was an appropriate course of action, and that in drafting the criteria, the treatment of urban and rural assets would be taken into account.

5.1.6 These draft criteria have been produced in accordance with Historic England best practice. As non-designated heritage asset types are varied, the criteria cover the following broad groups:

- Buildings
- Areas of Archaeological Interest, Sites and Monuments
- Parks, Gardens and Designed Landscapes
- Street Furniture and Public Monuments

Consultation with other heritage bodies, specifically County Archaeology and The Gardens Trust, has also been undertaken with comments being incorporated into the final draft criteria.

5.2 **Processes used by former Councils**

5.2.0 Currently, non-designated heritage assets can be identified through both proactive Council work, such as:

- through conservation area appraisals and neighbourhood planning activity;
- through specific local list production.

Also, potential non-designated heritage assets can be identified ad hoc through planning applications or through community activity.

¹ Historic England, *Local Heritage Listing*, 2021, pg 11

- 5.2.1 The process undertaken in the former DDC area was to have assets adopted by Strategy Group (now using Planning Policy Committee) when identified through conservation area appraisals, which underwent public consultation. As there was otherwise no formal process for adding assets to the list which were identified through the planning system or neighbourhood planning activity this led to assets being left in a “limbo” where they had met the criteria but not been formally adopted by Council. This led to a disjointed approach to non-designated heritage assets and a lack of clarity in their status.
- 5.2.2 The main objective of the former South Northamptonshire criteria was to aid the identification of assets through planning applications and neighbourhood planning activity, however there is no formal list in this area and no formally agreed process.
- 5.2.3 An existing list for Northampton Town Centre was historically created by NBC, however this was a discrete process undertaken in the 1990s and no further assets were intended to be added at that time.
- 5.2.4 Subsequently, in recent years assets were identified by Northampton Borough Council through a resource intensive process which covered the entire borough area. This resulted in a great number of assets being identified. The objective of this project, prior to it being prevented by the COVID outbreak, was to have the non-designated heritage assets adopted by Cabinet, once the identification and consultation process had been completed. There was otherwise no formal process for adding assets to the list which were identified through the planning system or neighbourhood planning activity.
- 5.2.5 **Proposed Process for West Northamptonshire**
- 5.2.6 One of the objectives of producing and maintaining a Local Heritage List is that there is clear information presented for those with an interest in any asset which may have been identified as a non-designated heritage asset. An agreed process for adopting assets which have met the criteria threshold allows the Council and its customers to have confidence in information sharing and decision making.
- 5.2.7 It is proposed that any asset which is proven to meet the Council’s threshold will be registered on the list by the Head of Planning Policy and Specialist Services in consultation with the Portfolio Holder for Planning, Built Environment and Rural Affairs. This will remove the potential for assets which have met the threshold to be kept in an uncertain status whilst awaiting consideration by Council, with the list instead being updated as and when needed.

5.2.8 For transparency, there will be a requirement for every newly identified asset to have an accompanying assessment form as evidence of it having met the threshold, which will be held and maintained by the Council.

5.2.9 An online copy of the list will be maintained by officers, so that the public have an up-to-date point of reference.

5.2.10 Heritage assets could come forward for nomination in the following ways:

- Conservation area appraisals
- Proactive local list expansion
- Neighbourhood planning activity
- Other community activity
- Planning applications

5.3.12 Nomination through conservation area appraisals and proactive local list expansion is within the control of the Council.

5.3.13 Community-led nomination can be managed by the Council through the sharing of the adopted criteria and support from officers. A clear and robust process would then give local groups confidence that assets which meet the criteria will be adopted onto the Local List.

5.3.14 The identification of non-designated heritage assets through planning applications is unlikely to produce many nominations. This can be managed through the internal sharing of the criteria and appropriate training of DM officers and other planning staff to ensure a consistent process.

5.3.15 All heritage assets which are proposed through these channels will be subject to public consultation, through Neighbourhood Planning or Conservation Area Appraisal consultations, or through the consultation period on planning applications. This will allow the public to continue to submit comments as they have done in the past.

5.3.16 Furthermore, there is an intention to produce an accompanying advice note to assist all stakeholders with the identification and nomination process. This will contain an introduction to NDHAs, information on the types of assets which have been adopted onto the list, and advice for those who engaging with NDHAs and the planning system.

5.3.17 Proposals to add assets that have already been assessed onto the West Northamptonshire List

5.3.18 As noted above, work has already been undertaken by the former Councils, and this council to identify properties for the Local List. It is suggested that these be added to the West Northamptonshire List, as follows:

- Properties that have been identified in Conservation Area appraisals produced by the former Daventry District Council.
- Properties that have been identified on the draft list produced by the former NBC.

5.3.19 In the report to cabinet in 2018, Northampton Borough Council agreed to undertake consultation on the draft list after the nomination process was completed. This was not undertaken, initially due to the COVID outbreak and subsequently delays caused by the unitary process. These assets all met the NBC criteria, and the list was agreed with the panel of experts (which included designers, conservation officers, architects and local history group representatives). The identification, nomination, assessment and selection of these assets has therefore already been through a robust process. Furthermore, a selection of those assets has also been assessed against the new draft criteria, and all met the threshold. As such, this report is seeking permission to endorse the assets identified in the NBC local list project without undertaking another public consultation.

5.3.20 Properties identified by local groups in the South Northamptonshire and Daventry areas in Neighbourhood Plans, where it is evident that the criteria have been used and any assets identified have met the threshold, are also recommended for endorsement.

5.3.21 In a number of cases further work would be required to assess whether or not properties would qualify for adoption on the list namely:

- Properties identified by local groups in Neighbourhood Plans in the South Northamptonshire and Daventry areas where the criteria have not been used to identify assets, further work will be required to see if nominated assets can be added to the list.
- Properties in existing made Neighbourhood Plans from the Northampton area which have been identified as local heritage assets will need to be assessed against the new criteria.

6. Issues and Choices

6.0 Local Heritage Lists which are based on sound criteria play an important part in the open and transparent assessment of heritage assets, and the appropriate recognition of those assets which make an important contribution to local character.

6.1 Having agreed criteria in place, and a clear process for the identification and adoption of heritage assets onto the list will benefit all those who have an interest in the assets, including owners and members of the public.

- 6.3 The alternative options would be not to adopt the draft criteria and to keep the separate criteria and statuses as they currently exist.
- 6.4 Not adopting a single approach risks treating non-designated heritage assets across West Northamptonshire in an inconsistent manner, leading to less robust decision making. This may also lead to lack of clarity presented to the public.
- 6.5 Not having a consistent and efficient process to adopt assets which have been identified and met WNC criteria risks irregularity and possible contradiction in the processes undertaken by officers. This could in turn could lessen public confidence in the Council's decisions.

7. Implications (including financial implications)

7.0 Resources and Financial

- 7.1.1 Adopting the criteria and agreeing the process for identification and adoption of NDHAs would have no material financial effects. Any minor costs could be covered by existing budgets.

7.1 Legal

There are no risks foreseen. Non-designated heritage assets are not statutorily designated, and their treatment is a consideration for policy rather than legislation.

7.2 Risk

- 7.3.1 There are no material risks foreseen in the adoption of the criteria or agreement of the identification and adoption process.
- 7.3.2 Not endorsing the criteria and agreeing the identification and adoption process would leave local heritage with lessened protection under policy and no clear understanding of its significance, thus increase the risk of its loss.

7.3 Consultation

- 7.4.1 The draft criteria have been produced in accordance with Historic England best practice (Local Heritage Listing: Historic Environment Advice Note 7, 2021) and the relevant consultees were asked for comments, these being County Archaeology and The Gardens Trust.
- 7.4.2 Once resolved, the Council's corporate communications team will publicise the updated list of heritage assets on the Council's website and social media channels.

7.5 Consideration by Overview and Scrutiny

Not applicable.

7.6.1 Climate Impact

7.6.2 The adoption of the criteria and identification of non-designated heritage assets will assist in the sustainable retention and reuse of heritage assets, and secure the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring.

7.6.3 Community Impact

7.7.1 It is unlikely that the adoption of the criteria and process would have any material effect on crime or disorder.

7.7.2 The proposed course of action should not have any perceptible differential impact on people with protected characteristics.

7.7.3 Adopting the criteria and process would contribute to preserving the character of places which make up West Northamptonshire. As such, it would support the well-being of residents and those who work in or visit West Northamptonshire.

8 Background Papers

Department for Levelling Up Housing and Communities (2023) National Planning Policy Framework

Daventry District Council Harlestone Conservation Area Appraisal Report to Strategy Group
6th July 2017

Northampton Borough Council, Preparation of a Local Heritage List for Northampton, Report to Cabinet, 9th May 2018

South Northamptonshire Council Non-designated Heritage Asset Criteria report to Cabinet
(18th March 2020)

Appendix A- DRAFT WNC LOCAL HERITAGE LIST CRITERIA

Buildings

A- Age and Survival

A1- If the building predates 1700, does it retain any legible features of original construction?

A2- If built between 1700-1840 does the building retain any legible features of original construction?

A3- If built between 1840-1919 does the building retain some legible features of original construction?

A4- If the building dates from 1919 onwards, is it a relatively unaltered example of a particular style or period?

B- Historic Interest/ Association

B1- Does the building illustrate an important part of West Northamptonshire's social, economic, cultural or religious history?

B2- Is the building associated with an important local or national person or event?

B3- Is it an unusual; a notable example; representative of; or a rare survivor of building type in West Northamptonshire?

C- Architectural Interest

C1- Was the building designed by a national or locally important architect or builder?

C2- Is the building a good example of its type or distinctive to an area in West Northamptonshire?

C3- Is the building constructed using unusual or distinctive materials or designs, innovative techniques or local craftsmanship?

D- Landmark or Group Interest

D1- Is the building a local landmark or have visual or aesthetic importance in a street scene?

D2- Is the building an important part of a wider grouping of heritage assets?

E- Community Value

E1- Does the building have an historic connection to a particular local group in the community, or has it come to represent or be used by an identifiable current group? N.B for this criterion to be relevant, one criterion from parts A and B must also apply

Areas of archaeological interest, sites and monuments

A- Age and survival

A1- If the site pre-dates 1066 (prehistoric or early medieval), is there clear and legible evidence of surviving archaeological structures or features?

A2- If the site dates to the period 1066-1539 (later medieval), does it survive in legible form without significant deterioration or loss of archaeological features?

A3- If the site dates to the period 1540-1840 (post medieval), does it survive in legible form without significant deterioration or loss of archaeological features?

A4- If the site dates to the period 1840-1914 (Victorian/Edwardian), does it survive with minimal deterioration or loss?

A5- If the site dates to the period 1914 onward, does it survive in very good condition with highly legible archaeological structures or features?

N.B. Legible evidence can include earthworks or other archaeological structures, crop marks or surface finds which indicate below ground features.

B- Archaeological merit

B1- Is the site a locally distinct example of a well-preserved site?

B2- Is the site part of a clearly identifiable wider historic site or landscape?

B3- Is the site a pivotal, key or landmark site/monument within its surroundings or landscape?

B4- Does the site have a strong association with an important element of social history or historic events? Can it be identified with locally or nationally famous individuals?

C- Documentation/finds evidence

C1- If the site shows signs of deterioration or loss, is there documentation, or evidence such as artefacts or ecofacts which enhance our understanding?

N.B. Sites which have previously been excavated may still retain archaeological interest and the capacity to enhance our understanding of a site or its setting.

Parks, Gardens and Designed Landscapes

A- Age and Survival

A1- If the site pre-dates 1540, can any surviving designed garden or landscape features be identified in anything like their original form? Is there any documentary evidence which helps our understanding

A2- If the site dates to Tudor and Stuart period, approx. 1530 to 1740, does the site survive in anything like its original form?

A3- If the site is dated 1740-1840, does it survive in fair condition, including evidence of structures, features or landscaping?

A4- If the site dates to the period 1840-1914, does it survive without much deterioration or loss of historic features? Is it a good example of Victorian or Edwardian style?

A5- If the site dates to the period 1914 onwards, is it a relatively unaltered example of a park, garden or designed landscape?

B- Aesthetic Interest

B1- Is the site a locally distinct example of a particular period of design?

B2- Is the site part of an identifiable wider historic site or landscape?

B3- Is the site a pivotal, key or landmark site within its surroundings or landscape?

B4- Does the site have a high community value, for example as a commemorative site?

B5- Does the site have a strong association with an important landscape designer or architect on either a local, regional or national level?

B6- Does the site display the use of innovative or unusual design or technology?

B7- Does the site hold horticultural, arboricultural or silvicultural qualities or potential which enhance its significance?

Street Furniture & Public Monuments

A- Age and condition

A1- Is there clear evidence that the structure pre-dates 1700?

A2- If the structure dates to the period 1700-1840, does it survive in anything like its original condition and in its original location (or is there clear evidence for a relocation)?

A3- If the structure dates to the period 1840-1914, is it in good condition and sited in its original location (or is there clear evidence for a relocation)?

A4- If the structure dates to the period 1914 onwards is it a good example with minimal deterioration or alteration?

B- Historic interest/ association

B1- Is the structure illustrative of an important aspect of West Northamptonshire's social, economic, cultural or religious history?

B2- Is the structure associated with a national or locally important architect or designer?

B3- Does the structure represent a particular important event or events from history?

B4- Is the structure an unusual or rare survivor of its type?

C- Aesthetic/ Design character

C1- Is the structure of notable design in West Northamptonshire?

C2- Is the structure a good example of a thematic type of asset (e.g telephone boxes)?

C3- Were any unusual or innovative techniques used in its construction, or is it an example of local craftsmanship?

D- Landmark/ Group value

D1- Is the structure a prominent or dominant asset within the streetscene or landscape?

D2- Is the structure an important part of a wider grouping of heritage assets or a landscape?



WEST NORTHAMPTONSHIRE COUNCIL PLANNING POLICY COMMITTEE

30 January 2024

**Councillor Rebecca Breese
Cabinet Member for Planning**

Report Title	Updated West Northamptonshire Local Development Scheme
Report Author	Alan Munn Planning Policy Team Leader Planning Services, Place Directorate

Contributors/Checkers/Approvers

West S151	Martin Henry Executive Director, Finance	Email received 09.01.2024
Director	Stuart Timmiss Executive Director: Place, Economy & Environment	Email Sent 09.01.2024
Legal	Theresa Boyd Solicitor	Email received 18.01.2024
Communications	Becky Hutson Head of Communications	Email received 11.01.2024

List of Appendices

Appendix A – Updated West Northamptonshire Local Development Scheme

1. Purpose of Report

- 1.1. To seek approval for an updated Local Development Scheme which sets out a timetable for local plan preparation.

2. Executive Summary

- 2.1 Local Planning Authorities are required to produce, and keep up to date, a Local Development Scheme (LDS) which sets out and timetables the local plans they will prepare to plan for development in their area.
- 2.2 The West Northamptonshire LDS was last updated in April 2023, members are now being asked to consider a further update to the LDS to ensure that it is up to date in respect of amendments to the timetable for the production of the emerging West Northamptonshire Local Plan. The content of the LDS has not changed in any other aspect.

3. Recommendations

- 3.1 It is recommended that the Committee:
 - a) Approves the updated West Northamptonshire Local Development Scheme (Appendix A) which is to be brought into effect upon the expiry of the call-in period for Planning Policy Committee decisions.
 - b) Delegates to the Head of Planning Policy and Specialist Services authority to make minor editorial and presentational changes to the Local Development Scheme in its final published form.

4. Reason for Recommendations

- 4.1 It is a statutory requirement for the Council to produce an LDS setting out the Local Plan(s) which, when prepared, will comprise part of the development plan for the area. The LDS must be made available to the public and kept up to date. For West Northamptonshire, an update to the LDS is needed to set out an updated timetable for the West Northamptonshire Local Plan.

5. Report Background

- 5.1 The current LDS sets out the Council's timetable for the preparation of the West Northamptonshire Local Plan. This single local plan, when adopted, will replace the WNJCS and the Part 2 Local Plans for Daventry District, Northampton and South Northamptonshire. The Local Development Scheme needs to be updated to reflect changes to the timetable of the local plan.
- 5.2 The updated LDS attached at Appendix A sets out the anticipated timetable for the preparation of the WNLDP and confirms that the next stage of consultation on a draft plan will take place in April 2024 as opposed to the previously anticipated October 2023. This is a consequence of additional time needed to finalise the gathering of evidence base documents. This change has a knock-on effect for the remaining stages with submission for examination expected in April 2025 and adoption in September 2026.
- 5.3 The Council is required to specify the date that the LDS will be brought into effect. It is suggested that this should be upon the expiry of the call-in period for Planning Policy Committee decisions.

6. Issues and Choices

- 6.1 The updated LDS presented at Appendix A sets out a reasonable timetable for the preparation of the WNLP based on the resources currently available. It is a statutory requirement for the Council to publish an LDS and ensure that it is up to date. As such, failing to approve an LDS is not an option.

7. Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1 The costs of producing the updated LDS can all be met from existing resources.

7.2 Legal

- 7.2.1 Section 15 of the Planning and Compulsory Purchase Act sets out the statutory requirement for local planning authorities to publish a Local Development Scheme and ensure that it is kept up to date.

7.3 Risk

- 7.3.1 Failure to maintain an up-to-date LDS could result in the WNLP failing legal tests.

7.4 Consultation and Communication

- 7.4.1 Although there is no requirement for formally consult on the LDS and timetable for local plan preparation, the document itself is key to future consultation and engagement activities by ensuring that local communities, businesses, developers, service and infrastructure providers know when they will be able to participate in the process. The Council will continue to communicate to the public the objectives and outcomes of the LDS as and when required at each of the future stages.

7.5 Consideration by Overview and Scrutiny

- 7.5.1 Not applicable.

7.6 Climate Impact

- 7.6.1 The approval of the LDS does not have any direct implications for climate change. However, the WNLP will include policies to address climate change that will contribute to the Council's ambitions in this respect.

7.7 Community Impact

- 7.7.1 The LDS provides information to the community on the timetable for the preparation of the WNLP and opportunities to be involved.

8. Background Papers

None



West
Northamptonshire
Council

West Northamptonshire Local Development Scheme

January 2024



Contents

1.0	WHAT IS A LOCAL DEVELOPMENT SCHEME	3
2.0	THE DEVELOPMENT PLAN CONTEXT IN WEST NORTHAMPTONSHIRE.....	4
	West Northamptonshire Joint Core Strategy Local Plan (Part 1) (JCS).....	5
	Settlements and Countryside Local Plan (Part 2) for Daventry District 2011-2029	5
	South Northamptonshire Local Plan (Part 2) 2011-2029	5
	Northampton Local Plan Part 2	6
	Northamptonshire Minerals and Waste Local Plan	6
3.0	THE FUTURE DEVELOPMENT PLAN.....	6
	West Northamptonshire Local Plan.....	6
	Stages of Plan Preparation	7
4.0	SUPPORTING DOCUMENTS	8
	Sustainability Appraisal and Habitats Regulation Assessment	8
	Policies Map	10
	Authority Monitoring Report.....	11
	Statement of Community Involvement	11
	Community Infrastructure Levy Charging Schedules	11
5.0	PROGRAMME FOR PLAN PREPARATION	11
	Schedule 1 – West Northamptonshire Local Plan.....	12

1.0 WHAT IS A LOCAL DEVELOPMENT SCHEME

1.1 A Local Development Scheme (LDS) sets out and timetables the key planning policy documents that local planning authorities (LPAs) will prepare to plan for development in their area. Its main purpose is to ensure that local communities, businesses, developers, service and infrastructure providers and other interested organisations know when they will be able to participate. It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended by Section 111 of the Localism Act (2011)) that LPAs prepare and maintain an LDS.

1.2 The LDS must specify:

- The local development documents which are to be development plan documents;
- The subject matter and geographical area to which each development plan document is to relate;
- Which development plan documents (if any) are to be prepared jointly with one or more other local planning authorities;
- Any matter or area in respect of which the authority have agreed (or propose to agree) to the constitution of a joint committee;
- The timetable for the preparation and revision of the development plan documents; and
- Such other matters as are prescribed.

1.3 Development plan documents must be prepared in accordance with the LDS.

1.4 This LDS is the third to be prepared by West Northamptonshire Council. It sets out the programme for the production of the following local plan:

- a) the West Northamptonshire Local Plan which it is intended will review and replace the West Northamptonshire Joint Core Strategy Local Plan (Part 1) (adopted in December 2014); the Settlements and Countryside Local Plan (Part 2) for Daventry District 2011-2029 (adopted in February 2020); the South Northamptonshire Local Plan (Part 2) 2011-2029 (adopted in July 2020) and the Northampton Local Plan Part 2 (adopted in March 2023).

2.0 THE DEVELOPMENT PLAN CONTEXT IN WEST NORTHAMPTONSHIRE

2.1 The statutory development plan is a suite of documents that set out a local authority's policies and proposals for the development and use of land in their area.

2.2 Development plan documents (DPDs) must be written to be in general conformity with government guidance, in particular the National Planning Policy Framework (NPPF).

Development plan documents include:

- Local plans for a council area (or for more than one council area if working together). Preparation of a local plan is a statutory requirement. A local plan may be a single document or a suite of documents with some covering specific policy matters or specific geographical areas.
 - Neighbourhood development plans can be produced by town or parish councils or other relevant bodies to set out policies (however expressed) in relation to the development and use of land in the whole or any part of a particular, specified neighbourhood area. They are not prepared by the local planning authorities but are submitted to them ahead of independent examination and referendum. Neighbourhood development plans are not legally defined as development plan documents but do become part of the statutory development plan when they are 'made' (adopted).
- 2.3 West Northamptonshire Council was established on 1st April 2021 and encompasses the former administrative areas of Daventry District, Northampton Borough and South Northamptonshire Councils. For the purposes of Section 38 of the Planning and Compulsory Purchase Act 2004, on publication of this LDS in April 2023 the Development Plan for West Northamptonshire comprises:
- **West Northamptonshire Joint Core Strategy Local Plan (Part 1)** – Adopted December 2014;
 - **Settlements and Countryside Local Plan (Part 2) for Daventry District 2011-2029** – Adopted February 2020;
 - **South Northamptonshire Local Plan (Part 2) 2011-2029** – Adopted July 2020;
 - **Northampton Local Part 2** – Adopted March 2023; and
 - **Northamptonshire Minerals and Waste Local Plan** – Adopted July 2017.

- **neighbourhood development plans** which have been formally ‘made’ by West Northamptonshire Council and the predecessor authorities¹

West Northamptonshire Joint Core Strategy Local Plan (Part 1) (JCS)

- 2.4 The JCS sets out the long-term vision and objectives for the whole of the West Northamptonshire area for the plan period up to 2029, including strategic policies for steering and shaping development. The Plan includes overall targets for the provision of homes and jobs and identifies specific locations for new strategic housing and employment together with the transport and other infrastructure required to support development.
- 2.5 The JCS provided a strategic framework to guide the preparation of the Part 2 Local Plans for Daventry District, Northampton Borough and South Northamptonshire. These Plans provide more detailed planning policies and site allocations for each of the former council areas.

Settlements and Countryside Local Plan (Part 2) for Daventry District 2011-2029

- 2.6 The part 2 local plan for the Daventry area was adopted in February 2020. The Plan sets out clear local policies, standards and criteria against which all proposals for development and change of use of land and buildings in the Daventry Area will be assessed and to inform planning decisions in the period to 2029. The Plan also includes a settlement hierarchy and allocations of land to meet development needs identified in the JCS including policies, standards and criteria related to sites for gypsies, travellers and travelling showpeople.

South Northamptonshire Local Plan (Part 2) 2011-2029

- 2.7 The part 2 local plan for the South Northamptonshire area was adopted in July 2020 and includes the following key components:
- Village and town confines;
 - Designation of local green space;
 - Establishing a settlement hierarchy;
 - Provision of new and extended employment sites;
 - Historic conservation, open space, landscape and nature conservation policies and designations;
 - Day to day development management policies;
 - Urban and rural non-strategic employment allocations; and
 - Policies map

¹ Further information on Neighbourhood Plans is available via the following links: [Daventry Area](#) [Northampton Area](#) [South Northamptonshire Area](#)

Northampton Local Plan Part 2

- 2.8 This part 2 local plan for the Northampton area was adopted in March 2023. The plan covers the period up to 2029 and its main contents are as follows:
- Site specific allocations including residential and employment uses;
 - Detailed development management policies against which planning applications will be determined;
 - Identification, phasing and implementation of local infrastructure;
 - Boundaries of retail centres;
 - Historic conservation, open space and nature conservation policies and designations; and
 - Policies map

Northamptonshire Minerals and Waste Local Plan

- 2.9 Northamptonshire County Council was responsible for the preparation of the Minerals and Waste Plan which sets out the strategy, policy and locations for minerals and waste development. The Minerals and Waste Plan update, which concentrated on reviewing the sites and allocations in the previously adopted 2014 Local Plan, was adopted in July 2017. It provides planning policies and site allocations for minerals and waste development in the whole of Northamptonshire. Future reviews of the Minerals and Waste Plan will be the responsibility of West Northamptonshire Council and will be set out in a separate minerals and waste development scheme.

3.0 THE FUTURE DEVELOPMENT PLAN

- 3.1 This section provides details of the development plan document which will be prepared over the three-year period from January 2024 to September 2026.

West Northamptonshire Local Plan

- 3.2 This plan will review and replace the policies in the adopted West Northamptonshire Joint Core Strategy Local Plan (Part 1), and the adopted Part 2 Local Plans for the Daventry, Northampton and South Northamptonshire areas.
- 3.3 The scope of the plan will, as a minimum, meet the requirements of the current NPPF for authorities to have a plan that addresses the strategic priorities for their areas. There will be a particular emphasis on place making for our communities to ensure that development and associated infrastructure is delivered through a plan led approach which ensures development of the right quality, in the right place and at the right time.

3.4 To address the key priorities for the area the scope of the plan will comprise:

- **The spatial strategy** for the distribution of development.
- **Climate change resilience** – as a cross cutting theme that runs through the plan's strategy and policies.
- **Place-shaping / sustainable development** – Key principles to ensure quality development and sustainable places.
- **Natural and built environment** - the protection and enhancement of natural/built and historic assets and achieving net biodiversity gain.
- **The housing requirement** – the number and type of new homes to be provided across West Northamptonshire and the proportion of the overall housing requirement that should be affordable.
- **Economic growth** – Targets for the provision of jobs and employment land in West Northamptonshire and guidance on the locations for new employment land to meet the jobs requirement. New policy guidance for town centres and retail development.
- **Infrastructure** – The key infrastructure projects that are required to deliver the strategy such as strategic transport schemes utility networks and community facilities.
- **Health** - ensuring people can lead active lifestyles, including access to good quality open space, natural and semi natural greenspace and enjoy cleaner air.
- **Development locations and opportunities** – Key sites that are crucial to the delivery of the spatial strategy will be identified in the plan.

3.5 The spatial vision will be extended to align with the statutory plan period i.e. to 2041.

Stages of Plan Preparation

3.6 The various stages of development plan document preparation, as prescribed by regulations, are summarised below, where progress has already been made, this is noted:

- **Commencement/ early tasks** – This stage involves gathering evidence, including the views of local communities. It also involves initial consultation on the sustainability appraisal technical report.
- **Pre-submission (Regulation 18)** – Consultation on the issues to be addressed by the plan followed by a consultation on the options to address these issues. Engagement with stakeholders and the community will continue throughout the pre-submission stage and is expected to include a consultation on a full draft of the plan. An Issues consultation was undertaken in the autumn of 2019 and an Options consultation in Autumn 2021.
- **Proposed Submission Consultation or Publication Stage (Regulation 19)** – This stage involves a formal consultation on the

final version of the local plan, when the council will invite all interested parties to submit representations.

- **Submission (Regulation 22)** – The council will formally submit the local plan to the Secretary of State for independent examination.
- **Examination** – Interested parties can make representations to an independent Planning Inspector. Following the examination the Inspector will produce a report and may recommend changes.
- **Adoption** – This is the process whereby the council will adopt the local plan as part of the statutory development plan for the area.

3.7 The programme for preparing the West Northamptonshire Local Plan is set out in the schedule in section 5. The council is expected to progress the preparation of the Plan in accordance with the schedule and progress on meeting the programme will be reported annually in the authority's monitoring report. If significant changes occur the LDS will be reviewed.

4.0 SUPPORTING DOCUMENTS

4.1 This section outlines the range of supporting documents which will sit alongside the proposed West Northamptonshire Local Plan.

Sustainability Appraisal and Habitats Regulation Assessment

4.2 Under the Planning and Compulsory Purchase Act 2004 the sustainability appraisal of development plans is mandatory. For the development plan it is also necessary to conduct an environmental assessment in accordance with the requirements of the Strategic Environmental Assessment Directive (European Directive 2001/42/EC). Therefore, it is a legal requirement for local plans to be subject to SA and SEA throughout its preparation. The requirements to carry out SA and SEA are distinct, although it is possible to satisfy both using a single appraisal process. The aim of the process is to appraise the social, environmental and economic effects of plan strategies and policies and ensure that they accord with the objectives of sustainable development.

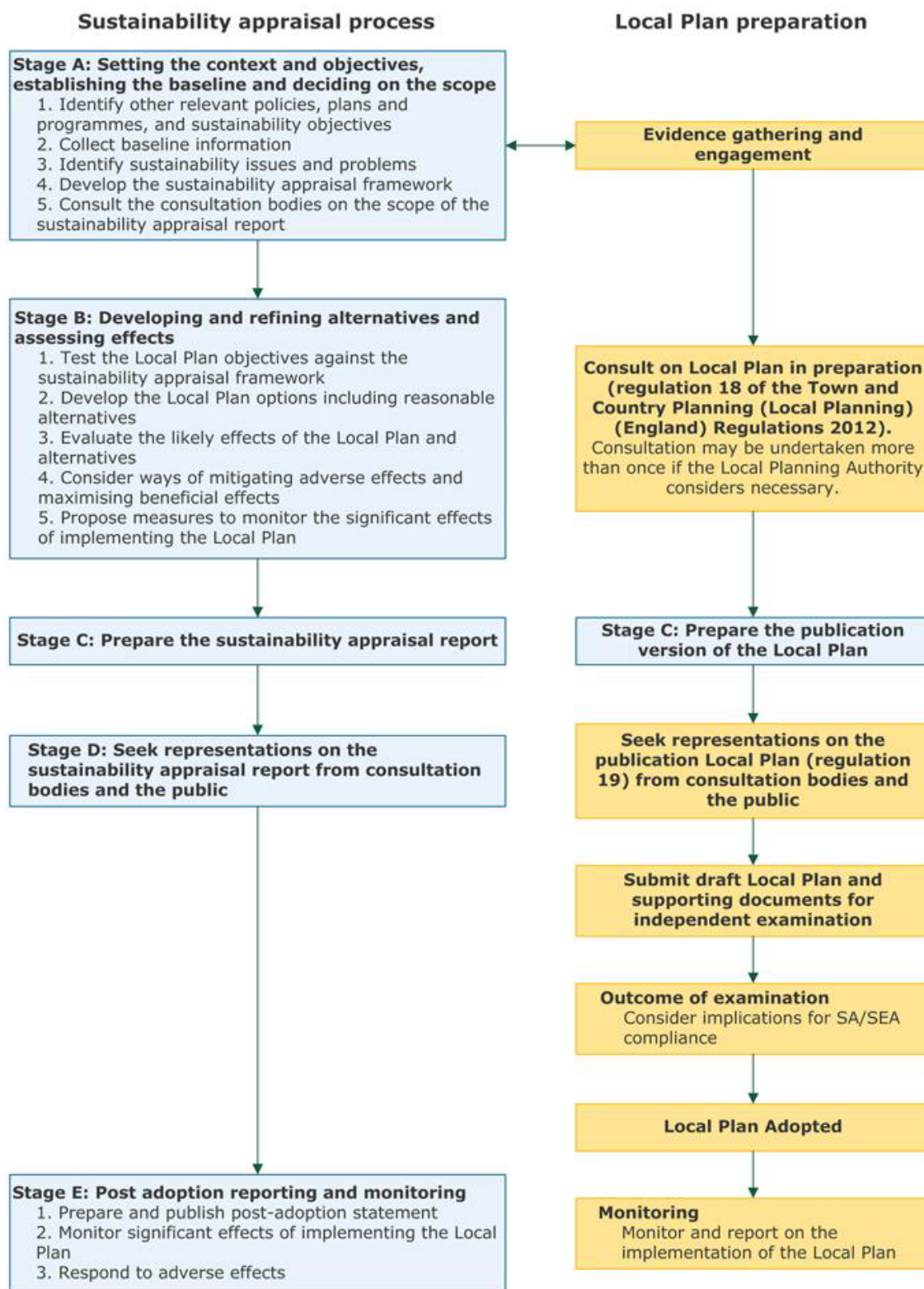
4.3 The SA, incorporating the SEA, is being undertaken as an integral part of preparing the Local Plan and will help arrangements for monitoring and implementation. The SA process has the following five stages:

- Stage A: Setting the context and objectives, establishing the baseline and deciding on the scope
- Stage B: Developing and refining alternatives and assessing effects
- Stage C: Prepare the sustainability appraisal report

- Stage D: Seek representations on the sustainability appraisal report from consultation bodies and the public
- Stage E: Post adoption reporting and monitoring

4.4 Under the Conservation of Habitats and Species Regulations 2010 (as amended) a Habitats Regulations Assessment (HRA) is required for any proposed plan or project which may have a significant effect on one or more European sites and which is not necessary for the management of those sites. The purpose of the HRA is to determine whether or not significant effects are likely and to suggest ways in which they could be avoided. The first stage is to carry out a screening process to establish if the local plan might have any likely significant effects on any European site and therefore to determine whether a full HRA would be required for the Plan. The screening will be undertaken at the same time as the issues and options stage (Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012) of the plan's preparation.

4.5 Further details of how the SA and HRA processes relate to the local plan preparation stages are set out in the diagram below:



Policies Map

4.6 A comprehensive West Northamptonshire policies and proposals map will geographically express the adopted local plan policies for

West Northamptonshire as a whole. In accordance with regulation 9(1) of the regulations, a submission policies and proposals map will accompany the West Northamptonshire Local Plan to illustrate the geographical application of their policies. The adopted policies and proposals map will be revised as each new local plan is adopted, to ensure that it always reflects the up-to-date local plan policies for the West Northamptonshire area.

Authority Monitoring Report

- 4.7 Following its approval, the LDS will be monitored on an annual basis in the West Northamptonshire Authority Monitoring Report (AMR).

Statement of Community Involvement

- 4.8 The Statement of Community Involvement (SCI) sets out how the council will engage communities and stakeholders in the preparation of planning documents and the determination of planning applications. A new SCI was produced in September 2021 specifically to deal with engagement on the Local Plan. This was updated in January 2024 to reflect a change in scope and the name of the plan. It remains valid and the consultation and engagement to be undertaken in the preparation of the West Northamptonshire Local Plan will accord with this SCI.

Community Infrastructure Levy Charging Schedules

- 4.9 The Community Infrastructure Levy (CIL) is a statutory way of collecting developer contributions to help fund infrastructure projects such as transport schemes and community facilities, to support new development in the area. Under the CIL arrangements local authorities can charge a locally set rate per square metre on many types of new development. The predecessor councils worked together on the proposals for CIL across West Northamptonshire, but each borough and district council retained its individual identity as a charging and collecting authority and retained control over the spending of CIL receipts.
- 4.10 During 2015 each of the predecessor councils approved CIL charging schedules and CIL charges have been operative across the whole of the West Northamptonshire area since April 2016. West Northamptonshire Council will consider whether a review of the CIL charging schedules is necessary having regard to the evidence base produced for the West Northamptonshire Local Plan.

5.0 PROGRAMME FOR PLAN PREPARATION

- 5.1 The programme for the preparation of the West Northamptonshire Local Plan is set out in the schedule below.

Schedule 1 – West Northamptonshire Local Plan

Subject Matter: To address the key strategic priorities for the area including:

- **The spatial strategy** for the distribution of development.
- **Climate change resilience** – as a cross cutting theme that runs through the plan’s strategy and policies.
- **Place-shaping / sustainable development** – Key principles to ensure quality development and sustainable places.
- **Natural and built environment** - the protection and enhancement of natural/built and historic assets and achieving net biodiversity gain.
- **The housing requirement** – the number and type of new homes to be provided across West Northamptonshire and the proportion of the overall housing requirement that should be affordable.
- **Economic growth** – Targets for the provision of jobs and employment land in West Northamptonshire and guidance on the locations for new employment land to meet the jobs requirement. New policy guidance for town centres and retail development.
- **Infrastructure** – The key infrastructure projects that are required to deliver the strategy such as strategic transport schemes utility networks and community facilities.
- **Health** - ensuring people can lead active lifestyles, including access to good quality open space, natural and semi natural greenspace and enjoy cleaner air.
- **Development locations and opportunities** – Key sites that are crucial to the delivery of the spatial strategy will be identified in the plan

Status: Development Plan Document (Local Plan)

Geographical Area: The whole of West Northamptonshire

Timetable for Production and Conformity with Appropriate Regulations

Stage	Date
Formal Commencement of Preparation/ Consultation on the Scope of the Local Plan Part 2/ Call for Sites (Regulation 18)	October 2018 – June 2019
Issues Consultation (Regulation 18)	August – October ‘19
Options Consultation (Regulation 18)	October – December ‘21
Draft Plan Consultation (Regulation 18)	April ‘24
Publication of Draft Plan and Consultation (Regulation 19)	January ‘25
Submission (Regulation 22)	April ‘25
Examination (Regulation 24)	October ‘25

Adoption (Regulation 26)	September '26
--------------------------	---------------

Management Arrangements: The Assistant Director for Planning and Development; Head of Planning Policy and Specialist Services and Team Leader Planning Policy. Regular reports to Cabinet Member for Planning and the Assistant Cabinet Members for Planning.

Resources Required: Planning Policy Team, input from other Council services, neighbouring authorities, consultees, Programme Officer and Planning Inspectorate.

Monitoring and Review Mechanisms: Authority Monitoring Report

This page is intentionally left blank

WEST NORTHAMPTONSHIRE COUNCIL PLANNING POLICY COMMITTEE

30 January 2024

**Rebecca Breese, Strategic Planning, Built Environment &
Rural Affairs**

Report Title	Custom and Self Build Register
Report Author	Richard Wood, Head of Planning Policy and Specialist Services richard.wood@westnorthants.gov.uk

Contributors/Checkers/Approvers

Deputy Monitoring Officer	Sarah Hall	Emailed 16/1/24
Chief Finance officer (S151)	Martin Henry	Emailed 16/1/24
Director	Stuart Timmiss	Approved 16/1/24
Interim Assistant Director	James Rodger	Approved 16/1/24
Head of Communications	Becky Hutson	Approved 13/1/24
Legal	Theresa Boyd	Approved 17/1/24

List of Appendices

Appendix 1 – Eligibility criteria for Custom and Self Build Register.

1. Purpose of Report

- 1.1 For members to consider a revision to the eligibility criteria for the Self and Custom Build Register and to consider an increase in fees.

2. Executive Summary

- 2.1 This report proposes that the eligibility criteria for entry on to the custom and self build register be revised and that the fees for applications be increased.

3. Recommendations

- 3.1 It is recommended that Planning Policy Committee:
- a) Agrees that the eligibility criteria for entry onto the Self and Custom Build register as set out in appendix A be agreed, for implementation for any application submitted on or after 1st April 2024.
 - b) Agrees that the fees be increased as set out in paragraph 5.13 for applications submitted on or after 1st April 2024.

4. Reason for Recommendations

- 4.1 This report sets out proposed changes to the arrangements for implementing the requirement on the council to maintain a register of interest in custom and self build housing. Whilst the regulations prescribe much of what councils have to do there is still some discretion about how this is done, and the regulations allow for policy choices to be made.

5. Report Background

- 5.1 The Council is required to maintain a register of individuals and associations who are interested in joining the Self and Custom build register. The Council then has a duty to grant suitable permissions (planning permission and other forms of permission) in respect of enough serviced plots of land to meet the demand on Part 1 of the Register for self-build and custom housebuilding in the authority's area arising in each base period. The 'time for compliance and fees' regulations state that this will be within a period of three years from the end of the base period.
- 5.2 The former Councils maintained their own registers up to the point that the West Northamptonshire Council was formed: each had their own approaches on eligibility to join the register and fees. At that point a single register was created with a consistent approach across West Northamptonshire to eligibility and fee charging.
- 5.3 The Register is in two parts. Part 1 relates to those applicants who meet the eligibility criteria. The duty to grant sufficient permissions relates to this part of the register. Part 2 is for applicants who are interested in self build in the area, but do not meet the eligibility criteria.
- 5.4 The approach has now been operational for almost three years. Therefore, it is timely to review the eligibility criteria and the fees for entering on to the register.

Eligibility

- 5.5 In order to be entered onto Part 1 of the register, applicants have to meet certain eligibility criteria. In broad terms, the criteria for eligibility focus on residency, employment and family connections. Applicants have to meet one of the criteria.
- 5.6 Regarding residency, applicants can currently meet one of three criteria. It is suggested that these be replaced with a single criterion, and that the applicant must be currently resident in the council's area. This would align with the approach taken in the recently adopted Allocations Scheme.
- 5.7 To meet the 'close family' criteria, applicants currently have to have a close relative who has lived within West Northamptonshire for no less than two continuous years preceding the application. It is suggested that this criteria is still appropriate.
- 5.8 To meet the employment test, applicants would currently have to have a permanent contract or a temporary contract of at least 12 months, and in either case have been in post for 6 months. It is suggested that applicants would have to be in permanent employment and have been in post for at least 12 months. Employment would be defined in the policy. This would more closely align with the approach taken in the recently adopted Allocations Scheme.
- 5.9 In addition the regulations allow the council to require individuals to demonstrate that they have sufficient resources to purchase land for their own self build or custom build. This approach was adopted by the former Daventry District Council, but in practise was hard to implement, as it is difficult to establish with accuracy the cost of self build (as they are, by definition, individual properties) and it would require significant due diligence to properly verify claims about available financial resources.

Fees

- 5.10 The Council currently charges £22 to enter Part 1 of the register and £22 to remain on the register in subsequent years and £11 to enter Part 2. These fees have been increased by indexing each year, but have not been reviewed since the introduction of the WN approach. The Regulations require that fees do not exceed the reasonable costs incurred in maintaining the register.
- 5.11 This regulatory requirement has been, apparently, interpreted very differently by Councils. A random selection of councils from a search on the internet reveals the following:

Council	Part 1	Remain on Part 1	Part 2
Central Beds	£90		
Surrey Heath	£75	£30	£75
Warwick	£50	£20	£25
Buckinghamshire	£25	£25	£10
Rutland	£79		
East Cambs	£23		£23
Canterbury	£30	£30	

Haringey	£144	£144	£144
South Norfolk	£100	£100	£100
Norwich	£50	£50	

- 5.12 It is estimated that the assessment of each application for Part 1 will take on average approximately 20 minutes. Applications for part 2 would take around 10 minutes. Further costs are incurred in other aspects of maintaining the register including training of staff, producing forms, dealing with inquiries, general correspondence and maintaining the website, which aren't properly reflected in the current charge. Also, costs have increased markedly in recent years. It is considered appropriate to recover these costs from the applicant rather than the general taxpayer.
- 5.13 It is therefore proposed that from 1st April 2024 there is a charge of £80.00 per application to join Part 1 of the register and £40.00 to join part 2. Fees can be charged on an annual basis to remain on Part 1 of the Register. As this will require a further check of the information it is suggested that the same fee will apply on each anniversary. Fees cannot be charged to remain on Part 2. For associations the fee will be applied to each entry on the application. The fees would be index linked.

6. Issues and Choices

- 6.1 The purpose of this report is to suggest revisions to the eligibility criteria for the register. The Council could decide to not make any changes or make other changes to the criteria. The Council could decide to leave fees as they are or increase them by a different amount (although this would have to be, as a maximum, on a cost recovery basis).

7. Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1 The proposed increases in the fee will increase income for the council.

7.2 Legal

- 7.2.1 The Self-Build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) requires local authorities to maintain a register of interest in self and custom build.
- 7.2.2 The Self-Build and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016 allows local authorities to charge fees for successful applications, on a cost recovery basis.

7.3 Risk

There are no risks arising from the recommendations in this report.

7.4 **Consultation**

7.4.1 Not applicable.

7.5 **Consideration by Overview and Scrutiny**

7.5.1 Not applicable

7.6 **Climate Impact**

7.6.1 There are no climate change impacts arising specifically from this report.

7.7 **Community Impact**

7.7.1 There are no community impacts arising specifically from this report.

7.8 **Communications**

7.8.1 None directly arising from this report.

8. Background Papers

8.1 None

APPENDIX A:

Eligibility criteria for Custom and Self Build Register.

Current Criteria	Suggested New Criteria
<p>A. applicants who have lived in West Northamptonshire continuously for the 12 months preceding their application</p> <p>B. applicants who have lived in West Northamptonshire for at least 3 out of the 5 years preceding their application</p> <p>C. applicants who have lived in West Northamptonshire for at least 5 out of the 10 years preceding their application</p>	<p>A. applicants who have lived in West Northamptonshire continuously for the two years immediately preceding their application and that residence was of their choice.</p> <p>If more than one application is received from one household, the demand will be recorded in total as one, unless the applicants demonstrate the need for more than one house.</p>
<p>D. applicants who have a close relative (see definition below) living within West Northamptonshire for no less than 2 continuous years preceding application</p>	<p>B. applicants who have a close relative (see definition below) living within West Northamptonshire for no less than two continuous years preceding the application</p>
<p>E. applicants who have a permanent contract of employment within West Northamptonshire and have been in that post for no less than six months</p> <p>F. applicants who have a temporary contract of employment within West Northamptonshire for no less than 12 months and have also been in that post for no less than six months</p>	<p>C. The applicant is employed in permanent employment in the West Northamptonshire area and has been in that post for no less than 12 months.</p> <p>Employment is defined as paid employment for at least 16 hours or more per week and is not work that is considered to be temporary, casual or seasonal.</p>
<p>G. members of the armed forces. Ex service personnel are deemed to satisfy the 'local connection' test for a period of five years after leaving service</p>	<p>Members of the armed forces. Ex service personnel are deemed to satisfy the 'local connection' test for a period of five years after leaving service</p>
<p>For these purposes, close relatives of the applicants will be defined as the following including the 'step' equivalent:</p> <ul style="list-style-type: none"> • mother/father • sister/brother • daughter/son • grandparent • grandchild • wife/husband • partner/civil partner 	<p>For these purposes, close relatives of the applicants will be defined as the following including the 'step' equivalent:</p> <ul style="list-style-type: none"> • mother/father • sister/brother • daughter/son • wife/husband • partner/civil partner



WEST NORTHAMPTONSHIRE COUNCIL PLANNING POLICY COMMITTEE

30 January 2024

Report Title	West Northamptonshire Local Plan – Statement of Community Involvement
Report Author	Alan Munn Team Leader Planning Policy Planning Services, Place Directorate

Contributors/Checkers/Approvers

West S151	Martin Henry Executive Director, Finance	Email sent 12.01.2024
Director	Stuart Timmiss Executive Director: Place, Economy & Environment	Email sent 12.01.2024
Legal	Theresa Boyd Solicitor	Email received 18.01.2024
Communications	Becky Hutson Head of Communications	Email received 12.01.2024

List of Appendices

Appendix A - West Northamptonshire Local Plan – Statement of Community Involvement
Appendix B - Local Plan Communication and Engagement Plan

1. Purpose of Report

- 1.1. To seek Members' approval of the Statement of Community Involvement for the West Northamptonshire Local Plan, following update.

2. Executive Summary

- 2.1 A Statement of Community Involvement (SCI) sets out how the Council will engage and consult in the undertaking of its Planning functions to ensure that the public, businesses, landowners, developers, adjoining local authorities, government agencies and any other individuals, groups and organisations within and with an interest in, the local authority's area can get involved in the decisions that are made.
- 2.2 All local authorities are required to have in place an up to date SCI.
- 2.3 A number of SCIs are in place for the West Northamptonshire area covering how the Councils engages as it undertakes different aspects of its planning function. These include the West Northamptonshire Strategic Plan SCI which was adopted in September 2021 to guide the development of the emerging Strategic Plan to 2050.
- 2.4 Since the adoption of that SCI the Council has made the decision to produce a single Local Plan for West Northamptonshire in place of the previously proposed strategic and Part 2 Plans. That local plan will cover the period ending in 2041.
- 2.5 In response to those decisions, it is considered appropriate to present an updated SCI for adoption to reflect those and other factual changes that have occurred since 2021. The discussion and proposals contained within the SCI in respect to the nature of consultation and engagement have not changed from that earlier document.

3. Recommendations

- 3.1 It is recommended that the Committee:
 - a) Adopts the Statement of Community Involvement (Appendix A.)

4. Reason for Recommendations

- 4.1 There is a legal requirement on Local Planning Authorities (LPAs) to undertake public consultation on local plans and the Council will shortly be undertaking a consultation on draft (Regulation 18) local plan.
- 4.2 There is also a requirement to produce a Statement Of Community Involvement and to ensure that these are kept up-to-date to ensure effective community involvement at all stages of the planning process. This will be tested at the local plan examination, it is therefore important that we have an up to date SCI in place.

5. Report Background

- 5.1 In 2021 the council prepared, consulted and adopted a new SCI to cover the preparation of a new strategic plan for West Northamptonshire. The SCI deals solely with the preparation of the WNLP. Other SCIs remain in place and have different scopes relating to matters such a neighbourhood planning and development management.
- 5.2 The SCI describes how the council will ensure that the public, businesses, landowners, developers, adjoining local authorities, government agencies and any other individuals, groups and organisations within and with an interest in, the local authority's area can get involved in the creation of the WNLP aiming at shaping where we live, work and trade.
- 5.3 The latest version of the SCI regarding plan preparation was adopted by Cabinet in September 2021, following consultation. That SCI dealt only with the plan making aspects of the SCI, the other parts of the predecessor councils SCIs regarding, for example, consultation on planning applications remain in place. These will be reviewed in due course. An update to that SCI has been produced to reflect factual changes that have occurred since the adoption including those to the plan period, now ending in 2041, and the fact that the Council is now producing a single local plan not a strategic plan. The discussion and proposals in respect to the nature of consultation and engagement have not changed from that earlier document.
- 5.4 This is in line with the Planning Practice Guidance (Paragraph: 071 Reference ID: 61-071-20190315) which guides that Local planning authorities must review their Statements of Community Involvement every 5 years from the adoption date and that it is important that SCI are kept up-to-date to ensure effective community involvement at all stages of the planning process.
- 5.5 Although it is good practice for authorities to inform the public of their intentions to update this document and of the changes that have been made, there is no requirement in legislation for local planning authorities to consult when reviewing and updating their Statement of Community Involvement (Planning Practice Guidance Paragraph: 078 Reference ID: 61-078-201200513). As such and considering the factual nature of the changes that have been undertaken, and the fact that the existing version has been consulted on, public consultation on the revised version of the SCI is not proposed.

6. Issues and Choices

- 6.1 The Committee could decide not to update the SCI, but this would leave the Council vulnerable to challenge at the examination, that it does not have an up-to-date SCI in place.

7. Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1 It is currently anticipated that the costs of producing the WNLP including consultation and engagement can all be met from existing resources. If further funding was required, this would be the subject of a separate report.

7.2 Legal

7.2.1 The preparation of the development plan is a statutory requirement and the process for plan preparation is prescribed by the relevant regulations as is the publication of a Statement of Community Involvement.

7.3 Risk

7.3.1 Not having an up-to-date SCI in place would introduce a risk that the independent examiner of the Local Plan is not satisfied that appropriate processes for engagement were in place.

7.4 Consultation and Communication

7.4.1 The requirements for consultation and communication on the WNLP are set out in the Council's Statement of Community Involvement. A consultation and communication strategy has been prepared, in collaboration with the Communications team, in advance of the next consultation.

7.5 As set out above there is no requirement in legislation for local planning authorities to consult when reviewing and updating their Statement of Community Involvement (Planning Practice Guidance Paragraph: 078 Reference ID: 61-078-201200513). As such and considering the factual nature of the changes that have been undertaken public consultation on the SCI is not proposed.

7.6 Climate Impact

7.6.1 The WNLP will include policies to address climate change that will contribute to the Council's ambitions in this respect.

7.7 Community Impact

7.7.1 The SCI and associated consultation and communication strategy will ensure that our communities are given ample opportunity to be involved in the draft plan consultation.

8. Background Papers

None



West
Northamptonshire
Council

West Northamptonshire Statement of Community Involvement for the Local Plan

January 2024



Contents

1.	Introduction	3
1.1	What is the Statement of Community Involvement in Planning?	3
1.2	Why do we have a Statement of Community Involvement?.....	3
1.3	Why is community involvement in planning important?.....	3
1.4	Why is the Statement of Community Involvement being updated?	3
1.5	What is the scope of this SCI?	3
1.6	Does this SCI replace the existing SCI's for each of the predecessor councils?.....	4
2	Context	4
2.1	The National Context	4
2.2	The Local Context.....	5
3	West Northamptonshire Local Plan	5
3.1	How will the council consult on the Local Plan?	5
3.2	What are the consultation stages on the Local Plan?	6
3.3	How will the council publicise the plan?	12
3.4	How long will the council consult for?	13
3.5	Where will the documents be available?	13
3.6	How can comments on the Local Plan (representations) be submitted?.....	13
3.7	How will the council feedback on consultation responses	14
3.8	How will the council keep you informed.....	14
4	Dealing with Extraordinary Circumstances.....	15
5	Review	15

1. Introduction

1.1 What is the Statement of Community Involvement in Planning?

1.1.1 This Statement of Community Involvement (SCI) sets out how West Northamptonshire Council will engage stakeholders and the public in the production of the new West Northamptonshire Local Plan (WNLP).

1.1.2 The SCI describes how the council will ensure that the public, businesses, landowners, developers, adjoining local authorities, government agencies and any other individuals, groups and organisations within and with an interest in, the local authority's area can get involved in the creation of the WNLP aiming at shaping where we live, work and trade.

1.2 Why do we have a Statement of Community Involvement?

1.2.1 There is a legal requirement on Local Planning Authorities (LPAs) to undertake public consultation on local plans. It is important that they provide engagement that is effective and that is undertaken in a cost-effective, efficient and proportionate manner.

1.2.2 This SCI sets out how the council will do this and will establish a minimum standard of consultation and publicity.

1.2.3 The production of an SCI is required by the Planning and Compulsory Purchase Act 2004.

1.3 Why is community involvement in planning important?

1.3.1 The planning system affects everybody who lives, works in or visits the area. It balances competing land uses and sets out the vision for how communities will be enhanced. Local communities, businesses and other organisations can contribute to this process, and it is important that they are involved at an early stage and throughout the plan making process to help inform how the area might evolve and develop over time.

1.4 Why is the Statement of Community Involvement being updated?

1.4.1 In 2021 the council prepared, consulted and adopted a new SCI to cover the preparation of a new strategic plan for West Northamptonshire. This update to that SCI has been published to reflect factual changes that have occurred since the adoption including those to the plan period, now ending in 2041, and the fact that the Council is now producing a single local plan not a strategic plan. The discussion and proposals in respect to the nature of consultation and engagement have not changed from that earlier document.

1.5 What is the scope of this SCI?

1.5.1 This SCI deals solely with the preparation of the WNLP. Other SCIs for the former West Northamptonshire authorities also remain in place and have different scopes relating to matters such as a neighbourhood planning and development management. These will remain in place until such time as they are reviewed: they are supplemented by this new West Northamptonshire SCI. It is anticipated that the council will, in due course, produce a single SCI for the whole area covering all planning processes.

1.6 Does this SCI replace the existing SCI's for each of the predecessor councils?

1.6.1 As per 1.5 above this new SCI sits alongside the existing SCIs, it does not replace them.

2 Context

2.1 The National Context

2.1.1 The Localism Act (2011) and the National Planning Policy Framework provide flexibility in determining who, when and how councils should consult and publicise information. However, whilst there is flexibility, it is a requirement that the legislation and regulations are complied with, the key elements of this are:

Localism Act 2011

2.1.2 The Localism Act 2011 includes a duty to co-operate whereby councils have to engage with specified partners, such as neighbouring authorities and other statutory bodies.

2.1.3 It also provides for the production of neighbourhood development plans. Production of a neighbourhood plan provides local communities with a greater say in deciding how planned development is accommodated in their area. It is for those preparing a neighbourhood plan to decide how best to consult during the preparation of the document, but they must comply with the Neighbourhood Planning Regulations in place at the time.

The Town and Country Planning (Local Planning) (England) Regulations 2012

2.1.4 The 2012 regulations set out the procedures to be followed and provide for the use of electronic communications. They have in part been superseded by more recent regulations.

National Planning Policy Framework and National Planning Practice Guidance

2.1.5 The latest version of the National Planning Policy Framework was published in 2023. It sets out the government's vision for the planning system, including how plans

should be prepared and how planning policies should be applied in managing development. Local Plan policies must comply with this national framework. The Government also publishes National Planning Practice Guidance (NPPG), which gives further guidance and advises on how local authorities are expected to prepare local planning documents and implement Government Policy. This is updated from time to time.

2.1.6 The NPPF highlights the importance of engagement with the community in plan-making (Paragraph 16 C) and decision taking (paragraph 39). It also promotes a plan-led system and re-iterates the duty to co-operate on planning issues that cross administrative boundaries, particularly those related to the strategic priorities, including the homes and jobs needed in the area.

2.2 The Local Context

2.2.1 In December 2014 the West Northamptonshire Joint Core Strategy (Local Plan Part 1) was adopted by the West Northamptonshire Joint Strategic Planning Committee. This committee has since been revoked by Government, and the responsibility for plan making has now passed to West Northamptonshire Council. The Core Strategy sets out the long-term vision and objectives for the whole of West Northamptonshire consisting of the areas of the former Daventry District, Northampton Borough and South Northamptonshire for the plan period up to 2029, including strategic policies for steering and shaping development.

2.2.2 The Core Strategy provides a strategic framework to guide the preparation of the part 2 plans for each the former districts. These have progressed as follows:

- Former Daventry District – DDC adopted the Settlements and Countryside (Part 2) local plan in February 2020
- Former South Northamptonshire – SNC adopted the South Northamptonshire Local Plan (Part 2) in July 2020.
- Former Northampton Borough – the plan is at examination

2.2.3 The Core Strategy was five years old in December 2019. Ahead of that date work started on a new plan, then the West Northamptonshire Strategic Plan. Consultation was undertaken on an issues document in autumn 2019 and an options consultation ran from October to December in 2021.

2.2.4 Due to the revocation of the Joint Committee, the plan was progressed through the governance arrangements of the three predecessor councils whilst working closely together, including through the West Northamptonshire Joint Planning and Infrastructure Board.

2.2.5 The later stages are being governed by the West Northamptonshire Council.

3 West Northamptonshire Local Plan

3.1 How will the council consult on the Local Plan?

- 3.1.1 The council will give those with an interest in development in the area the opportunity to have their say on the Local Plan.
- 3.1.2 It is recognised that some parts of the community are not always adequately represented such as BAME, the young, economically disadvantaged neighbourhoods and the elderly. The council will work closely with relevant organisations that have experience in a particular matter to find the best way of consulting and liaising with these groups.
- 3.1.3 In preparing the plan, the council will engage with relevant stakeholders and gather evidence. It will prepare a Consultation Statement at each stage¹ setting out how this has been done, and how issues that have been raised have been considered in preparing the plan.
- 3.1.4 The council will maximise the use of email and social media to make involvement easier, quicker and more cost effective. The council is keen to explore new methods of communication and engagement with local communities, recognising that e-communications are the most appropriate way of publicising information on all aspects of the planning service to the widest possible number of people and organisations. However, the council will also take reasonable steps to ensure that sections of the community that do not have internet access are involved.

3.2 What are the consultation stages on the Local Plan?

- 3.2.1 Each stage of the plan making process is considered in turn below – a diagram showing the progression of the plan through its various stages can be seen at Diagram 1 below. The planned timing of each stage can be found in the Local Development Scheme.
- 3.2.2 In addition to the consultation requirements, the council is required by virtue of the duty to co-operate (Localism Act 2011) to engage constructively and actively with other local authorities and other bodies set out in the regulations as set out in the Duty to Co-operate section below (3.2.14-3.2.17).
- 3.2.3 A timetable for preparing the plan is set out in the West Northamptonshire Local Development Scheme, which is available on the website. This will be updated from time to time.

Issues and Options Stages

- 3.2.4 The regulations are quite flexible regarding how this stage of plan-making is undertaken. The council took the view that involving the communities and stakeholders from the outset was important and therefore separated the Issues and Options into two stages, thus feedback from the Issues stage could help inform the development of Options.

¹ i.e. Regulation 18 and Regulation 19 stages

3.2.5 The Issues stage was undertaken in autumn 2019.

3.2.6 An Options consultation ran from October to December 2021.

3.2.7 Whilst, as noted above, the regulations are quite flexible, it is a requirement that the 'specific' and 'general' consultation bodies are notified of the council's intentions to prepare a plan and to invite comments on what it ought to contain. These bodies are identified in boxes 1 and 2 below. These bodies were notified of the Issues consultation, and will be notified of the Options consultation.

Draft Document.

3.2.7 There is no requirement to produce a draft plan, therefore there are no regulations setting out who to consult. The council will however, consult:

- The specific consultation bodies set out in box 1 below
- The general consultation bodies set out in box 2 below
- Everyone on the council's Local Plan database - box 3 below

Proposed Submission Plan

3.2.8 For the submission stage of the plan there are requirements (regulation 19) to make the plan available and to notify the general and specific consultation bodies that the plan is available (boxes 1 and 2 below).

3.2.9 The council will in addition notify everyone whose contact details are on the council's local plan database (box 3).

Examination

3.2.10 Following the stages above the council submits the Local Plan to the Secretary of State together with the representations received at the Regulation 19 stage. The submitted document, and the representations received, will be considered by a Planning Inspector at an independent examination. The council will notify the specific and general consultation bodies who were invited to make representations at earlier stages, and all those who have requested to be notified, of this stage.

3.2.11 Those individuals and organisations that have made representations may be invited by the inspector to submit a written statement during the examination. Individuals and organisations that made an objection to the document and have requested to speak at the examination will be contacted by the Inspector to be informed of the procedure for being heard.

3.2.12 As part of the Examination process there could be further consultations, for example on Main Modifications and Additional Modifications to the plan. Any formal additional consultations will be for a minimum of 6 weeks.

3.2.13 The council will notify all those who have requested to be notified, as soon as reasonably practicable following the receipt of the Inspector's Report.

Duty to co-operate

3.2.14 The Localism Act 2011 places a 'duty to cooperate' on local planning authorities, county councils, neighbouring authorities² and other public bodies for any strategic cross boundary issues.

3.2.15 The duty to cooperate prescribed bodies are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012).

3.2.16 The other bodies are defined in the 2012 Regulations as:

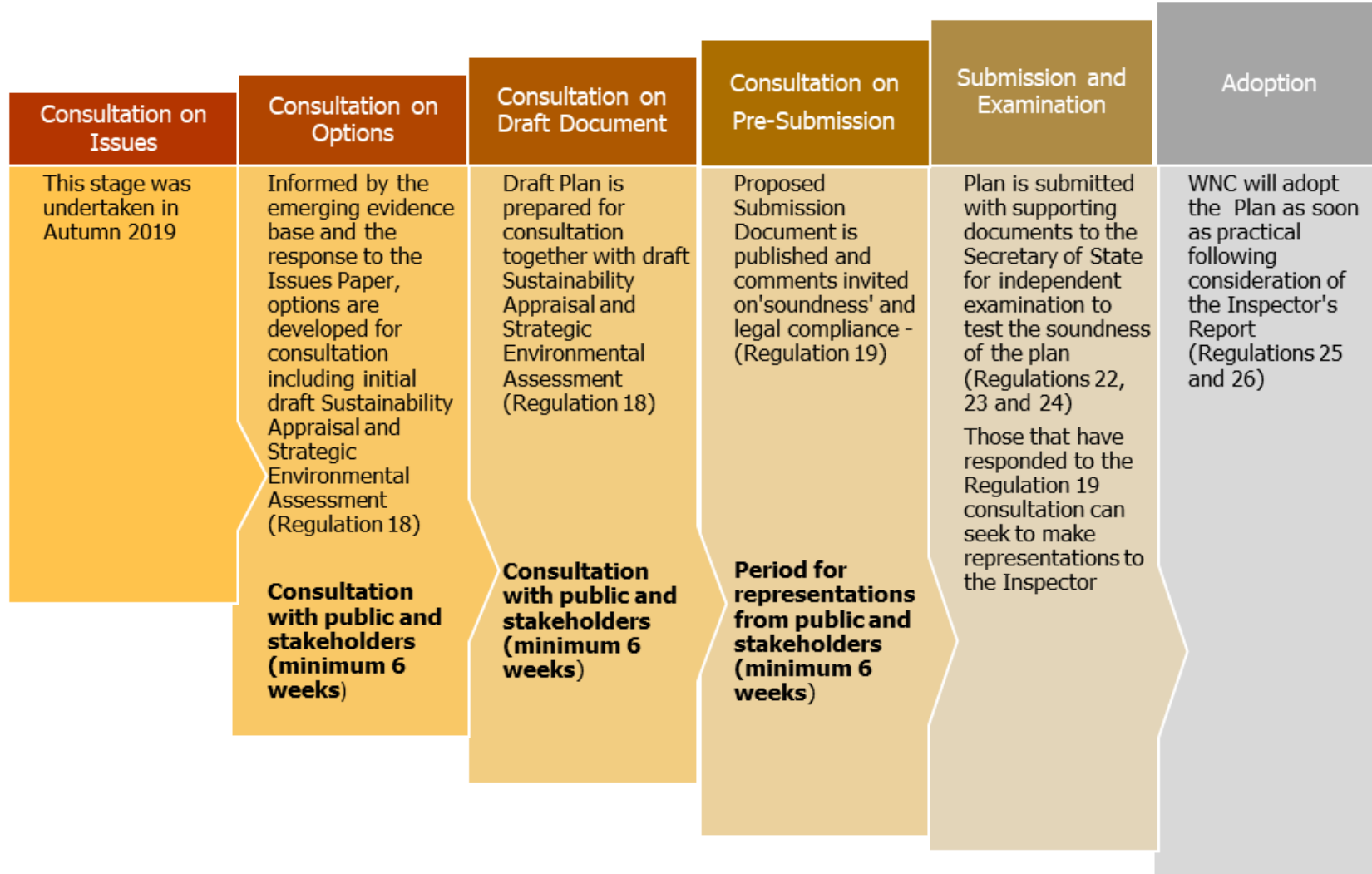
- Environment Agency;
- Historic Buildings and Monuments Commission for England (known as Historic England);
- Natural England;
- Mayor of London;
- Civil Aviation Authority
- Homes and Communities Agency (Homes England);
- Each clinical commissioning group established under section 14D of the National Health Service Act 2006;
- The National Health Service Commissioning Board;
- The Office of Rail and Road;
- Transport for London
- Each Integrated Transport Authority 6;
- Each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority); and
- Marine Management Organisation.
- Each local enterprise partnership; and
- Each local nature partnership.

3.2.17 This is an ongoing area of activity that is recorded in the Authorities Monitoring Report.

² Rugby Borough, Harborough District, North Northamptonshire, Milton Keynes, Cherwell District, Buckinghamshire, Stratford on Avon.

Diagram 1 – key stages in the Local Plan making process

(references to regulations refer to the Town and Country Planning (Local Planning) (England) Regulations 2012):



Box 1 – Specific Consultation Bodies

Specific Consultation Bodies (these are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012). In accordance with government regulations the following specific consultation bodies must be consulted and then notified where the council considers that they may have an interest in the subject of the proposed planning document

- (a) the Coal Authority*
- (b) the Environment Agency
- (c) the Historic Buildings and Monuments Commission for England (known as Historic England)
- (d) the Marine Management Organisation*
- (e) Natural England
- (f) Network Rail Infrastructure Limited (company number 2904587)
- (g) a strategic highways company (for the time being appointed under Part 1 of the Infrastructure Act 2015) any part of whose area is in or adjoins the area of the local planning authority,
- (ga) Where the Secretary of State is the highway authority for any highway in the area of the local planning authority, the Secretary of State for Transport
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area,
- (i) any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- (j) if it exercises functions in any part of the local planning authority's area—
 - (i) a clinical commissioning group established under section 14D of the National Health Service Act 2006;
 - (ia) the National Health Service Commissioning Board
 - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
- (k) the Homes and Communities Agency (Homes England); and
- (l) where the local planning authority are a London Borough council, the Mayor of London*.

* Given that there are no coal deposits in or around the area, it is not close to any coast and is not a London Borough, the council will not consult with these bodies

Box 2 – General Consultation Bodies

General Consultation Bodies (these are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012)

In accordance with government regulations the following general consultation bodies must be consulted where the council considers it appropriate:

- Voluntary bodies some or all of whose activities benefit any part of the area
- Bodies which represent the interests of different racial, ethnic or national groups in the area
- Bodies which represent the interests of different religious groups in the area
- Bodies which represent the interests of disabled persons in the area
- Bodies which represent the interests of persons carrying out business in the area

Box 3 – Other Consultees

The council maintains a database which includes local individuals, organisations, agents, landowners and businesses that have indicated they wish to be actively engaged in plan-making in the area.

Everyone on the database will be notified of any public consultation on the plan.

Anyone can request to be added or removed from the database (see box below for details). Individuals and groups who respond to a consultation on the local plan are automatically added to the database unless they expressly opt out.

Local Plan Consultation Database

Anyone wishing to receive notifications about future consultations on the local plan, can email localplan@westnorthants.gov.uk or write to the address below to be added to our consultation database or to have their details on it removed or amended.

Planning Policy Team
West Northamptonshire Council
The Forum
Moat Lane
Towcester
NN12 6AD

3.3 How will the council publicise the plan?

3.3.1 As noted above, the council will notify all specific and general consultation bodies, by email or letter, at each consultation stage. Similarly, anyone who have been added to the Local Plan database will be notified. In addition, to raise awareness of the plan and to facilitate further engagement the potential techniques that could be used include:

Internet and Social Media: The council will seek to publicise the commencement of all formal consultations on its website. The council will raise awareness of consultations through social media such as Twitter and Facebook.

Local Media: At appropriate stages during the preparation of the Plan, the council will prepare press releases to circulate to local newspapers and/or radio stations to raise awareness of consultations and to encourage community involvement.

Presentations and Attendance of Meetings: Where appropriate, and by arrangement, the council may deliver presentations, hold question and answer sessions, or attend meetings of external groups and organisations, in order to discuss particular issues.

Public Exhibitions and Meetings: Where appropriate, the council may hold exhibitions, with staffed or unstaffed drop-in sessions, to help inform the community, or hold public meetings to allow people to debate particular issues. However, such meetings can be costly, both in terms of staff time, and logistical considerations such as hiring halls, and consequently such events are likely to be arranged for groups of communities and reserved for issues that cannot effectively be dealt with in any other way.

Surveys and questionnaire – the council may utilise these to canvas views on key issues, options, proposals and documents but these will be used in an open way so as not to constrain how people respond.

Town/Parish Councils³, Neighbourhood Plan Groups and other existing community forums: Where appropriate, the council may utilise Town/Parish Council meetings, Neighbourhood Plan Group meetings as well as other existing community forums or local liaison groups, to raise awareness of, and discuss issues arising from, proposed Local Plans.

Where possible, Town/Parish Councils will be given advance notice of forthcoming consultation periods, with a view to them disseminating

³ All references to parish councils, includes parish meetings

this information to encourage the involvement of the wider community. Town/Parish Councils can provide useful local knowledge and input into key issues. The council will send direct notification of all consultations to Town/Parish Councils within West Northamptonshire, to enable them to represent the views of their local residents.

Workshops/Meetings: Where appropriate, the council will hold workshops or meetings with key stakeholders to discuss particular issues and key technical matters in depth.

3.4 How long will the council consult for?

- 3.4.1 Where a formal consultation is carried out, this will be for a minimum of six weeks. Where part of the consultation falls over a holiday period, where possible, the consultation period will be extended to accommodate members of the public who may be away at these times.

3.5 Where will the documents be available?

- 3.5.1 All consultation documents and supporting materials will be made available to view in electronic format on the councils' website from the first to the last day of the consultation period.
- 3.5.2 To enable members of the public without access to the internet to take part in consultations, hard copies of all consultation documents will be made available for public inspection at the main offices of the council and all local libraries where this is possible and safe having regard to any government advice regarding COVID 19 or similar. The council will also seek to identify other suitable deposit points such as shops and community halls.
- 3.5.3 Copies of consultation documents can be sent to interested parties upon request, either in CD or paper format, however these may be subject to a fee to cover the costs associated with production, postage and packaging.
- 3.5.4 All documents will be produced in plain English. At different stages of the local planning process, the council may produce summary leaflets to inform and stimulate debate and dialogue about key.

3.6 How can comments on the Local Plan (representations) be submitted?

- 3.6.1 Comments can be submitted in writing, electronically via email or an online consultation portal (if available).
- 3.6.2 With the exception of the Regulation 18 stage (see 3.2.4 – 3.2.7), comments can only be made during the prescribed consultation

periods. Anything received outside of those periods will not be considered.

3.6.3 Verbal comments will not be recorded, because it is important that all comments are accurately represented,

3.6.4 Representations received will be published on the councils' website in their original form and may also be summarised. Names and addresses, but not company names will be redacted.

3.6.5 The council has published a Privacy Notice, regarding how it will handle representations and your personal data submitted with those representations. This can be viewed on the council's website.

3.6.6 Any comments that contravene compliance with the Equality Duty under the Equality Act 2010 will not be accepted or published.

3.7 How will the council feedback on consultation responses

3.7.1 All comments made during the consultation periods will be carefully considered and will be reported to the relevant committee. A report summarising the consultation activities and the comments made and how these have informed the next stage of plan making will be prepared for each stage. This report will be made available on the council's website

3.8 How will the council keep you informed

3.8.1 Throughout the process of preparing planning policy documents, from the earliest stages through to adoption, community and stakeholders will be kept informed of progress as follows:

- The latest version of any the Plan will be made available on the council's website;
- The council will acknowledge all representations received by electronic means (email or online forms) at formal consultation stages;
- Reports to council meetings will be available on the council's website and these meetings are held in public;
- The council will inform those who asked to be notified when the document has been submitted to the Secretary of State and will publish a consultation summary report on the council's website together with the representations submitted at the Publication stage. These representations will be made available for public inspection and will be identifiable by name or organisation;
- Any person who makes representations at the Regulation 19 stage seeking to change the Plan may request the opportunity to appear before the person carrying out the Examination;
- The final, adopted Plan will be published on the council's website; and

- Information will be supplied on the council’s website to provide an up-to-date position on the progress of the plan whenever possible and a planning policy email inbox will be made available for the community and stakeholders to assist with further enquiries.

4 Dealing with Extraordinary Circumstances

- 4.1.1 The COVID 19 Pandemic, which started in early 2020, has demonstrated that circumstances can arise beyond the control of the local authority that result in it not being able to implement normal consultation and engagement activities set out in the SCI. It is thus necessary to have in place a mechanism to deal with this, in order that, where appropriate, plan making is not held up.
- 4.1.2 In cases where the usual consultation and engagement activities set out in this SCI cannot be carried out due to extraordinary circumstances, the council can modify such processes provided that reasonable opportunities are still provided for engagement. This could for instance include cancellation of public meetings and replacement with some form of other opportunity to contact officers e.g. through virtual meetings. Any legal requirements would still apply, so if they could not be complied with, the consultation would have to be postponed or reconvened at a later date.
- 4.1.3 In deciding how to proceed, the council will have regard to:
- What proportion of the consultation/engagement activity would be affected
 - What alternatives can be put in place to give people the opportunity to engage
 - What stage the plan has reached
- 4.1.4 The decision about how to proceed will be taken by the portfolio holder for the West Northamptonshire Council having taken advice from officers.

5 Review

- 5.1.1 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, state that LPAs in England must review their SCI every five years to ensure it is kept up to date and reflects current legislation and best practice.
- 5.1.2 It is, however, intended that a review will be undertaken sooner than that to address how West Northamptonshire Council will undertake consultation and engagement on planning processes not covered by this SCI.

This page is intentionally left blank

Local Plan Communication and Engagement Plan

Background

Proposals for the new West Northamptonshire Local Plan (WNLP) will be presented in a public consultation to stakeholders in spring 2024.

The Council will strive to ensure that the public, businesses, landowners, developers, adjoining local authorities, government agencies and any other individuals, groups and organisations within and with an interest in, West Northamptonshire can get involved in the creation of the WNLP.

The Planning Services 'Statement of Community Involvement' (SCI), adopted September 2021, sets out how the council will establish a minimum standard of consultation and publicity in its work on the WNLP.

This document builds on that and outlines the engagement, communication and consultation approach and activities which will be undertaken and seeks to engage a broad demographic audience with a clear call to action to encourage responses to and involvement in the consultation to provide the public with opportunities to have their say on proposals which will affect them.

The SCI commits the Council to working closely with relevant organisations to consult with under-represented community groups and those groups identified through the Equalities Impact Assessment (EQIA).

The core message of the communication strategy is ***Help shape the future growth of your local area and have your say on the local plan for West Northamptonshire***

This current communication and engagement strategy focuses on engagement activity for the emerging Regulation 18 consultation prior to the formal eight-week consultation in April 2024.

Aims and Objectives

1. Inform stakeholders of proposals in the local plan, what the purpose of the local plan is and what the benefits are as well as a brief description of plan-making process generally.
2. Create a strong call to action by outlining the relevance of the local plan and the impact that local planning policies have on their community.
3. Ensure the message and call to action gets across to the broadest possible demographic.
4. Convey a detailed and complex planning document in an accessible way so that stakeholders, interested parties and the community, who are not planners can understand and provide feedback.
5. Encourage engagement and responses from seldom heard groups that typically have a lower engagement.
6. Demonstrate how peoples' opinions gathered in the consultation have been considered in the preparation of the local plan.

Key Messages

- The local plan guides planning decisions across West Northamptonshire.

- The new local plan will replace four existing plans.
<https://www.westnorthants.gov.uk/planning-policy>
- The Plan will deliver Council priorities and set a spatial strategy for the area to 2041
- People can get involved in the consultation and help shape the future of their local area by completing the survey.
- People are invited to have their say on planning policies, allocations and guidance which impact their local area.
- After the consultation explain how feedback from the consultation has been used in the preparation of the local plan.

Communicating with key stakeholders

Key methods of communication that we will use to engage with communities and stakeholders as we progress the plan, which include:

Corporate communications channels:

Online

- WNC website
- WNC social media channels
- Press and media
- Video creation

Offline

- In person exhibitions and meetings
- Print materials:
 - Leaflets
 - Postcards
 - Posters

Targeting those with limited or no access to social media / internet

Having an online consultation, with promotion via social media advertising, potentially creates a barrier for those do not have access to these platforms. Other methods of consultation are identified to ensure that this group can be reached. , This includes running engagement sessions at community centres/places of interest . The following channels to support this could also be used:

- Wallpapers on public library computers
- Posters in libraries (self-print) as well as Welcoming Spaces and GPs (would have to print and distribute – paid)
- Posters in customer contact centres
- Holding exhibitions, promote these through the newsletters and channels mentioned above
- Local newsletters such as Age UK Northamptonshire, Towcester Crier, NN central, About my area

The below groups have been identified as key stakeholders, in addition to statutory consultees and duty to cooperate bodies, which the Council will seek to engage with as part of the engagement and consultation.

Residents (general approach)

All of the key messages should be communicated with residents / interested parties, helping them to understand the local plan and creating a strong call to action, as well as signposting them to the consultation

Proposed activity

- Social media posts signposting to the consultation
- Short video explaining aspects of the plan, aimed at an audience that are unfamiliar with planning
- Residents e-newsletter to launch the consultation and reminder
- Press release to launch the consultation
- Media coverage in the local press
- Public meetings/exhibitions – with social media posts promoting these exhibitions
- Alert via consultation register and residents' panel
- WNC app
- Printed publication sent to every household (West Northants Life)
- Copies of the consultation and draft Local Plan in the Council's hubs/libraries etc

Residents (targeted approach)

To reach the broadest possible demographics we are going to have to take a targeted approach to groups that typically have less interaction with consultations.

Targeting young people:

Explain the importance of the plan for young people and how it will impact them, ensuring they understand the value of their input. We could engage young people on the following channels:

- Short form video explaining the importance for young people to have an input (TikTok and Instagram Reels)
- Creating engaging and informative social media graphics/content inspired by current digital trends (such as memes, viral posts, TikTok trends etc.)
- Information pack for college students, run a session with local colleges (especially for those studying Public Services or Politics)
- Sponsored social media posts (younger age groups unlikely to follow and engage with the council's social media, so would need promotion)
- Youth Forum at WNC

WNC elected members

In order to engage with members, as well as to enable members to use their own channels to signpost to the WNLPC consultation, we will create asset packs and comms toolkits for both WNC members as well as Town and Parish councillors.

Create asset pack/comms toolkit containing posters, social media graphics, suggested social media captions, timetable for suggested sharing, timeline of planned comms activity from WNC so that members can support (coordinate their comms, repost from WNC socials etc.), a factsheet/FAQs so members can resolve any resident enquiries related to the proposed Local Plan.

The Members Briefing and the Towns and Parishes Briefing can be used to engage directly with elected members, in addition we can use these channels to share the comms toolkit as well as remind members to share on our behalf and engage their constituents.

Targeting rural communities

Rural areas see a comparatively higher engagement with planning consultations, in order to maintain/increase engagement with rural communities we should produce communications on the specific impacts and potential benefits the WNLP will have on rural areas. Possible organic channels for rural targeting include:

- Article in town and parish council newsletter
- Parish council forum
- Parish Council briefing
- Parish Council social medias (will require a comms toolkit)
- Community/'Spotted' Facebook groups
- Northamptonshire Association for Local Council (NALC) newsletters/bulletin

Targeting urban communities

Urban areas have seen lower engagement with planning consultations and so require some targeted communications about how the WNLP will affect urban communities in order to create a strong call to action. Possible organic channels for this include:

- Town Council meetings
- Town Council social medias (will require a comms toolkit)
- Community/'spotted' Facebook groups (for urban areas)
- Public meetings/exhibitions

Businesses

Releasing press releases and social media posts that highlight specifically the impact of the local plan on local businesses.

WNC's Economic Development team will liaise with businesses and encourage them to engage with the consultation through:

- Economic development newsletter
- Social media channels
- Developers Forum

Town and Parish Councillors

Town and Parish Councillors are in the unique position to know their wards extremely well and understand the planning related issues affecting their residents. Having their input will be valuable as they will be able to raise local issues.

To encourage engagement, we will invite them to engage through the Towns and Parishes Briefing and share information with local residents through their channels.

We will provide the councils and their councillors with comms toolkits so they can promote and signpost to the local plan consultation on their socials as well as promote any engagement sessions or public exhibitions that are happening in their area.

The SCI commits the Council to working closely with relevant organisations to consult with under-represented community groups. Once the EQIA screening is complete the Planning Policy Team will work closely with the Council's communication experts to build on work that has been undertaken to further address this commitment. Established WNC groups and forums that could be used include

- Women's Forum
- LGBTQ People and Allies Forum
- Diverse Communities Forum
- Disabled Peoples Forum
- Faith Groups
- Youth Forum
- [Local Area Partnerships | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk)

This document identifies both methods of consultation as well as types of groups to be consulted however it should be noted this list is not exhaustive. It is anticipated that as the local plan progresses consultation the types of groups who are consulted and the methods used are likely to evolve and these will be adapted accordingly.

Timeline overview

December 2023 – Development of key messages with planning leads

Early 2024 – Write consultation documentation, draft press releases, write social media posts, create social media graphics, plan engagement sessions

Before consultation launch – Release comms explaining the local plan and how it impacts stakeholders, notify them that a consultation is opening soon whilst raising awareness of and informing them about the local plan. Advertise local engagement sessions.

During consultation (Spring 2024) – Release comms about how to be involved in the consultation (including where, when and how), importance of the local plan and the value of the input, advertise the local engagement sessions.

Timeline

Date	Comms activity	Notes
Planning		
Dec 2023	Development of key messages and communication strategy with planning leads	
w/c 18 Dec 2023	Finalise LP Communication and Engagement plan with planning leads	Plan ideally should be completed before the holidays due to the deadline for S&O
31 Jan 2024	Scrutiny and Overview Committee	
w/c 8 February 2024	Feedback from S&O, make any changes to comms plan as required	
Late Jan 2024	Scope out organic and other free channels that can be used to promote the WNLP consultation	WNC, T/P Council and community newsletters that we can promote in for free Community groups and forums that we can hold engagement sessions with
	Scope out newsletters that can be used and their content deadlines	
Late Jan 2024	Plan engagement activity with WNC forums	Arrange engagement sessions to take place in the weeks immediately before and after the launch of the consultation
	Plan community engagement sessions (exhibitions) Book venues for exhibitions	Session will inform stakeholders of the WNLP, explain technical details, inform them how to take part in the consultation, allow stakeholders to ask questions
Early Feb 2024	Draft press releases	General PR about WNLP PR to promote community exhibitions PR to announce launch of consultation PR specifically targeted towards businesses
	Draft newsletters and articles	Article about WNLP generally, explaining planning and the importance of the new LP Article to announce the launch of the consultation

Early Feb 2024	Write social media posts	Posts explaining WNLP, posts to promote the various PRs, posts explaining the importance of having a say and to signpost to the consultation
Early Feb 2024	Scope out exactly what graphics are required, determine what help is needed from SF to make these or create some of the branding	Assets for social media posts Graphic to include with PRs
Mid Feb 2024	Create graphics and branding for campaign, including posters and social media assets	Posters for library/customer contact centres PC Wallpaper
Late Feb 2024	Draft script for WNLP explained video(s) with planning leads. Coordinate with a senior officer or member on this (if we are doing video not animation)	Video explaining aspects of the WNLP Video about importance of taking part in the WNLP consultation for target groups (if we have funding for social media posts)
	Video, edit and finalise video(s)	
Late Feb 2024	Create a comms toolkit for Town and Parish Councils and other partner organisations	Include graphics, social media captions, timeline for suggested sharing and reposting socials, posters, factsheet, FAQs
	Create a comms toolkit for elected members	
Engagement (launch comms March 2024)		
w/c 4 Mar 2024	Send out comms toolkits to partners, councils and councillors	Launch of the engagement communications, social media posts scheduled throughout March to provide information on the WNLP and make residents aware of the upcoming consultation
	PR – general information about the WNLP	
	Social media – general information about WNLP	
Mid Mar 2024	Members Briefing	Briefing for elected members, can explain aspects of WNLP, remind them to share comms on their channels, remind them of upcoming consultation
	Town and Parish Briefing	
Late Mar and throughout Apr	PR – community exhibitions	
	Social media – community exhibitions	
	Hold community exhibitions	
March	Put articles in any newsletters possible	Just information about WNLP, although consultation won't be live so no QR code
Late Mar	Article in West Northants Life	Does distribution line up with when the consultation will be live? Check content deadline

Late Mar	PR/social media – Why WNLP is important for businesses	Targeting groups to explain the WNLP, convey the importance to target groups and create a strong call to action ready for consultation launch
	PR/social media – Why WNLP is important for young people	
Consultation (launch April 2024)		
April (for launch)	Consultation goes live	
	PR – consultation launch	
	Social media – consultation launch	
	Members Briefing and Towns and Parishes Briefing	
	Roll out PC wallpapers on public/library and staff computers	Include QR code for the consultation
April	Continue to hold community exhibitions	
April	Put articles in any newsletters possible	Signpost through to the consultation with a QR code
Post Consultation		
May	Consultation Closes	
May-July	Consultation Analysis	
August	Consultation Feedback	