



# Place Overview and Scrutiny Committee

**A meeting of the Place Overview and Scrutiny Committee will be held at the The Guildhall, St Giles Street, Northampton, NN1 1DE on Wednesday 31 January 2024 at 6.00 pm**

## Agenda

|    |  |
|----|--|
| 1. | <b>Apologies for Absence and Notification of Substitute Members</b>  |
| 2. | <b>Declarations of Interest</b><br>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. | <b>Minutes</b> (Pages 5 - 12)<br>To confirm the Minutes of the meeting of the Committee held on 11 <sup>th</sup> September 2023 and 4th December 2023.   |
| 4. | <b>Chairman's Announcements</b><br>To receive communications from the Chairman.  |
| 5. | <b>Progress reports</b> (Pages 13 - 20)<br>To consider progress updates on the following groups:<br>Resources and Waste Strategy (attached)<br>Highways and Transport Oversight Group (attached)<br>Active Travel Oversight Group (to follow)                |
| 6. | <b>Greyfriars masterplan and the opportunity to enhance the towns creative and cultural offer</b> (Pages 21 - 22)<br>The Committee to provide scrutiny input into Greyfriars masterplan and the opportunity to enhance the towns creative and cultural offer |

|     |  |
|-----|--|
|     |  |
| 7.  | <b>Home to School Transport - Post 16 Policy Changes</b> (Pages 23 - 30)   |
| 8.  | <b>Local Plan for West Northamptonshire</b> (Pages 31 - 44)  |
| 9.  | <b>Scrutiny review of the VOI Scooters Trial</b><br>(To follow)  |
| 10. | <b>Review of Committee Work Plan</b> (Pages 45 - 52)<br>To review and note the Committee Work Plan.  |
| 11. | <b>Urgent Business</b><br>The Chairman to advise whether they have agreed to any items of urgent business being admitted to the agenda.  |
| 12. | <b>Exclusion of Press and Public</b><br>Exempt Items 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  
23 January 2024

**Place Overview and Scrutiny Committee Members:**

Councillor André González De Savage Councillor Alison Eastwood (Vice-Chair)  
(Chair)

Councillor Paul Joyce  
Councillor Terry Gilford  
Councillor Kevin Parker  
Councillor Jake Roberts

Councillor Terrie Eales  
Councillor James Hill  
Councillor Sue Sharps

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence and the appointment of substitute Members should be notified to [democraticservices@westnorthants.gov.uk](mailto: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.

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### **Mobile Phones**

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If you have any queries about this agenda please contact Tracy Tiff/ Marina Watkins, Democratic Services via the following:

Tel: 01604 837408

Email: [democraticservices@westnorthants.gov.uk](mailto:democraticservices@westnorthants.gov.uk)

Or by writing to:

West Northamptonshire Council  
The Guildhall

St Giles Street  
Northampton  
NN1 1DE



## Place Overview and Scrutiny Committee

Minutes of a meeting of the Place Overview and Scrutiny Committee held at The Jeffrey Room - The Guildhall, Northampton, NN1 1DE on Monday 4 December 2023 at 6.00 pm.

### Present:

Councillor André González De Savage (Chair)  
 Councillor Alison Eastwood (Vice-Chair)  
 Councillor Anthony S. Bagot-Webb  
 Councillor William Barter  
 Councillor Paul Joyce  
 Councillor Terrie Eales  
 Councillor Kevin Parker

### Also Present:

Councillor Phil Larratt, Cabinet Member for Environment, Transport, Highways and Waste  
 Ian Achurch, Head of Economic Growth & Sustainability– Highways and Transport (North Northants Council)  
 Matt O’Connell, Safer Roads Team Manager, Northants Police

### Apologies for Absence:

Councillor Terry Gilford  
 Councillor James Hill  
 Councillor Sue Sharps

### Officers:

Stuart Timmiss, Executive Director - Place, Economy and Environment  
 Nick Henstock, Assistant Director for Highways and Transport  
 Tracy Tiff, Deputy Democratic Services Manager  
 Marina Watkins, Committee Officer

#### 1. **Declarations of Interest**

None advised

#### 2. **Chairman's Announcements**

The Chair advised that the meeting would be very short and would be followed by the first meeting of the Task and Finish Group to review the VOI scooter trial.

The Chair welcomed Councillor Phil Larratt, Cabinet Member for Environment, Transport, Highways and Waste, Ian Achurch, Head of Economic Growth & Sustainability– Highways

and Transport (North Northants Council) and Matt O'Connell, Safer Roads Team Manager, Northants Police to the meeting.

**3. Task and Finish Group - Scrutiny review of the VOI Scooters Trial**

The Chair advised that the Task and Finish group will submit its final report to the Cabinet meeting on 12<sup>th</sup> March.

Councillor Barter considered that thought should be given to whether misuse of the scooters was a police matter or a breach of the VOI contract.

The Chair considered that the fact sheet provided by Officers was very useful. It was noted that the minimum age to use the scooters had been increased from 16 to 18 years of age.

The Committee considered the scope of the review and it was:

**RESOLVED:**

That the Place Overview and Scrutiny Committee confirmed the scope for the scrutiny review of the VOI scooters trial.

**4. Urgent Business**

None advised

The meeting closed at 6.10 pm

Chair: \_\_\_\_\_

Date: \_\_\_\_\_



**West  
Northamptonshire  
Council**

## **Place Overview and Scrutiny Committee**

Minutes of a meeting of the Place Overview and Scrutiny Committee held in the Jeffery Room, the Guildhall, Northampton on Monday 11<sup>th</sup> September 2023 at 6 pm.

|               |   |
|---------------|---|
| Present       | Councillor Andre Gonzalez De Savage (Chair)<br>Councillor Anthony Bagot-Webb<br>Councillor William Barter<br>Councillor Paul Joyce<br>Councillor Terrie Eales<br>Councillor Terry Gilford<br>Councillor James Hill<br>Councillor Kevin Parker<br>Councillor Sue Sharps<br>Councillor Jake Roberts   |
| Apologies     | Councillor Alison Eastwood  |
| Also present: | Councillor Phil Larratt, Cabinet Member for Environment, Transport, Highways and Waste<br>Councillor Rebecca Breese, Cabinet Member for Strategic Planning, Built Environment and Rural Affairs<br>Councillor Jo Gilford, Chair of the Waste Strategy Working Group   |
| Officers      | Stuart Timmiss, Executive Director of Place, Economy & Environment<br>Fiona Unett, Assistant Director for Waste<br>Richard Wood, Head of Planning Policy and Specialist Services<br>Alan Munn, Team Leader Planning Policy<br>Colin Barrett, Estates Manager<br>James Povey, Transport Strategy and Development Manager<br>Louis Devayya, Senior Economic Growth Officer<br><br>Tracy Tiff, Deputy Democratic Services Manager<br>Marina Watkins, Committee Officer |

### **1. Declarations of Interest**

None advised.

### **2. Minutes**

#### **RESOLVED:**

That the Minutes of the meeting of the Place Overview & Scrutiny Committee held on 21<sup>st</sup> June 2023 be approved and signed as a correct record.

### 3. Chairman's Announcements

The Chair advised that he had attended the Scrutiny Triangulation meetings and the Scrutiny Committee forward plan had been considered. The Group would review requests for scrutiny from members.

### 4. Progress reports

#### a) WNC Local Plan

Alan Munn, Team Leader Planning Policy provided the Committee with a brief presentation updating the Committee on the Local Plan. Consultation would be taking place in the new year with a view to adopt the new plan in 2026.

- Two workshops would be arranged for members
- Travel will be considered as part of the new Local Transport Plan (LTP), though it and the Local Plan will emerge alongside each other
- In the hierarchy of plans, the Local Plan was set at a strategic level and detail would be provided through the LTP and other plans, which would cross reference each other
- Safe designated areas for the storage of items such as scooters was necessary
- There was a need to engage with young people in the process as they would be the communities of the future. Proactive engagement should be made with schools and youth forums
- Open spaces should be of good quality, usable and easy to maintain
- The Plan would undergo an eight week consultation period early in the new year. A consultation plan would be submitted to committee for consideration
- It was disappointing that viability studies were carried out in some areas in 2021 and consultation would not commence until 2024. It was noted that that the new Local Plan was a very large project and therefore progress could be slow
- Councillor Breese urged members to attend the workshops as it was very important to gain as much representations as possible

#### **RESOLVED:**

That the Committee notes the process for the preparation of the draft plan for public consultation.

#### b) Draft waste Strategy

Fiona Unett, the Assistant Director for Waste provided the Committee with a presentation outlining the headline results on the consultation carried out over six weeks from 5 July to 21 August 2023.

- Over three thousand responses had been received to the consultation
- A high level of support had been identified for education regarding reusing items and waste prevention



- Residents prioritised good customer service, reducing waste and protecting the environment
- Further information was requested regarding what items/materials can be recycled
- The cost of living crisis was evident in the waste collected, with less food waste and less recycling being collected
- More cardboard was being recycled due to the increase in on-line deliveries since the pandemic
- The working group would meet in September to consider the draft strategy before its submission to Cabinet in November
- It was suggested that recycling bins should be installed in the town, however it was noted that education was needed to ensure that they were used correctly and not contaminated
- Re-use shops would be promoted as part of the new HWRC
- The bins/bags provided to properties needed to be appropriate to the housing

**RESOLVED:**

That flood risk management scrutiny was undertaken, and the changes to the Flood and Water Act 2010 were noted.

**c) Flood Risk Management**

Colin Barrett, Estates Manager provided the Committee with a presentation outlining the duties of the Council as the Local Lead Flood Authority (LLFA). Upcoming changes to the Flood and water Act 2010 would alter the role of the team. Highways and the Council worked together with regards to flooding issues. The Council as the LLFA were statutory consultees on planning applications and work was being undertaken to reduce the backlog. Recruitment to the team was taking place.

**RESOLVED:**

That the update on flood risk management be noted.

**5. Bus Network Review**

The Chair welcomed James Povey, Transport Strategy and Development Manager who outlined progress on the bus network review. Two consultant reports had been circulated with the agenda.

- Local bus use had not fully recovered since the pandemic
- The first report provided a baseline review of current services and identified routes as 'red', 'amber' and 'green' depending on their commercial viability
- The second consultant's report included options to sustain and also improve the bus network
- It was noted that during the course of the initial review, Stagecoach had withdrawn a number of services. This had not altered the outcome of the review however, as it was noted that any of the routes identified as 'amber' had the potential to collapse
- The intention was to work with operators to move 'amber' services into 'green' and become self-sufficient within two years

- It was considered that Stagecoach and other operators should market their services/routes to employers and students
- The WNCASST appraisal tool would be used to assess candidate schemes
- A needs analysis had not yet been undertaken, and the next stage would be to identify gaps where needs are not met
- At the pre-meeting it was agreed that a representative of Stagecoach be invited to a future meeting of the Committee
- With regards to zero emissions targets, the Council would want to work with stakeholders to put forward proposals for government funding opportunities
- James Povey undertook to check the routes and how they were funded as well as whether community transport providers were still operating
- Combining routes should be considered to improve financial viability

The Chair thanked James Povey for their presentation and members for their contributions.

**RESOLVED:**

That the Committee undertook pre-decision scrutiny of the bus review and comments and suggestions proposed will be taken in consideration.

**6. Membership of the Active Travel Oversight Group**

Councillor Tony Bagot-Webb, Chair of the Active Travel Oversight Group advised that changes were required to the membership of the Group. Councillors William Barter and Paul Joyce had agreed to join the Group. Councillor Alison Eastwood would be a substitute when required.

A meeting of the Active Travel oversight Group had been held prior to the Committee meeting. Further resources were required to speed up progress, with input required from planning and highways. The Executive Director of Place, Economy & Environment undertook to provide contact details at the university.

**RESOLVED:**

That Councillors William Barter and Paul Joyce be appointed to the Active Travel Oversight Group. Councillor Alison Eastwood to be appointed as a substitute member.

**7. Review of the Committee Work Programme**

The Chair introduced the work programme and advised that with regards to the M&S and BHS development, a site visit to comparable sites would be arranged. The Committee agreed that a virtual or a physical visit could be organised if that was easier for all. A report would be presented to the meeting on 15<sup>th</sup> January 2024.

**RESOLVED:**

That the work programme be noted and the date of 15 January 2024 is added to the work programme for consideration of the M&S and BHS development.

## 8. Urgent Business – Draft Place Vision

The Chair advised that he had agreed to a request of an item of urgent business to be admitted to the agenda. The Chair welcomed Louis Devayya, Senior Economic Growth Officer to present the draft Place Vision to the Committee.

- The draft Place Vision was an engagement tool to start a conversation about increasing pride in place
- The Vision sat under the Corporate Plan but above and linked to all other strategies
- The many strengths of living and working in the county were emphasised in the Vision, including strategic location and a highly skilled workforce
- The Vision set the goal, whilst the strategies set out how the goals could be achieved
- Consultation and engagement would be on going and involvement encouraged
- Engagement with young people, as future customers was highlighted as a priority
- The County had a strong presence with regards to research and development
- Further consideration should be given to how to measure success

### **RESOLVED:**

That Place OSC undertook pre scrutiny of the draft Place Vision; with comments and suggestions being taken into consideration.

The meeting closed at 8pm

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

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## Briefing Paper – Place Scrutiny Committee – 31 January 2024

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### Members Waste Working Group Update

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#### Resources and Waste Strategy

The Resources and Waste Strategy was approved by Cabinet at the November 2023 meeting. Cabinet noted the involvement and input of the Members Waste Working Group and thanked members of the Group.

Implementation of the Action Plan (Appendix A) has commenced and some of the key projects are making good progress, including:

- Undertaking a waste composition analysis of residual waste to better understand what materials residents are putting into their general waste bins and how more could be prevented or recycled;
- Commencing procurement of key contracts, including for Household Waste Recycling Centre Services and Residual Waste Treatment (see below);
- Supporting the local community food larder network to help reduce food waste and promoting the use of the separate food waste collections;
- Working with colleagues in the WNC Assets team to identify opportunities to develop waste infrastructure.

The strategy document is currently being formatted prior to publication on the Council's website.

#### DEFRA's Simpler Recycling

In October, DEFRA made an announcement about a 'simpler recycling' programme, which replaces their previous 'consistency of collections' proposals. The announcement clarified DEFRA's current position on waste collections, including the materials that it will require local authorities to collect for recycling, that food waste should be collected from all households and that a charge can be made for the collection of garden waste. These 'reforms' require WNC to make minimal changes to its waste collection systems.

At the same time, DEFRA commenced consultation on other proposals, including that residual waste should be collected at least fortnightly. Until the consultation concludes and the final guidance is published, it is not clear whether DEFRA will **require** local authorities to collect residual waste at least fortnightly or if it is just their preference.

The resources and waste strategy action plan included the intention to develop a business case for the introduction of 3 weekly residual waste collections and the outcome of DEFRA's consultation may mean this approach is not possible. Also, there is a potential significant financial implication for the Council if residents in the Daventry area are required to have their residual waste collected fortnightly.

## **Procurement of Key Contracts**

In October, the Members Waste Working Group met to discuss in more detail the specification for the new contracts for the treatment of residual waste and the Household Waste Recycling Centre services. The outputs of these discussions are being taken into account along with the results of the consultation in the development of the specifications for these two key contracts.

The procurement of these contracts will commence early in 2024, with the procurement process taking the majority of the calendar year. It is anticipated that the contracts will be awarded around December 2024, to allow 3 months mobilisation prior to contract commencement on 1 April 2025.

## **Members Waste Briefing**

In November, officers from the waste team welcomed members to the first 'all member' waste briefing. The event was open to all members to find out more from waste officers about how the waste and cleansing services might change in the future to align with the Resources and Waste Strategy and also to raise any local issues or ask any questions.

We plan for this to be a regular six-monthly event open to all members, since we recognise that all West Northants residents use our waste services and this provides members an opportunity to give feedback to officers or our contractors, specific to the waste services in their area.

## Appendix A – Resources and Waste Strategy Action Plan

| No | Action  | When?                 | Contributing to Strategy Principles        |   |  |                          |                 |  |  |  |                                  |   |   |
|----|---|-----------------------|--|---|--|--------------------------|-----------------|--|--|--|----------------------------------|---|---|
|    |   |                       | Support Local Waste Prevention Initiatives | Develop Services that prevent waste first and reuse, recycle and recovery energy where possible | Embed our aim to reduce our carbon emissions and improve sustainability in all decisions | High Performing Services | Value for Money | Work with Partners to improve Street Cleansing | Provide appropriate, harmonised waste services | Future proof for national requirements | Invest to become self-sufficient | Align service development with our corporate values |   |
| 1  | Undertake a Waste Compositional Analysis of Residual was to evaluate what residents are putting into their general waste bins and how more that could be prevented or recycled. | By March 2024         |  | ✓   |  | ✓                        |                 |  |  |  | ✓                                |   |   |
| 2  | Organise a series of Repair Cafes to facilitate the repair and therefore reuse of broken electrical items.  | Launch by Spring 2024 | ✓  | ✓   | ✓  | ✓                        | ✓               |  |  |  |                                  |   | ✓ |
| 3  | Review and Update WNC's Litter Charter produced in 2021.  | March 2024            |  |   |  |                          |                 |  | ✓  | ✓                                      |                                  |   |   |
| 4  | Continue to support and facilitate voluntary litter picking organisations through the provision of equipment and regular liaison.   | On-going              |  |   |  |                          | ✓               | ✓  |  |  |                                  |   | ✓ |
| 5  | Facilitate a series of discussions with National Highways on co-ordination of works to tackle litter on the highways network.   | On-going              |  |   |  |                          |                 |  | ✓  |  |                                  |   |   |
| 6  | Adopt a WNC wide approach to street cleansing including graffiti removal  | Nov 2024              |  |   |  |                          |                 |  | ✓  | ✓                                      |                                  |   |   |
| 7  | Collaborative working with regulatory services to take action against fly-tipping.  | On-going              |  |   |  |                          |                 |  | ✓  |  |                                  |   | ✓ |
| 8  | Produce a business case for the introduction of 3 weekly collections for residents who live in houses across West Northamptonshire.   | March 2024            |  |   |  | ✓                        | ✓               |  |  | ✓                                      |                                  |   |   |
| 9  | Consider how textiles can be collected at the kerbside across the whole of WNC  | June 2024             |  | ✓   | ✓  | ✓                        |                 |  |  | ✓                                      |                                  |   |   |

## Appendix A – Resources and Waste Strategy Action Plan

| No | Action  | When?            | Contributing to Strategy Principles        |   |  |                          |                 |  |  |  |                                  |   |
|----|---|------------------|--|---|--|--------------------------|-----------------|--|--|--|----------------------------------|---|
|    |   |                  | Support Local Waste Prevention Initiatives | Develop Services that prevent waste first and reuse, recycle and recovery energy where possible | Embed our aim to reduce our carbon emissions and improve sustainability in all decisions | High Performing Services | Value for Money | Work with Partners to improve Street Cleansing | Provide appropriate, harmonised waste services | Future proof for national requirements | Invest to become self-sufficient | Align service development with our corporate values |
| 10 | Produce a programme to introduce recycling services to flats  | July 2024        |  | ✓   | ✓  | ✓                        |                 |  | ✓  |  |                                  |   |
| 11 | Undertake an options appraisal for service delivery method  | March 2025       |  |   |  | ✓                        | ✓               |  | ✓  |  |                                  |   |
| 12 | Review levels of communication with residents on waste services to ensure everyone knows how to correctly take part in the service.   | Ongoing          |  | ✓   |  | ✓                        |                 |  | ✓  |  |                                  |   |
| 13 | Develop the specification for the new HWRC services contract, including consideration of: <ul style="list-style-type: none"> <li>Number of sites and locations</li> <li>More Reuse and Recycling only sites?</li> <li>Reuse Shops on site?</li> <li>Consider controls at HWRCs, as part of new arrangements for HWRC services.</li> </ul> | Jan 24           |  | ✓   |  | ✓                        | ✓               |  |  | ✓                                      |                                  |   |
| 14 | Undertake a HWRC mystery shopper exercise to determine level of help and advice given to customers.   | June 24          |  | ✓   |  | ✓                        |                 |  |  |  |                                  |   |
| 15 | Support and promote the local Community Food Larder Network   | Jan 24           | ✓  |   | ✓  |                          |                 |  |  |  |                                  | ✓   |
| 16 | Benchmark with other, similar councils  | Nov 24           |  |   | ✓  | ✓                        | ✓               |  |  |  |                                  |   |
| 17 | Run a contamination campaign to reduce contaminants in DMR and secure highest value   | On going         |  | ✓   |  | ✓                        | ✓               |  |  |  |                                  |   |
| 18 | Expand commercial waste services  | On going         |  | ✓   |  | ✓                        | ✓               |  |  | ✓                                      | ✓                                |   |
| 19 | Undertake route optimisation in geographic areas.   | Review in Nov 24 |  |   | ✓  |                          | ✓               |  |  |  | ✓                                |   |



## Appendix A – Resources and Waste Strategy Action Plan

| No | Action  | When?    | Contributing to Strategy Principles        |   |  |                          |                 |  |  |  |                                  |   |
|----|---|----------|--|---|--|--------------------------|-----------------|--|--|--|----------------------------------|---|
|    |   |          | Support Local Waste Prevention Initiatives | Develop Services that prevent waste first and reuse, recycle and recovery energy where possible | Embed our aim to reduce our carbon emissions and improve sustainability in all decisions | High Performing Services | Value for Money | Work with Partners to improve Street Cleansing | Provide appropriate, harmonised waste services | Future proof for national requirements | Invest to become self-sufficient | Align service development with our corporate values |
|    |   |          |  |   |  |                          |                 |  |  |  |                                  |   |
| 20 | Undertake a feasibility study to develop a Materials Recycling Facility   | June 24  |  |   | ✓  | ✓                        | ✓               |  |  | ✓                                      | ✓                                |   |
| 21 | Review Bulky Waste Collections with a view to providing more collection slots and to increasing the amount of reuse of furniture and white goods. | June 24  | ✓  | ✓   |  | ✓                        | ✓               |  | ✓  |  |                                  |   |
| 22 | Undertake a review of the council's waste infrastructure with a view to developing a business case where there are opportunities.                 | March 24 |  |   | ✓  | ✓                        | ✓               |  | ✓  |  |                                  |   |
| 23 | Undertake a feasibility study on biogas and compost production  | Nov 2024 |  | ✓   | ✓  |                          | ✓               |  |  |  | ✓                                |   |

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## Briefing Paper – Place Scrutiny Committee – 31 January 2024

### Members Highways Contract Oversight Group Update

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#### Highways Contract Oversight Group

The group met on 14th December, the agenda covered an Update on progress with the Strategic Performance Indicators and a Contract Management Review. The presentation included information regarding the progress towards level one of maturity matrix. Kier believe that they have achieved this and during the early part of 2024 this would be audited by the contract management team.

The Group heard that three additional officers would be joining the contract management team in January 2024 which would lead to further auditing of the work carried out by Kier on behalf of the Council.

The Group discussed the Network Management plan which will be updated over the next 12 months and also heard about the assessment tool being used to prioritise schemes in the next annual plan for 24/25. Members expressed concern relating to the condition of footways and sought reassurance that footways would figure in the maintenance plans for future years.

The Group also heard about and discussed the contract KPI performance and how where KPIs were not achieved how this was managed to ensure Kier returned to acceptable performance levels as quickly as possible.

Members expressed concern regarding gulley emptying and hedges that were encroaching on the highway. However, members also commented that they had seen an improvement in the number repairs now being carried out and the quality of the repairs.

There was further discussion regarding the innovations that were now operating on the contract, including newly acquired machinery bringing greater repair efficiency. It is intended to increase the amount and quality of information available to members so that they were kept better informed of works planned and being carried out in their wards.

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## Place O&S

### **Greyfriars masterplan and the opportunity to enhance the towns creative and cultural offer.**

Greyfriars is the largest town centre brownfield site within West Northamptonshire and has sat vacant since its demolition in 2015 contributing to the decline of the town and the reduction in footfall.

The Council has recently commissioned a multi-disciplinary team to lead on the development of a vision and comprehensive masterplan for the Greyfriars area which includes the site of the former Greyfriars Bus Station, East and West Island, Mayorhold MSCP, Victoria Street Car Park, Belgrave House and the Corn Exchange. The masterplan will explore a range of uses for the sites including residential, commercial uses, cultural and leisure uses as well as a town park and public realm.

The presentation at O&S will go through the following:

- Greyfriars Bus Station
- Greyfriars Site Today
- Constraints and Opportunities
- Northampton Town Centre Masterplan
- Greyfriars Masterplan 2023/2024 Commission
- Stage One Consultation and Engagement
- Next Steps

The Greyfriars site totals over 14 acres and represents a generational opportunity to deliver change. The site sits within the heart of Northampton town centre and has the potential to have a transformative impact on the town centre and wider area. Greyfriars also gives a major opportunity to restitch the North/South connection across the Northampton Town Centre reconnecting the communities to the North of the site with the works taking place on the Market Square, the new Stack development at Market Walk, the cultural quarter and further south to the University and Delapre.

There is a team of specialists from the fields of architecture, commercial advisor, sustainability, and civil and transport engineers appointed to support the council in developing the new masterplan for the site, with part of the funding coming from national housing and regeneration agency, Homes England.

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**West  
Northamptonshire  
Council**

**Home to School Transport  
Post-16 Policy  
Place Overview & Scrutiny Committee  
31<sup>st</sup> January 2024**



# Summary – Measures for Consultation

At its meeting on 16<sup>th</sup> October 2023, EPB agreed to consult on the following changes to the Council's Post-16 Transport Policy.

| No. | Measure   | EqIA Impact/Legal?  | Potential Savings  | Recommend for Consultation   |
|-----|---|---|--|--|
| 1   | Increase charge to £1,000   | Significant negative response from previous consultation. LA can legally review its charges. £1,000 reflects actual cost for mainstream students.                               | £375k  | Proceed to ensure MTFP savings realised. Parity with non entitled bus pass costs             |
| 2   | Apprenticeships - support to educational setting attendance. No support for work place attendance | Proposed to continue to provide support for the education based learning (e.g. college attendance). Work placement to be funded by individual.                                  | Proposal will limit Council's exposure to future costs.                                      | Proceed as current policy does not cover apprenticeships.                                    |
| 3   | Transport at standard start and finish times  | Transport to be planned for the normal start and finish times of the establishments attended. Times to be agreed each year with schools/colleges.                               | Limited cost benefit - difficult to quantify. Will limit Council's exposure to future costs. | Proceed - some discretion applied to SEND cohort who finish earlier than mainstream students |
| 4   | No sole transport - Personal budget instead (unless in exceptional circumstances)                 | Where sole transport is the only available option either due to needs or logistical planning, a personal budget will be given instead for family to arrange/organise transport. | Savings unknown - Parents can often secure cheaper taxi costs than LA.                       | Proceed - compliant with statutory guidance.   |
| 5   | Stringent & regular audits of colleges  | More stringent audits on colleges who recharge the Council to ensure entitlement is in accordance with policy.  | Will prevent incorrect re charges to WNC. No savings anticipated                             | Proceed as administrative process  |



Officers were asked by EPB for the following information:

**Personal Travel Budgets (PTB)** – Seek legal advice as to whether the Council can revert to only providing Personal Travel Budgets as is the case in Leicestershire.

**Benchmarking** – Provide a summary of what other Council's provide in terms of Post 16 transport support

## Overarching Duty on WNC:

1. WNC must encourage participation in education and training by people of 6th form age and must also encourage employers to participate in the provision of education and training for them.
2. WNC must ensure its functions are exercised, so far as possible, so as to promote the effective participation in education or training with a view to ensuring that they fulfil the duty that people aged 16-18 must participate in appropriate full-time education or training.
3. WNC must make available such services as it considers appropriate to encourage, enable or assist the effective participation of those persons in education or training.
4. Subject to certain relevant factors (set out below), it is in principle lawful for WNC to adopt a policy of providing for transport by means of payments to students or their families.

## Personal Travel Budgets (PTB):

1. Given the severe financial pressures, a change in policy from direct transport to the provision of allowances, should not amount to unjustifiable and therefore unlawful age discrimination or disability discrimination or a breach of the right to private and family life.
2. This is subject to the transport policy including exceptions for particular cases (for example where a student has particular disabilities, or the lack of a contractor or other arrangements to cover the particular route).
3. The right to appeal should be maintained in all cases.
4. Consideration of an equality impact assessment will be necessary to ensure compliance with the public sector equality duty.
5. The policy must be workable and the Council would need to be satisfied that alternative transport arrangements are available in practice, with evidence to demonstrate this.
6. The policy must have regard to the Statutory Guidance entitled 'Post-16 transport and travel support to education and training'.
7. The policy will need to promote the use of sustainable travel and transport.

## Personal Travel Budgets (PTB):

Introducing such a significant change to the policy, with minimal advance notice could be a difficult decision to defend, particularly where parents of children of compulsory school age were provide a full academic years notice.

Initial consultation has already taken place with colleges and the West Northants parent forum following the EPB meeting on 16<sup>th</sup> October and there were no significant objections, although concern was expressed over the increase in cost. To introduce a new measure now, just prior to full consultation could be seen as underhand.

The policy needs to be published by the 31<sup>st</sup> May and there is insufficient time available to adequately prepare the necessary EqIA and supporting evidence needed to ensure any decision can be robustly defended if challenged through JR.

Under the current proposed changes, PTB's will be the default position for students where sole transport would be the only feasible option.

It is proposed that a dedicated PTB policy be introduced setting out the Council offer with regard to PTB's for both compulsory and Post 16 age students. Subject to consultation requirements, this should be in place by September 2024.

## Benchmarking

| LA              | POST 16 MAINSTREAM  |  |  | POST 16 SEN   |  |  |
|-----------------|---|--|--|---|--|--|
|                 | Post 16 Scheme  | If No, are there exceptions?                     | If exceptions, what is the offer?  | Does the LA have a Post 16 SEND offer?  | If Post 16 SEND offer what is the offer?   | Are there any other offers?  |
| Cambridgeshire  | Low Income - £425.25/yr<br>Spare Seats Scheme - £835/yr                     | N/A  | N/A  | Yes - Case by case basis EHCP plan and conditions   | £231 per term or £693/yr   | Cycling Allowance - £40 per term<br>Policy directs to 16 - 19 Bursary Fund                                   |
| Buckinghamshire | Spare Seats Scheme - £868 Bucks residents<br>£1,200 for non-Bucks residents | N/A  | N/A  | Yes - Case by case basis EHCP plan and conditions<br>PTB or council arranged for a fee            | PTB - 45p per mile<br><br>Council arranged transport - based on attendance £190 - £954/yr<br>SEND low income from £127 - £636/yr | No - Policy directs to a number of Bus and Rail student offers   |
| Luton           | Yes   | Yes -<br>Low Income Families<br>Those in LA care | LA will contribute 50% of a weekly bus ticket (max value £7.50 per week) | No - exception based only   | Council Funded   | No - Policy directs to<br>16-19 Bursary Fund<br>Care to Learn<br>Discounts from Local Operators              |
| Oxfordshire     | Spare Seats Scheme -<br>3 miles = £433.40/yr<br>3+ miles = £806.30/yr       | N/A  | N/A  | Yes - 3 mile walking distance rules apply or disability/need prevents student being able to walk. | Council Funded   | No<br>Policy directs to<br>16-19 Bursary fund<br>Care to Learn   |
| Milton Keynes   | N/A   | No   | N/A  | Yes - based on criteria<br>Those with transport need identified in EHCP                           | Council Funded   | No<br>Policy directs to:<br>16 - 19 Bursary Fund   |
| Peterborough    | £660 per annum (payment options available)<br>Free for Low income           | N/A  | N/A  | Yes   | Council Funded   | Yes<br>Cycle Allowance £100 per term<br>Policy directs to 16-19 Bursary fund and discounted public transport |

# Timeline / Next Steps

Engagement with Schools/Colleges/NPFG – Oct 23

Draft revised policy (including equalities impact screening and assessment if required): Jan 23

Consultation: Feb-April 24

Cabinet: May 24

Publish Policies: 31<sup>st</sup> May 24

New policies take effect: From Autumn Term 24

## WEST NORTHAMPTONSHIRE COUNCIL

### Place Overview and Scrutiny Committee

**31 January 2024**

|                      |   |
|----------------------|---|
| <b>Report Title</b>  | <b>West Northamptonshire Local Plan</b>   |
| <b>Report Author</b> | <b>Alan Munn<br/>Team Leader Planning Policy<br/>Planning Services, Place Directorate</b> |

#### Contributors/Checkers/Approvers

|                       |   |                           |
|-----------------------|---|---------------------------|
| <b>West S151</b>      | Martin Henry<br>Executive Director, Finance                           | Email response 15.12.2023 |
| <b>Director</b>       | Stuart Timmiss<br>Executive Director: Place,<br>Economy & Environment | Email sent 15.12.2023     |
| <b>Legal</b>          | Theresa Boyd<br>Solicitor   | Email sent 15.12.2023     |
| <b>Communications</b> | Becky Hutson<br>Head of Communications                                | Email sent 15.12.2023     |

#### List of Appendices

##### **Appendix A - Local Plan Communications and Engagement Plan**

#### **1. Purpose of Report**

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To update on the process for preparing the next stage of the West Northamptonshire Local Plan

#### **2. Executive Summary**

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- 2.1 The West Northamptonshire Local Plan (WNLP) will be a single local plan for West Northamptonshire and guide development in the area up to 2041.

- 2.3 The next stage in the preparation of the WNLP is a draft plan consultation which is expected to be considered at committee in March 2024. Details of the ongoing work supporting the preparation of the plan, needed to inform the next consultation, including those of member engagement are provided in section 5 below.

### **3. Recommendations**

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- 3.1 It is recommended that the Committee:
- a) Considers the process for the preparation of the draft plan for public consultation.

### **4. Reason for Recommendations**

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- 4.1 It is a statutory requirement for the Council to produce a development plan for the area. The West Northamptonshire Local Plan will form the development plan for the area alongside the Minerals and Waste Local Plan and made (adopted) Neighbourhood Plans. It is appropriate for the Committee to consider the process for the preparation of the WNLP.

### **5. Report Background**

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- 5.1 On 11 September a report was presented to Place Overview and Scrutiny Committee considering the process for preparing the next stage of the West Northamptonshire Local Plan, specifically in respect of member engagement. This report provides an update on the preparation of the plan and work that has been undertaken since that last committee.
- 5.2 On 25 April 2023 the Council's Planning Policy Committee approved an updated Local Development Scheme (LDS) for West Northamptonshire. This updated LDS sets out a programme for the preparation of a single local plan to be referred to as the West Northamptonshire Local Plan (WNLP). When adopted, the WNLP will replace the West Northamptonshire Joint Core Strategy Local Plan Part 1 (WNJCS) and the Part 2 Local Plans for the former Daventry District, Northampton Borough, and South Northamptonshire District. It is intended that the WNLP will guide development across West Northamptonshire over a period of at least 15 years from adoption. The plan period is currently expected to extend up to 2041, as agreed by the Planning Policy Committee at its meeting in June 2022.
- 5.3 A central element of the WNLP will be the Council's spatial vision for the area which sets out the ambition for our communities, our environment and economy. It effectively sets out what sort of place we want West Northamptonshire to be at the end of the plan period and will include place-based visions for Northampton, Daventry, Brackley, Towcester and our rural areas. The delivery of the vision will be underpinned by a set of spatial objectives.
- 5.4 We have previously consulted on a draft spatial vision and a set of 16 spatial objectives which reflect the priorities set out in the Council's Corporate Plan. The current draft vision and objectives were considered by the Place Overview and Scrutiny Committee in June.



- 5.5 The next stage in the preparation of the WNLP will be the publication of a draft plan for public consultation. It is expected that in addition to our vision and objectives, the draft plan will include draft planning policies, and draft site allocations to meet the housing and economic needs of the area. In addition work is progressing in consideration of the settlement hierarchy and settlement confines which will also form part of the consultation.
- 5.6 In preparation for the draft plan consultation, we have undertaken a process of member engagement to ensure that members have an appropriate opportunity to give their views and shape the draft policies and proposals prior to its consideration by the Planning Policy Committee and the following public consultation.
- 5.7 Most recently two member workshops were held in the Council Chamber at the Forum, on 19 October and 14 November. At these workshop members were firstly briefed on and asked to consider the Housing and Economic Needs Assessment for the area and the level of growth needed across the plan period, and then in November various potential spatial options for where and how this growth could be accommodated we discussed. The feedback from these workshops has been captured and circulated to all members. Members who were not able to attend were given the opportunity to add their comments to those recorded at the workshop.
- 5.8 Prior to the member workshop we had provided briefings on the new Local Plan for leading members (in January) and all members (in March and May). A member briefing on Housing and Planning was held on 17 May, which included information regarding the new Local Plan.
- 5.9 A series of briefings with members of the cabinet is also being undertaken on a six weekly basis and the members of the Planning Policy Committee have been involved in a series of workshops to discuss and help formulate the plans emerging Development Management policies and strategy.
- 5.10 In addition to this member engagement officers attended a session of the Council's Youth Forum on 13<sup>th</sup> December to discuss their aspirations for the future and vision for the area.
- 5.11 There are a number of pieces of technical work which are nearing completion and are informing the preparation of the draft plan. Firstly, there is an update to the Housing and Economic Needs Assessment (HENA). This update is taking account of the revised plan period, the latest data available from the 2021 census, and recent evidence on the demand for strategic logistics development. Secondly, we are undertaking a high-level sustainability appraisal of broad spatial options. This is looking at the sustainability merits of different spatial approaches to meeting the development needs of the area. Additionally work is being finalised exploring the brownfield opportunities in the districts principal settlements (Brackley, Daventry, Northampton and Towcester), the contribution they can make to meeting the needs identified in the HENA and the role that regeneration has to make in place shaping and delivering the vision and objectives of the plan. Work is also concluding in terms of landscape and transport evidence.
- 5.12 Related to the completion of this technical work we are planning a further member workshop in January to discuss the spatial strategy for the plan.

- 5.13 In addition to this technical work the Planning Policy and Communications Team have been liaising with to develop a communications strategy for the plan (Appendix A).
- 5.14 The strategy sets out the communication and consultation approach for the plan 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 influence the decisions that will affect them. It should be read in conjunction with the Planning Service ‘Statement of Community Involvement’.
- 5.15 It is anticipated that a revised Statement of Community Involvement and an updated Local Development Scheme setting out the scope and timetable for the Local Plan will be presented to the Council’s Planning Policy Committee at the end of January.

## **6. Issues and Choices**

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- 6.1 The Committee are asked to consider the update on plan progression and the proposals for the plans progression and member engagement in section 5 above.

## **7. Implications (including financial implications)**

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### **7.1 Resources and Financial**

- 7.1.1 It is currently anticipated that the costs of producing the WNLP 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.

### **7.3 Risk**

- 7.3.1 Failure to engage members in the process would put at risk the successful adoption of the plan.

### **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 Climate Impact**

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

7.6 **Community Impact**

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

**8. Background Papers**

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None

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## 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  |
|---------------------|---|--|
| <b>Planning</b>     |   |  |
| 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   |
|                     | Scope out newsletters that can be used and their content deadlines                          | Community groups and forums that we can hold engagement sessions with  |
| 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)<br>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<br>PR to promote community exhibitions<br>PR to announce launch of consultation<br>PR specifically targeted towards businesses           |
|                     | Draft newsletters and articles  | Article about WNLP generally, explaining planning and the importance of the new LP<br>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<br>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<br>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<br>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   |   |
| <b>Engagement (launch comms March 2024)</b> |  |   |
| 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     |   |
| <b>Consultation (launch April 2024)</b> |  |   |
| 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   |
| <b>Post Consultation</b>                |  |   |
| May                                     | Consultation Closes  |   |
| May-July                                | Consultation Analysis  |   |
| August                                  | Consultation Feedback  |   |

West Northamptonshire Council

Place Overview and Scrutiny Work Programme 2023-2024

|  |  |
|--|--|
|  | Topic identified and scheduled         |
|  | Topic identified but not yet scheduled |
|  | Topic completed                        |

| Topic  | Proposed purpose  | Date of meeting  | Cabinet Member and Executive Director  | Proposed Task and Finish Group  | Committee's comments  |
|--|---|--|--|---|---|
| <b>Local Plan for West Northamptonshire</b>  | The Committee to consider and provide scrutiny input into the Local Plan for West Northamptonshire at various stages  | <b>Date: 21 June 2023</b><br><b>Date: 11 September 2023</b><br><b>Date: 31 January 2024</b>      |  | The Committee will provide Scrutiny input into the Local Plan for West Northamptonshire over a series of meetings         |   |
| <b>Sport and Leisure needs assessment</b><br><br><b>Agenda item: Active Lives Strategy development (April 2024 meeting)</b>                      | The Committee to consider and provide scrutiny input into the Sports and Leisure needs assessment                     | <b>Date: 15 April 2024</b>   | Executive Director for Place, Economy, and Environment<br><br>Cabinet Member for Housing, Culture & Leisure, and the Healthy Communities Manager | TBC or the Committee will provide Scrutiny input into the Needs Assessment at a formal meeting                            |   |
| <b>Leisure Strategy (including the Playing Pitch Strategy)</b><br><br><b>Agenda Item: Active Lives Strategy development (April 2024 meeting)</b> | The Committee to consider and provide scrutiny input into the Leisure Strategy (including the Playing Pitch Strategy) | <b>Date: 15 April 2024</b>   | Executive Director for Place, Economy, and Environment<br><br>Cabinet Member for Housing, Culture & Leisure, and the Healthy Communities Manager | The Committee will provide Scrutiny input into the draft Strategy at a formal meeting, prior to its submission to Cabinet |   |
| <b>Northampton Town Plan planning and growth including</b>   |   | 31 January 2022 (taken place)<br><br><b>Update to the Committee at its meeting on 5 December</b> | Executive Director for Place, Economy and Environment  | The Committee to consider setting up a Task and Finish Group to undertake a review of                                     | <b>Update: An update on the progress of the Northampton Town Plan</b> |

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| <p><b>other main town progress /Review</b></p>                                  |   | <p><b>2022- M&amp;S and BHS Development</b></p> <p><b>7 February 2023 - The Committee to consider its scope for Scrutiny input in the M&amp;S and BHS Development - COMPLETED</b></p> | <p>Cabinet Member for Environment, Transport, Highways and Waste</p>   | <p>congestion, including parking and incorporating consideration of air quality and options for sustainable transport / active travel</p> | <p><b>would be brought to the Committee in July 2022. (Meeting 12 September 2022)</b></p> <p><b>Update to the Committee at its meeting on 5 December 2022- M&amp;S and BHS Development</b></p> <p><b>7 February 2023 - The Committee to consider its scope for Scrutiny input in the M&amp;S and BHS Development - APPROVED</b></p> |
| <p><b>M&amp;S and BHS Development</b></p>                                       | <p>To provide scrutiny input into the M&amp;S and BHS development at Northampton</p>            | <p><b>The evidence gathering for this Scrutiny activity will commence with site visits to various comparable developments. COMPLETED</b></p>  | <p>Executive Director for Place, Economy, and Environment<br/> Cabinet Member for Environment, Transport, Highways and Waste<br/> Cabinet Member for Strategic Planning, Built Environment and Rural Affairs<br/> Cabinet Member for Economic Development, Town Centre Regeneration and Growth</p> | <p>The Committee will provide Scrutiny input into the M&amp;S and BHS Development over a series of meetings</p>                           |   |
| <p><b>Regeneration and Culture of Northampton Town Centre (Northampton)</b></p> | <p>a) <b>To investigate the regeneration of the town centre , regarding a place to work</b></p> | <p><b>Date 31 January 2024 – Northampton Town Centre - Cultural Officer</b></p>   | <p>Executive Director for Place, Economy, and Environment<br/> Cabinet Member for Environment, Transport, Highways and Waste</p>   |   | <p><b>31 January 2024 meeting</b></p>   |

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| Town Centre Cultural Offer)                        | b) To have a focus on the gateways to Northampton  |  | Cabinet Member for Strategic Planning, Built Environment and Rural Affairs<br>Cabinet Member for Economic Development, Town Centre Regeneration and Growth               |   |   |
| Highways Contract to include economies of scale    | To have an overview, within the constraints of the contract.   | 31 August 2021 (taken place)<br><br>The Committee to consider the content of the scope of the Joint Scrutiny Review <b>18 October 2022 meeting - Oversight Group to be convened</b><br><br><b>The Chair of the Oversight Group will report to the Committee at each meeting when there is an update:</b><br><br><b>21 March 2023/18 April 2023/June 2023</b><br><br><b>31 January 2024</b> | Executive Director for Place, Economy and Environment<br>Cabinet Member for Environment, Transport, Highways and Waste   | A Joint Task and Finish Group with Corp OSC to look at the Highways contract                    | A joint Highways Oversight Group with Corporate OSC is being convened.<br><br>The Group has commenced its scrutiny activity |
| Waste and Resources Strategy Members Working Group | The Committee to set up an Oversight Group to look over various waste issues. The Group would begin to meet after September 2022 onwards. <b>A member group was convened and the Chair provides regular updates to Place OSC</b> | <b>date: 18 October 2022</b><br><br><b>NB: A working group has been set up (outside the O&amp;S process) - The Chair of the Oversight Group to report to the Committee at each meeting:</b>  | Executive Director for Place, Economy, and Environment<br>Cabinet Member for Environment, Transport, Highways and Waste<br><br>Chair of the Waste and Resources Strategy | Yes - A Member Group has been convened and the Chair provides a progress update to each meeting |   |

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|                                 |  | <b>21 March 2023 to 11 September 2023 - completed</b><br><br><b>31 January 2024</b>                     | Members Working Group.   |   |   |
| <b>WNC draft Waste Strategy</b> | The Committee to provide scrutiny input into the draft Waste Strategy  | <b>Date: 21 June 2023 - 11 September 2023</b><br><br><b>31 January 2024</b>                             |  |   | The final draft of the Waste Strategy to be considered by the Committee prior to its submission to Cabinet at its October 2023 meeting                            |
| <b>Active Travel</b>            | To provide scrutiny input to enable WNC to progress its plans for active travel  | <b>29 March 2022 – 15 April 2023 (taken place)</b><br><br><b>31 January 2024</b>                        | Cabinet Member for Environment, Transport, Highways and Waste<br><br>Executive Director for Place, Economy and Environment         | <b>Yes, this work would take around 6- 12 months.</b> | Information gathering to be provided to the Committee at its meeting on 29 March 2022 and an Oversight Group to be inaugurated. Councillor Bagott- Webb to Chair. |
| <b>Libraries</b>                | The Cabinet Member and Assistant Director to provide a briefing to the Committee on the Council’s policy regarding libraries | <b>date: 17 May 2022 completed</b><br><br><b>Date:18 April 2023 Taken place</b><br><br><b>COMPLETED</b> | Executive Director for Place, Economy and Environment and Cabinet Member for Housing, Culture and Leisure                          | <b>No</b>   | The Committee to provide further scrutiny input at its meeting in April 2024 <b>Now complete</b>  |
| Broadband Contract              | To monitor and review the broadband contract   | <b>18 April 2023 – Taken place</b><br><br><b>COMPLETED</b>  | Executive Director for Place, Economy, and Environment<br>Cabinet Member for Strategic Planning, Built Environment & Rural Affairs | No  | COMPLETED   |



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| <b>Home to School Transport Policy</b>              | The Committee to consider and provide Scrutiny input in to the proposed changes to the Home to School Policy | <b>18 April 2023</b><br><b>Date 31 January 2024</b>                                 | Cabinet Member for Environment, Transport, Highways and Waste<br><br>Executive Director for Place, Economy and Environment   | No |   |
| Place Overview and Scrutiny annual report 2022/23   | The Committee to receive the annual report 2022/23 for Place OSC.  | <b>21 June 2023 - taken place</b>   | Chair Place OSC  |    |   |
| Place Overview and Scrutiny annual report 2023/2024 | The Committee to receive the annual report 2023/24 for Place OSC.  | <b>Date: June 2024</b>  | Chair, Place OSC   | No |   |
| <b>Crime and Disorder Scrutiny</b>                  | The Committee to receive a performance report from the Chair of the Community Safety Partnership (CSP)       | <b>7 February 2023 (taken Place)</b><br><b>15 April 2024</b>                        | Chair of the Community Safety Partnership and Cabinet Member for Community Safety & Engagement, and Regulatory Services<br>Executive Director for Place, Economy and Environment |    | To receive a report from the Chair of the CSP each year.                          |
| <b>Flood Risk Management</b>                        | The Committee to undertake scrutiny of the Flood Risk Management Strategy                                    | <b>7 February 2023 and 11 September 2023 (taken place)</b><br><b>September 2024</b> | Executive Director for Place, Economy and Environment<br>Cabinet Member for Environment, Transport, Highways and Waste   |    | To include information how West Northamptonshire Council works with Homes England |

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| <b>Fly tipping</b>                                   | To provide scrutiny input into the draft fly-tipping policy that will aim to harmonise cleansing standards across WNC & boost enforcement action | <b>21 March 2023</b> - The Committee to receive information on progress on actions outlined in the action Plan <b>(taken place)</b><br><b>The Committee provide further input into the Policy in 12 months' time.</b><br><br><b>Date: 15 April 2024</b> | Cabinet Member for Environment, Transport, Highways and Waste<br><br>Executive Director for Place, Economy, and Environment                                    | The Committee to provide further scrutiny input into the Policy (April 2024) | The Committee could consider the reporting mechanisms, clearance and enforcement when providing input Completed <b>2/3/22</b><br><br><b>21/3/23</b> The Committee to receive information on progress on actions outlined in the action Plan <b>(taken place)</b> |
| <b>Items to be scheduled</b>                         |  |   |  |  |  |
| <b>Tree Policy</b>                                   | The Committee to receive Cabinet's response to the O&S report – Tree Policy and monitor the implementation of the accepted recommendations       | <b>Date: Progress Report 15 April 2024</b>  |  |  |  |
| West Northamptonshire Travel/Infrastructure Strategy | To provide scrutiny input into the Strategy, including footpath and cycleways, timescales, and funding   | <b>Date: 17 June 2024</b>   | Leader of the Council<br>Cabinet Member for Economic Development, Town Centre Regeneration and Growth<br>Executive Director for Place, Economy and Environment | To be confirmed  |  |
| Assets Strategy                                      | To provide scrutiny input into the Assets Strategy   | <b>Date: 17 June 2024</b>   | Leader of the Council – Cabinet Member for Strategic Planning, Built Environment & Rural Affairs<br>Executive Director for Place, Economy and Environment      | To be confirmed  |  |

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| Economic Strategy | The Committee to consider the Council's Economic Strategy | <b>Date: 16 September 2024</b> | Leader of the Council<br>Cabinet Member for<br>Economic Development,<br>Town Centre<br>Regeneration and<br>Growth<br>Executive Director for<br>Place, Economy and<br>Environment | To be confirmed |  |
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**Schedule of meetings Place Overview and Scrutiny Committee 2023/2024**

- 21 June 2023
- 11 September
- 31 January 2024
- 15 April

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