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Our ref: MH/csd
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Dear

FUTURE STRUCTURE OF EAST KETTERING LIAISON FORUM

At the last meeting of the Forum in July, Cllr Ian Jelley indicated a desire on the part of the Borough Council to review the structure and focus of the EKLF. The Forum has been in existence for a number of years and it is good practice to regularly review elements of the Council's constitution and meeting structure.

In this particular case, the Forum was set up before any outline planning application existed, and in a very different economic and planning environment. We have now moved into an implementation phase for the development which involves a much wider reach in terms of consultation and engagement.

The Council has therefore drawn up some proposals for how the Forum might be refreshed, and these are attached. I also attach the existing rules about the Forum, which form part of the Council's constitution, for comparison.

In terms of process, the Council's Executive Committee will consider a report on 16th October and any changes to the Forum which emerge from that will be formally submitted to the full Council meeting on 18th December, with any changes coming into effect on 1st January 2014.

We have also placed this matter on the agenda of the Forum on 10th September, and, to inform that discussion, we would welcome comments from Forum members - and others - to this letter.

Please could you send any comments to Anne Ireson, Democratic Services Manager, Kettering Borough Council, Municipal Offices, Bowling Green Road, Kettering, NN15 7QX (email anneireson@kettering.gov.uk) to reach us by 2nd September 2013.

Yours sincerely



Martin Hammond
Deputy Chief Executive

To

- All full and associate members of the EKLF
- All Borough Councillors
- All Kettering district County Councillors

PROPOSALS ON THE MEMBERSHIP AND CONSTITUTION OF THE EAST KETTERING LIAISON FORUM

1. Name

To mark the change of emphasis – change to KETTERING EAST LIAISON FORUM.

2. Purpose of the Forum

- To provide a channel of communication between public agencies and those communities most affected by the development of East Kettering
- To provide a sounding board for issues arising from planning and design, infrastructure provision, housing delivery and democratic representation.
- To allow communities and developers to communicate directly.
- To monitor the implementation and impact of the development

(Note – it is not a forum for communication between developers and public agencies, which will happen in the normal course of business.)

3. Reason for review of arrangements

The forum was set up before the urban extension was consented and has continued in being during a period when there **was** no activity for nearly two years and then during the discharge of pre-commencement conditions.

The development is now (July 2013) at a point where implementation is about to start. There are detailed statutory processes to apply to a number of planning applications and there is a consequent need for intensified consultation and communication. The Forum needs to move on from being a place where the purpose, scale and nature of development was challenged to one where development is effectively delivered, with the right scale of infrastructure and jobs as well as housing.

4. Principles of this review

In conducting the review, the Council feels the following changes are important:-

- The distinction between core and associate membership of the forum should be abolished.

- where there is a parish council, there is no need for a separate local residents' or action group to be also represented; where there is no parish council, local residents' groups can help fill that very local role.
- Political representation should be increased to properly reflect the role of elected members in decision-making at Borough and County level, and to increase member exposure to local opinion.
- The meeting should continue to take place in public with normal right to speak contributions from non-members and an open *Question and Answer* slot on the agenda for the wider public.

5. Chairmanship

It is proposed that, in line with other fora the Council supports (the Tenants' Forum, and the A6 Towns, Rural and Kettering Town Fora) that the chair should be a Borough Councillor, with a community or parish representative taking the deputy chairmanship.

6. Conduct of Meetings

Meetings will be held in public, with agendas and papers published five clear days before the meeting.

There should be a clear agenda, brief, action-focused minutes and participation opportunities around questions of design and delivery.

Agendas should not include "*any other business*" or "*matters arising*" but should as a minimum include:-

- | | |
|--|----------------|
| ▪ Minutes and action therefrom | All |
| ▪ Developer updates | Developers |
| ▪ Timeline for delivery – update on action plan | Developers |
| ▪ Update on planning applications | KBC |
| ▪ Update on infrastructure | KBC/developers |
| ▪ Update on funding issues | KBC/developers |
| ▪ Consultation and engagement work | KBC |
| ▪ Update on developer contributions/S106 agreements | KBC |
| ▪ Public Question and Answer session | All |
| ▪ Items for next meeting and dates of future meetings. | |

7. Frequency of meetings

Meetings will normally be held every two months, unless determined otherwise

8. MEMBERSHIP

This should comprise:-

Elected Members (9)

One from each Borough ward (5) and one from each County division (4) directly affected by the development:-

BOROUGH WARDS	COUNTY DIVISIONS
Avondale Grange	Burton and Broughton
Barton	Ise
Burton Latimer	Wicksteed
Ise Lodge	Windmill
Queen Eleanor and Buccleuch	

Parish Councils (6)

Burton Latimer
Barton Seagrave
Cranford
Warkton
Weekley
Grafton Underwood

Plus any other parish councils created as a result of boundary reviews which cover, or neighbour, the urban extension boundary.

Community Groups (4 or more)

Poplars Farm Action Group (or if preferred, the Kettering Residents' Alliance)
Ise Residents' Association
KBC Tenants' Forum (on behalf of residents of Grange estate)
Churches Together Kettering
Any new residents' group formed by residents of the new housing

Developers and landowners (at least 4)

Alledge Brook
Hallam Land
Persimmon
Taylor Wimpey

TOTAL 23

Other Organisations entitled to attend (as regulators, beneficiaries of the S106 or delivery partners)

NCC highways
NCC education

Police
Northamptonshire Clinical Commissioning Group (NHS)
South East Midlands Local Enterprise Partnership
Northamptonshire Local Enterprise Partnership

Observer status to be accorded to KBC Planning Committee Chair, if they are not already a member of the Forum.

Questions for responders

The following questions are intended to support responses, but do not feel confined to answering these questions if there are other points you wish to make.

Please reply in writing by 2nd September 2013.

1. Do you agree with the proposed Purpose of the Forum in section 2? This will form the terms of reference if agreed. Is there anything missing?
2. Do you agree with the principles behind the review in section 4 and the conclusions the Borough Council has reached; in particular the four points listed in the section?
3. Should the Borough Council take the chair, as it does with all other forums with are included in the constitution? Should the chair be "independent" and not represent a ward directly affected by the development?
4. Does the proposed structure of meetings feel right, as set out in section 6) and would the proposal for a public question and answer section work in practice?
5. Do you agree with the proposed membership as set out in section 8?

5. The East Kettering Liaison Forum

Kettering Borough Council recognises the significance of the proposed development of the urban extension to the East of Kettering and local concerns about its implementation and its impact on the local environment. The Council wants to facilitate communication between all the stakeholders in the locality affected so that accurate information is available to all parties and any concerns can be raised and discussed. As well as the Council's interest in representing local people and as a custodian of the economic, environmental and social well being of the Borough, it is also the local planning authority. As the decision-maker for applications for the development of the urban extension, the Council must ensure that applications are considered in accordance with statutory requirements and its own rigorous ethical standards. The Forum cannot be part of this decision making process and formal arrangements are necessary to demonstrate this separation in the roles the Council performs.

TERMS OF REFERENCE

The Forum shall:

- Act as a link between the local authorities, developers and local interest groups
- Monitor the implementation and impact of the development on the economic, environmental and social well being of the area
- Assist in ensuring that local people are kept informed of the development and its programming
- Allow developers to show draft proposals for aspects of the development and seek comments on them prior to the submission/consideration of planning applications
- Seek to resolve any concerns between the stakeholders that may arise

MEMBERSHIP

Core Group

- One Borough Councillor
- One County Councillor
- One representative of each of the following Parish Councils:
 - Barton Seagrave
 - Burton Latimer
 - Cranford
 - Grafton Underwood
 - Warkton
 - Weekley
- One representative of each of the following community and residents groups:
 - Churches Together, Kettering
 - Ise Residents Association
 - Crescents Community Association
 - NET Residents & Tenants Association
 - Poplars Farm Action Group
 - Burton Latimer Action Group
 - Kettering Borough Tenants' Forum
- One representative of the following development and landowner interests:
 - Alledge Brook Ltd (Bee Bee Developments Ltd)
 - Boughton Estates
 - Any other developer that subsequently acquires an interest in the site or who obtains planning permission for development work on site

Associate Group

- Borough Councillors representing the wards of:
 - Buccleuch & Queen Eleanor

- Barton Seagrave
- Ise
- Burton Latimer
- Avondale Grange
- County Councillors representing the divisions of:
 - Burton and Broughton
 - Ise
 - Wicksteed
 - Windmill
- Nominated persons representing:
 - the Police
 - the Primary Care Trust
 - Northamptonshire County Council
 - Sustainable Communities Directorate
 - Children & Young People Directorate

(on their successors in function)

Parish Councils and Community Groups may appoint any person as their representative, unless that person is already entitled to attend as an Associate Member.

Associate Members will receive all agendas, minutes and other papers, and will be entitled to attend meetings if they so wish. If invited to contribute to meetings by the Chair, they will not be constrained by the Right to Speak policy.

In the event that a vote is required, it will be conducted by show of hands. Only members of the Core Group may vote.

The Forum shall elect a Chair and Deputy Chair at its first meeting and thereafter at its first meeting in each calendar year from amongst the representatives of parish councils or community groups; no person shall be the chair if they already hold office as a Borough or County Councillor.

The Forum, or the Chair on behalf of the Forum, may invite representatives of other bodies to its meetings to discuss matters in which they are concerned or have expertise. This shall include, for example, representatives of the Highways Agency, a public transport operator, the Environment Agency and English Nature. Representatives of residents will be invited to join the Forum as the development becomes occupied.

The Forum shall be advised and supported by officers of the Borough Council, and other agencies as appropriate.

MEETINGS

Meetings shall initially be held every 2 months. A schedule of meetings shall be agreed at the first meeting of the Forum. Additional meetings may be held at the request of the Forum or may be called by the Chair. Meetings will be held at the offices of Kettering Borough Council until facilities are available in the new development. An agenda shall be sent to members 10 days before any meeting where possible. The members of the Forum shall be as open as possible with each other and seek to enhance public knowledge about the development. They shall, however, respect the justifiable confidentiality of information they acquire, for example on protected species or contractual matters. Members shall clearly state any request for confidentiality and the grounds on which it is sought. Meetings of the Forum will be in public, unless decided otherwise for specified items. The Council shall publish the minutes of meetings. Meetings shall be conducted in an orderly manner.