

## 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

- 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, in order to secure a sustainable, quality development which improves the quality of life of local people
- To allow communities and developers to communicate directly
- To monitor the implementation and impact of the development on the economic, environmental and social well being of the area.

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### MEMBERSHIP

#### Elected Members (17)

All councillors from each Borough ward and one from each County division directly affected by the development:-

BOROUGH WARDS	COUNTY DIVISIONS
<a href="#">Avondale Grange (2)</a>	<a href="#">Burton and Broughton</a>
<a href="#">Barton (2)</a>	<a href="#">Ise</a>
<a href="#">Burton Latimer (3)</a>	<a href="#">Wicksteed</a>
<a href="#">Ise Lodge (3)</a>	<a href="#">Windmill</a>
<a href="#">Pipers Hill (2)</a>	
<a href="#">Queen Eleanor and Buccleuch (1)</a>	

#### 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)

Where there is no Parish Council representation, a separate local residents' or action group will be invited to fill the local role, eg

[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 31**

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 <#>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¶

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 <#>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 [... [1]

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Other Organisations entitled to attend as Advisers (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

Environment Agency

Campaign for the Protection of Rural England

Observer status to be accorded to KBC Planning Committee Chair. If the Planning Committee Chair is a member of the Forum they shall be entitled to observer status only.

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

Members will receive all agendas, minutes and other papers. 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.

The Forum shall elect an elected Member of the Council as Chair and a Deputy Chair at its first meeting and thereafter at the first meeting in each municipal year.

The Forum, or the Chair on behalf of the Forum, may invite representatives of other bodies to its meetings as advisers to discuss matters in which they are concerned or have expertise. 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 normally be held every 2 months unless determined otherwise. Meetings will be held at the offices of Kettering Borough

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Council until facilities are available in the new development. An agenda shall be sent to members five clear working days before any meeting. 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.

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### Conduct of Meetings

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

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

- Minutes and actions therefrom All
- Developer Updates Developers
- Timeline for Delivery – update on action plan Developers
- Update on planning applications KBC
- Update on infrastructure KBC
- Update on funding issues KBC
- 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

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Each scheduled item on the agenda should allow for a maximum of five minutes' question time from the public gallery once the item has been presented and debated by Forum members. In addition, a maximum 15-minute catch-all Question and Answer session shall be held at the end

of the meeting for matters that people feel have not been addressed up to that point.

The Council's Right to Speak Policy shall apply to meetings of the Forum.

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**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

Nominated persons representing:

- the Police
- the Primary Care Trust
- Northamptonshire County Council
- Sustainable Communities Directorate
- Children & Young People Directorate

(on their successors in function)