



REPORT FOR DECISION

Item No:- NP24/09

Committee:-	Neighbourhood Planning Committee
Date:-	30 <sup>th</sup> October 2024
Author:-	Martin Hammond, Clerk
Report Title:-	Composition of Stakeholder Panel. Kettering Central Neighbourhood Plan
Wards Affected:-	All Saints, Northfield, William Knibb, St Michaels/Wicksteed

**1. Purpose of Report**

To agree who to invite to form the stakeholder panel

**2. Recommendations**

The Committee is recommended to identify up to a dozen people who will populate a stakeholder panel and to agree/amend the terms of reference as shown in Appendix A

**3. Information**

- 3.1. The principle behind a neighbourhood plan is that it is driven and strongly influenced by the community. This was the case with the Headlands Plan, in that the HARA took ownership of it from its earliest stage and key people from HARA oversaw the development of it, the wider community engagement and the writing of policies within it.
- 3.2. In this case, the Town Council has conceived the need for a plan and its geography but for it to come to fruition and survive the examination and subsequent referendum, there needs to be demonstrably wider ownership of the final plan that just the Town Council.

3.3. It is proposed that a stakeholder panel be formed, which will be the principal point of contact for the consultants and for the transmission/testing of ideas and plans. It would have no formal decision making powers but would be the place within which consensus and ownership can be built amongst key organisations.

3.4. The following membership profile is suggested, as a start for discussion. No-one except NNC has been approached as yet. A group larger than about 15 people is not recommended.

<b>Category</b>	<b>Suggested Groups from which to make a selection</b>
Statutory bodies	KTC member NNC officer
Heritage and arts	Civic Society Friends of the Museum and Gallery Kettering Arts Centre Kettering Cultural Consortium rep. Bonkas Playhouse
Environment	Groundwork Trust Kettering Nature Group Grow Wild Friends of Rockingham Rd Pleasure Park William St Community Garden
Business	North Northants Business Network Newlands Centre Pubwatch/publicans Becci Hurrell Voice Academy (Gala Bingo site)
Transport and movement	Brightwayz Stagecoach Bus Co Taxi association
Education	Tresham Primary schools in the area – St Andrews, St Marys, Park Infants and Juniors
Housing	NNC housing standards team? Landlords group? Accommodation Concern?
Community Groups	Resident associations? Faith Groups? Ethnic Minority groups? Other minority interests – eg disability, LGTB, older people Youth Works

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3.5. Some draft terms of reference for the panel are shown at Appendix A below

Background Papers

None

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22.10.24

## **APPENDIX A- DRAFT TERMS OF REFERENCE FOR A STAKEHOLDER GROUP**

### **Purpose and Objectives**

The Neighbourhood Plan (NP) Stakeholder Group (SG) will oversee the process whereby the Kettering Central NP is prepared, consulted upon, and taken through to referendum. The SG will aim to ensure that the NP is representative of the views of the Kettering community, whilst complying with the Regulations of the English Town Planning system and being in conformity with the emerging Development Plan prepared by Morth Northamptonshire Council.

The SG's ultimate objective will be to help design a Neighbourhood Plan that sets a vision for the future, influences the type, design, location and mix of new development, within the bounds of existing local planning policies and becomes part of the planning policy against which planning applications will be assessed.

### **Function and Operation**

The SG will be sponsored by and report to Kettering Town Council (KTC), through the Neighbourhood Planning Committee, which will receive regular reports from the Group.

KTC will administer all funding and payments according to its financial regulations.

The SG will operate on a non-political basis and will be comprised of X Members, supported by KTC and NNC officers and the consultant(s) appointed by KTC.

The SG will meet on a monthly basis. It may form Topic Groups (TG) to regularly report back to the SG.

### **Terms of Reference**

The Terms of Reference will be reviewed, and amended if necessary, by the SG every 6 months.

The Steering Group will elect a Chairman and a Vice-Chairman at the first meeting from its membership and appoint two of its members to serve on the neighbourhood planning committee as co-opted members.

The Steering Group will work closely with the Council's retained consultants and

- Manage the process of preparing the plan, and, working with the Council's consultants and officers, prepare and monitor a project plan
- Seek professional support and advice on technical planning matters
- Consult the local community as fully as possible, seeking to reach all sectors of the community when identifying priorities and considering delivery options
- Communicate with other interested parties outside the stakeholder panel
- Regularly update the neighbourhood planning Committee on their work and on risk management
- Form TGs whose purpose is to progress individual policy topics. It will oversee the scope and coverage of evidence prepared by any topic groups
- Recommend to the Neighbourhood Planning Committee commissioning appropriate technical studies as part of the process of developing and producing the NP

Topic Groups will consider the overall scope and objectives of the policy topic, for approval by the SG and will support the preparation of evidence in support of their topic. They will engage the wider community and a-stakeholders as appropriate and report back to the SG each meeting. They will each produce a report for the SG, detailing evidence gathered and draft policies, which will be edited by the Planning Consultant to ensure conformity and relevance to planning

All members of the SG and TG must declare any pecuniary or personal interests that may be perceived as relevant to a decision of the SG or TG. Such interests shall be recorded and made publicly available in the case of the SG Meetings. Members shall agree to be bound by the Seven Principles of Public Life ("The Nolan Principles"), which are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

A valid quorum of the meeting will be x Members

Voting will be by simple majority with the Chairman having the casting vote in the event of a tie

Decisions with financial implications will be referred to KTC officers or the Neighbourhood Planning Committee.

The SG shall be ratified (but not re-elected or re-appointed) by Full Council at the Annual Meeting of the Town Council in May of each year.

Members shall inform the TG Chairman and Planning Officer if they wish to liaise directly with external stakeholders

#### **Freedom of Information and GDPR**

In accordance with the Freedom of Information Act (2000), as an extension of a Local Authority, the SG will make available to the public minutes of meetings, evidence gathered and draft documents, its organisational structure and information on budget, expenditure and allowances. Data used by the SG will be processed in accordance with the Town Council's Privacy Statement and Data Protection Policy.

