



## Planning Policy Committee – 12 February 2014

### Rushden East Project Board Terms of Reference

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#### **Purpose of report**

This report seeks Member's endorsement of the Terms of Reference for the Rushden East Project Board

#### Attachment(s)

Appendix 1 Terms of Reference

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#### **1.0 Background**

- 1.1 On 21 October 2014, Planning Policy Committee approved the establishment of a Rushden East Project Board.
- 1.2 The Board consists of 4 East Northamptonshire Council Members, 2 Rushden Town Council Members, 1 Higham Ferrers Town Council Member and 1 Northamptonshire County Council Member. It is envisaged that other organisations and agencies, such as the Highways Agency, Environment Agency, Northamptonshire County Council Transportation and Education etc and obviously local landowners/agents etc will need to be involved in this project, however they will not form part of the Project Board itself. Instead, it is envisaged that such groups/individuals may sit on a working group(s), which will be established as the project progresses.
- 1.3 The primary purpose of the Board is to oversee progress on the Rushden East masterplanning project, which will see the drawing up of a vision and framework for the area, followed by more detailed masterplanning. This work will feed into the North Northamptonshire Core Strategy review, East Northamptonshire Council plans and also link into local Neighbourhood Plan work.
- 1.4 The Project Board held its first meeting on 22 January 2014 and agreed some terms of reference at that meeting (attached at Appendix 1).

#### **2.0 Conclusion**

- 2.1 Members are presented with the terms of reference for endorsement.

#### **3.0 Equality and Diversity Implications**

- 3.1 There are no equality and diversity implications.

#### **4.0 Legal Implications**

- 4.1 None

#### **5.0 Risk Management**

5.1 The project requires the Board's support and involvement, and also involvement from other key stakeholders and the wider community during the process. Commitment and support might prove to be an issue, depending upon what is proposed and this may lead to delays in project timescales (which have yet to be set/agreed). It is also anticipated that additional specialist staff resources will be required to progress this project, due to limited in-house staff resources. This issue would be addressed by a report to Personnel Sub-Committee.

**6.0 Financial implications**

6.1 There are no financial implications arising from the approval of the Terms of Reference.

**7.0 Corporate Outcomes**

7.1 The relevant Corporate Outcomes are:

- Good quality of life – prosperous, sustainable, healthy
- Effective partnership working
- Strong community leadership
- Effective management
- Knowledge of our customers and communities

**8.0 Recommendation**

8.1 Members are asked to endorse the terms of reference of the Rushden East Project Board

*(Reason – to enable progress to be made on masterplanning for Rushden East)*

<b>Legal</b>	Power:				
	Other considerations: None				
<b>Background Papers:</b>					
<b>Person Originating Report:</b>		Karen Britton – Planning Policy and Conservation Manager Extn: 2142 kbritton@east-northamptonshire.gov.uk			
<b>Date:</b> 28 January 2014					
<b>CFO</b>		<b>MO</b>		<b>CX</b>	

(Committee Report Normal Rev. 22)



# **East Northamptonshire Council**

## **Rushden East Project Board**

# **Terms of Reference**

## **1 Name**

- 1.1 The name of the Board is the Rushden East Project Board.

## **2 Purpose**

- 2.1 The Board will shape the proposals for the development of the area to the east of Rushden, provisionally titled Rushden East, for housing and employment use. It is a collaborative partnership working for the benefit of existing communities and the surrounding area, by:

- agreeing the key outcomes and the project plan
- creating the Masterplan
- identifying the necessary associated infrastructure and its funding routes
- shaping of the broad areas for planning consent
- agreeing consultation and communication for the project

within the vision statement and related framework sent by the Planning Policy Committee and the Local Plan Framework.

- 2.2 The Board will be Member led but will include key officers tasked with providing information and liaison with interested parties such as potential developers. The Board will ensure that the project defines and achieves key outcomes relating to the development area and wider impacts on the surrounding area. It will provide a forum for discussion with developers of key elements of the project, including viability.
- 2.3 The Board will monitor performance and delivery against the agreed project plan and targets and will determine the steps necessary to achieve the targets. It will decide on any changes to the programme or timetable which appear to it to be desirable or necessary to ensure delivery.
- 2.4 The Board has no statutory role and is not able to agree planning policy, planning permission or support any particular applications.

## **3 Membership**

- 3.1 The Board will comprise:-

### **East Northamptonshire Council**

- Rushden Ward Members (4 nominees) – Cllr M Holloman, D Jenney, G Mercer, S North
- Chair of Planning Policy – Cllr D Brackenbury

### **Rushden Town Council (2 Nominees)**

- Cllr S Peacock
- Cllr D Coleman

### **Higham Ferrers Town Council (1 Nominee)**

- Cllr A Sauntson (Deputy – Cllr B Jackson)

### **Northamptonshire County Council (1 Nominee)**

- Cllr A Mercer

#### **Principal Officers advising the Board will be:**

- For East Northamptonshire Council
  - Chief Executive – D Oliver
  - Head of Planning Services – D Reed
  - Planning Policy and Conservation Manager – K Britton
- For North Northamptonshire Joint Planning Unit
  - Head of JPU - Andrew Longley

3.2 The Board will be serviced by East Northamptonshire Council (ENC).

3.3 The Board will invite individuals or representatives of other organisations, consultants, contractors and advisers to attend a particular meeting when an item of relevance to them is to be discussed or where particular specialist input is needed.

## **4 Meetings**

4.1 Board meetings will take place every month initially. Timings of future meetings will be reviewed as the project develops. The business of the meeting shall be set out in an agenda and notified to members of the Group five days in advance of the date of the meeting. At least 50% of the Rushden Ward Councillors on the Board will need to be present for the meeting to be quorate.

4.2 The Board will be chaired by one of the four Rushden Ward (ENC) councillors, as agreed between them. The Deputy Chair will be elected from the four Rushden Ward (ENC) councillors or the Chair of Planning Policy.

4.3 Items for inclusion on the agenda will be agreed with the Chair and should be submitted for consideration at least 7 days prior to the date of the meeting.

4.4 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.

## **5 Members' Responsibilities**

5.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

## **6 Voting**

6.1 The Board will work towards securing mutual agreement on all aspects of the project, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chair will have a second, or casting, vote.

## **7 Variation of the Terms of Reference**

7.1 These Terms of Reference may be altered by vote at Planning Policy Committee

Final draft January 2014 - approved by Cllr Steven North 17/1/14

Agreed by Rushden East Project Board **TBC**

Agreed by Planning Policy Committee **TBC**