

## **Flintshire Local Development Plan Key Stakeholder Forum: Terms of Reference**

### **1. Overview and Purpose**

The purpose of the Key Stakeholder Forum (KSF) is an advisory one whereby the KSF will assist the Council in the Plan preparation process. The KSF will have an important role to play in the main stages of the preparation of the Plan by acting as a sounding board to discuss key issues and options. The KSF will therefore provide a forum through which views and ideas can be shared to assist in the production of the emerging Flintshire Local Development Plan

It is anticipated that the Local Development Plan (LDP) process will take 5 years to reach adoption. During this time the KSF will operate on the basis of regular formal meetings. After adoption of the Plan, there may be merit in the group continuing to meet, perhaps on the basis of monitoring of the Plan.

The KSF draws heavily on the existing Local Service Board and also includes representatives from key stakeholders in the public and private sector in order to ensure representation from a variety of disciplines including, social, economic and environmental. The membership of the Forum seeks to have a broad enough spectrum of members, yet be of a size which enables discussion and progress by ensuring consensus wherever possible. It must be stressed though, that the KSF is not a decision making body and that decisions on the Plan rest with the Council's elected Members.

### **2. Objectives**

The KSF will assist in:

- i. advising the Council on key issues and at key stages in the preparation of the emerging Plan;
- ii. disseminating information about the LDP to their partnerships and organisations and beyond;
- iii. bringing information, research and ideas from their organisations or partnerships to the attention of the LDP team;
- iv. ensuring that the LDP reflects the needs of Flintshire's Communities, its economy and environment;

As the LDP is developed it may be necessary to add further objectives. In this eventuality, the Forum will be given the opportunity to discuss any revisions to the terms of reference.

### **3. Mandate**

The group is advisory in nature and will function more successfully if the aim of producing a sound and coherent LDP is maintained and that compromise and consensus building are achieved. Therefore members of the group will need to:

- i. be able and willing to make decisions and recommendations on behalf of their body at the meetings in respect of the LDP;
- ii. be committed to helping to steer the LPA towards producing a sound LDP (tests of soundness refer to the policy content of LDPs (tests of consistency, coherence and effectiveness) as well as the processes of LDP production (procedural tests));
- iii. work with the KSF, respecting views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues before the Forum;
- iv. be open minded and consider the whole picture, not seeking simply to promote sectional interests; and
- v. be committed to the LDP and support and encourage its progression

#### **4. Composition**

The KSF membership is set out in Annex 1. It needs to be large enough to be representative while small enough to be effective. The guidance on preparing LDPs encourages the Local Authority to use existing groups or structures as far as possible in terms of engagement, particularly those set up for the Community Strategy. Given that the Community Strategy make-up should provide a balanced view of the communities that live and work within Flintshire, those organizations from the existing Local Service Board who were involved in developing the Community Strategy form a key part of the KSF membership.

The terms of reference for the KSF will be made available on the LDP website and this will include the names of KSF members and their contact details. This will allow those not invited to be part of the Key Stakeholder Forum to make their views known to any appropriate group member or the Forward Planning team. It is recognised that there may be other organisations that could equally contribute to the process. However the purpose of the group is to provide a sounding board for the process and it is but one mechanism for stakeholder involvement.

#### **5. Membership from Individual Organisations**

As far as possible membership from any single organisation should generally be restricted to one individual as additional representatives may affect the balance of interests in the group. Membership from Flintshire County Council reflects those with either a responsibility for producing the LDP or a responsibility for a key service area relevant to the Plan.

#### **6. Substitutes**

It is accepted that some members may not be able to make every meeting. A representative may be sent in place of the original member subject to the substitute being fully aware of the outcomes of previous meetings and in a position to actively participate.

Where no suitable substitute is possible, then any responses or comments will be acceptable via e-mail, although this should be submitted to the LPA no

later than three days before the date of any meeting, in order for the information to be reviewed and presented to the Forum as appropriate.

## **7. Chairman**

The meeting will be chaired by the Planning Strategy Manager, with the Vice-Chair being Team Leader Planning Policy. The group meetings will generally take the form of a facilitated discussion.

## **8. Frequency**

During the course of this LDP it is envisaged that the KSF would need to meet regularly, but this will depend on the stage that the Plan has reached. It is likely to be generally no more than every 3 months and no less than every 6 months. At certain stages in the process there may be longer periods between meetings and e-mail contact may be sufficient. In order for members to have the necessary time to plan meetings into their schedules, dates for meetings will be set as far in advance as is practical. It may be necessary, due to unforeseen circumstances, to call a meeting at relatively short notice, where the need for the meeting is urgent and members will be afforded the maximum amount of notice that is possible.

## **9. Information**

An agenda and any necessary background information for each meeting will be sent to members of the group to be received no later than four working days prior to the date of the meeting. In order to ensure that the meetings are focused, any outcomes necessary will be clearly identified.

## **10. Resolving Disagreement**

The group is advisory only in nature and will assist in steering the production of the LDP where appropriate. The aim is to secure consensus amongst the KSF although there may be occasions where this is not achievable and either a vote will be taken or a record taken of differing views. In these scenarios, the responsibility for making recommendations on the Plan will rest with Officers and decision making powers will rest with Members of the Council.

## **11. Reporting Mechanism**

Notes of the discussions and outcomes from each meeting will be forwarded to members electronically or in paper format where the member does not have access to e-mail. Unless comments or corrections are received within 14 days of the date of circulation then the minute will be confirmed as accurate. Notes of meetings will be made available on the Council's website once they have been considered by Members of the Council's Planning Strategy Group.

## **Annex 1**

### **Flintshire Local Development Plan Key Stakeholder Forum (Members)**

**Flintshire Local Health Board / Betsi Cadwalader University Health Board / North Wales NHS Trust**

David Johnson

**North Wales Police Headquarters**

Sharon McCairn,

**North Wales Fire & Rescue Service,  
Fire and Rescue Service Headquarters,  
Chris Nott**

**Coleg Cambria - Deeside**

Steve Jackson

**Pennaf Housing Group,**

Arwyn Evans

**Sport Wales**

Sue Maughan

**WAG**

Heledd Cressey

**Taith**

Stephen O Jones – FCC

**Natural Resources Wales (NRW)**

Angharad Crump

**Cadw**

Ashley Batten

**AONB Joint Advisory Service**

Tony Hughes

**Dwr Cymru/Welsh Water**

Dewi Griffiths

**Scottish Power**

Louise Edwards

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**Dee Valley Water**

Mark Billing

**National Grid**

Damien Hawke

**Wales and West Utilities.**

Danielle Royce

**FCC CEO / Leader / Cabinet Member for Environment**

Chief Executive - Colin Everett,  
Leader of the Council - Cllr Aaron Shotton,  
Cabinet Member for Environment Cllr Bernie Attridge

**Wrexham County Borough Council**

Nicola Corbishley and Linda Sharp

**Denbighshire County Council**

Graham Boase,

**Cheshire West & Chester City Council**

Jeremy Owens,

**Wirral Council**

Andrew Frazer

**Rep of Town & Community Councils - One Voice Wales and North Wales**

Mr Lyn Cadwallader

**Association of Town and Larger Community Councils.**

Robert A Robinson

**Home Builders Federation**

Mark Harris

**Chester, Ellesmere Port & North Wales Chamber of Commerce**

Colin Brew

**Retail / Town Centres**

Niall Waller

**Leisure Services**

Mike Welch

**Airbus**

David A. Adams and Richard Grundy

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**Flintshire Tourism Association**

Joint Chair, Sandra Blackwell and Christine Artus

**Farmers Union of Wales, FUW**

Brian Coleclough

**Enterprise Zone Board**

David Jones

**Flintshire Local Voluntary Council,**

Ann Woods

**CPRW Campaign for the Protection of Rural Wales,**

Mike Moriarty

**Clwyd Powys Archaeological Trust,**

Chris Martin and Mark Walters

**North East Wales Wildlife Trust,**

Ms Leah Williams

**Ramblers Association,**

Howard White,

John Roberts

**Chairman of the 50+ Action group ( Flintshire);**

Mr. Gerald Kitney,