



NAIRN (AREA? or SHIRE?) LOCAL PLACE PLAN

STEERING GROUP TERMS of REFERENCE

Nairn Community Development Trust (NICE) – Mission Statement for Local Place Plan lead body

The NICE Board of Directors comprises local people from all walks of life, including local employers. NICE will be the overarching 'lead community body' responsible for ensuring that a community led Local Place Plan, including funding, appropriate professional staffing, and probity, is prepared in an open, transparent and equal manner, through public engagement and the democratic consent of the residents of Nairn and its surrounding economic and social area who depend on public services based in the town (including the secondary school and hospital/health centre).

NICE Nairn Local Place Plan Steering Group

This group will be chaired by NICE and comprise Chairs (or their delegated representatives) of the two Nairn 'town' Community Councils (Nairn River and Nairn West and Suburban) and Nairn BID representing the local business community. This group will remain small to maintain focus and coordination as involvement of community volunteers and local groups widens, but it can be extended to include Chairs of rural and neighbouring Community Councils who wish to be involved in Nairn area LPP development.

The Nairn LPP Steering group will be responsible for

- Defining the **mission statement** for the Local Place Plan
- **Overseeing and taking decisions** on the '**processes**' for public engagement and plan development.
- Enabling the whole community to communicate and bring together the '**content**' of the plan
- Setting up **subgroups** with defined remits, together with allocating resources
- **Progressing and monitoring** subgroups.
- **Agreeing subgroup recommendations** and ensuring they **meet the holistic objectives** of the LPP.
- **Reporting back** regularly to NICE Board to ratify key decisions on LPP strategy and spending.

Sub Groups

Key Local Place Plan Workstreams

Leads for key LPP workstreams will be core Steering Group members until sustainable paid staff capacity is on board to take on some of these responsibilities.

These are likely to include:

- **Communications** (including publicity materials and online information management)
- **Event Coordination and Community Liaison** (including volunteer management and record keeping)
- **Funding and Finance** (including exploring fundraising and investment to deliver on LPP priorities)
- **Information/Data** – this group will be responsible for securing and ensuring there is sufficient data evidence on the undernoted which can be used to assist subgroups
 - NPF4, Regional Spatial Strategy, IMFLDP2, HOIP
 - Demographic trends and forecasts
 - Education capacity (including committed planning consents)
 - Transport network capacity assessment
 - Biodiversity impact assessment

- Play sufficiency assessment
- Health and social care services and facilities
- Water supply and sewage capacity assessments
- Flooding assessment
- Energy and heat supply and demand assessment
- Economic indicators (including SVDL, BILA, PBIF, Community Regeneration Funding etc.)
- Housing Needs and Demand Assessment and HLR

Thematic Subgroups (headings will be finetuned through public engagement)

- Infrastructure 1/ Basic Needs - Water, Sewerage, Flood Prevention, Internet Connectivity
- Infrastructure 2/Getting Around – Transport, Roads, Active Travel Routes
- Industrial Land/Business Space – to support Jobs and Investment
- Supporting Tourism/Visitor Welcome
- Supporting Education and Skills Development
- Supporting Health and Community Care
- Amenity, Leisure and Recreation
- Housing Land and Housing Development
- Common Good Assets and Funds
- Climate, Environment, Natural Assets and Net Zero
- Town Centre Regeneration and Heritage Conservation

Each subgroup will be responsible for

- Ensuring that all the elements listed in initial outline discussion papers, which are not exhaustive, are considered in an open, transparent, fair and equal manner.
- Ensuring that proposals comply with NPF4, RSS, IMFLDP2, HOIP
- Ensuring that proposals meet the needs and priorities of the local area.
- Ensuring that proposals can be met within existing infrastructure and where this is not possible identify what improvements will be required.
- Ensuring that proposals are realistic, can be funded and delivered.
- Ensuring that proposals fit holistically with other proposals contained within the Plan.
- Identifying, how Developer Contributions could be used to help deliver tangible outcomes.
- Ensuring that clear and measurable Plan outcomes are identified.

Community Involvement

NICE will ensure the Local Place Plan is truly '**Community Led**' based on the needs, priorities, aspirations and vision of the local people. An inclusive approach will be adopted, and it is proposed that the following groups be invited to offer their input, expertise and local knowledge to sub groups as appropriate.



Community Consultation

Open, transparent and wide-ranging local consultation will be undertaken to ensure the whole of the Nairn community including young, old, disabled, and disadvantaged are given the opportunity to offer their comments which will be taken on board in the preparation of Nairn's Local Place Plan.

Community Councils can act as an information conduit for their respective areas, sharing regular bulletins on progress, and offering a one way comments portal through their webpages to enable the local community to feed their views into relevant subgroups.