

Gilston Area Steering Group Terms of Reference

VERSION HISTORY

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1. BACKGROUND

The Gilston Area of the Metropolitan Green Belt has been proposed as an allocation for development within the emerging East Herts District Plan for the delivery of 10,000 homes of different types and tenures, approximately 3,000 of which are expected to be delivered by 2033. The developers proposal is to develop 7 separate villages within a landscape setting and not simply an urban extension to Harlow although it is recognised that there is an interplay between and with Harlow and its own planned expansion but that the Gilston proposal is proposed to be of a different character as 'villages'. In addition to new homes, the site owners will need to deliver a significant amount of new on-site infrastructure including schools, health facilities and parklands. Substantial financial contributions will also be made towards off-site infrastructure required by the development and to correct current infrastructure inadequacies such as, water infrastructure, sewers, health, education, new roads and upgraded junctions on the M11.

Notwithstanding the ongoing District Plan process, the Council, developers and representatives of the local community are committed to working together in order to ensure that, in the event that East Herts and the Developers secure the release of the Green Belt the masterplanning is based on a clear vision that will deliver a development of the highest quality and is reflective of Garden City Principles, as applied to 7 villages and not a larger urban settlement.

2. ROLE OF THE GILSTON AREA STEERING GROUP

The role of the **Gilston Area Steering Group** is as follows:

- Provide a space for the councils, developers, parishes and neighbourhood plan group to consider issues raised through the neighbourhood plan workshops and other community engagement events;
- Provide a steer for continued community engagement to ensure that the wider community's views are fully captured and responded to;
- Enable more complex issues to be considered in detail and find ways of ensuring wider community engagement in these issues;
- Shares and understands the broad development programme and delivery of the infrastructure required by the development.

3. RESPONSIBILITIES OF THE STEERING GROUP CHAIR

The Steering Group Chair is East Herts Council..

The responsibilities of the Steering Group Chair are as follows:

- Consults and sets the agenda for each meeting;
- Seeks, and manages, declarations of conflicts of interest;
- Ensures that agendas and supporting materials are delivered to members in 5 working days in advance of meetings;
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting;
- Clarifies and summarizes what is happening throughout each meeting;
- Keeps the meeting moving by putting time limits on each agenda items and keeping all meetings to two hours or less;
- Encourages broad participation from members in discussion by calling on different people;
- Ends each meeting with a summary of decisions of process and assignments;
- Follows up with consistently absent members to determine if they wish to discontinue membership;
- Finds replacements for members who discontinue participation;
- Ensures that the views of the Steering group are properly represented when East Herts Council makes decisions or representations about the wider strategic development issues associated with the proposal.

4. RESPONSIBILITIES OF STEERING GROUP MEMBERS

Individual Steering Group members have the following responsibilities:

- Understand the goals, objectives and desired outcomes of each party (the council, the developers, the parishes and neighbourhood plan group) and endeavour to work collaboratively to achieve the best possible outcome for all parties;
- Understand and represent the interests of the group each member is representing;
- Support open discussion and debate, and encourage fellow Steering Group members to voice their insights.

5. GENERAL

5.1 Membership

The table below lists the organisations that have a standing invitation to membership of the Steering Group. Organisations are expected to restrict attendance to one representative each in the case of landowners/developers and the Parish Councils (although three representatives may attend on behalf of the Joint Neighbourhood Plan Group reflecting that this represents three existing communities), the District and County Councils may be represented by both an officer and a Member. As Steering Group Chair, East Herts Council may be represented by additional Members and Officers as necessary to represent, chair and facilitate the meetings. Independent advisors, substitutes and guests can be invited to attend the Steering Group as necessary, subject to agreement in advance by the Steering Group Chair, although they will not form part of the membership of the group unless proposed and agreed as amendment to these Terms.

| Organisation |
|---|
| Joint Neighbourhood Plan Group (representing Gilston, Eastwick and Hunsdon Parish Councils) |
| High Wych Parish Council |
| Widford Parish Council |
| Places for People |
| City and Provincial Properties |
| East Herts Council |
| Hertfordshire County Council |
| Essex County Council |
| Harlow Council |
| Harlow & Gilston Garden Town Director |

5.2 Meeting arrangements

5.2.1 Quorum

This is not a decision-making group and so there is no required quorum for the meeting. Members are urged to attend as frequently as possible (and are welcome to dial in to the meeting by phone if that is the only way attendance is possible). Independent advisors or substitutes can be invited to attend the steering group but they will not be a formal part of the group.

5.2.2 Frequency of Meetings

Meetings will be held every 4-6 weeks and in general will last no more than 90 minutes.

5.2.3 Agenda, Minutes

A package will be e-mailed to members five business days in advance of a Steering Group meeting. This package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- List of Matters and Programme for the Gilston Area
- Briefing papers for consideration alongside other documents/information to be considered at the meeting.

5.2.4 Confidentiality

If items are discussed which need to be kept confidential (for example due to reasons of commercial sensitivity on behalf of a party) this will be noted in advance of the item being discussed, and all parties will respect the need for confidentiality.