

# Gilston Area Steering Group Terms of Reference

## VERSION HISTORY

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31 May 2017	V1	Initial draft for consideration by members of the steering group	Chris Butcher/Liz Watts
8 <sup>th</sup> June	V1.1	First review by HEG Plan Group	Anthony Bickmore
28 <sup>th</sup> June	V1.2	Final version for sign off	Chris Butcher/Liz Watts

## APPROVALS

Date	Document Version	Approver Name and Title	Approver Signature

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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 Town 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 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 the Project Sponsor, **Cllr Haysey**. Should the Project Sponsor be unable to attend a meeting, **Liz Watts, Chief Executive** will serve as Group Chair.

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 EH makes decisions or representations about the wider strategic development tissues 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 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 membership of the Steering Group. Independent advisors and substitutes can be invited to attend the Steering Group as necessary, although they will not form part of the membership of the group.

Organization	Name
Neighbourhood plan group (Gilston, Eastwick, Hunsdon Parish Councils)	Anthony Bickmore, Mark Orson, Bob Toll
High Wych Parish Council	Sam Clarke
Widford Parish Council	Gill Buck
Places for People/City and Provincial	Mary Parsons
East Herts Council	Councillor Linda Haysey, Liz Watts (CEO), Chris Butcher (Principal Planning Officer)
Hertfordshire County Council	Jan Hayes-Griffin
Essex County Council	Rich Cook

### 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
- Briefing and policy 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.