

# **HOVE STATION NEIGHBOURHOOD FORUM - Working Groups - Terms Of Reference (draft)**

**Version control:**

**Latest revision 16<sup>th</sup> September 2015**

## **Introduction**

The Working Groups were established by section 7 of the Constitution.

- 7. Working Groups**
  - 7.1 The Working Groups and their Conveners are established by the Committee.
  - 7.2 Conveners each form a Working Group of a minimum of 2 people from the Forum area.
  - 7.3 Working Groups develop the working arrangements which suit them best and meet as required to investigate and discuss the issues assigned to them.
  - 7.4 The Convener, or Deputy Convener reports to the Forum Committee once per month.

Section 5.1 of the Constitution specifies that the membership of the Committee will include Conveners and Deputy Conveners of the Working Groups.

From the outset these groups were conceived of as the drivers of our work. To date the Working Groups have operated in various ways and their level of activity has fluctuated. In the light of this experience this paper is a revised version of the ToR paper discussed at the February Management Committee meeting. It sets out the role and key tasks of each Working Group.

Agreed Terms of Reference will provide the basis on which can increase the number of active members. We have a list of members who have in the past volunteered to join our work who have not yet been contacted. The publication of the ToR on the web-site with examples of work undertaken in the past and current tasks will help this recruitment process.

# 1. National, Local and Neighbourhood Planning Policies

## Membership

*Convener: Helmut Lusser.*

Mike Gibson

*The Neighbourhood Plan has to be prepared within a framework of national planning policies and the BHCC Local Plan. A key role of this Working Group is to ensure that the Management Committee is fully aware of the implications of this framework of opportunities and constraints and effectively shares this understanding with Forum members and the wider public.*

*A second role is to monitor the development pipeline in the Neighbourhood Area, in terms of the cumulative impact planning applications approved but not yet implemented and submitting Forum comments on significant planning applications.*

## Tasks

1. Ensure that emerging HS Neighbourhood Development Plan policies are consistent with evolving national and city wide policies as set out in
  - The National Planning Policy Framework
  - The emerging City Plan and
  - Planning Policy Guidance Neighbourhood Planning
2. Prepare draft NDP policies, in consultation with other WGs, which will be useable as 'material considerations' by Development Management Planning Officers in the process of determining planning applications
3. Monitor planning applications in the designated Neighbourhood Area (in partnership with Hove Civic) to
  - identify those which HSNF needs to comment on and make representations at Planning Committee Meetings
  - identify the cumulative number of additional housing units and employment floor space and the likely range of impacts
4. Engage in S106 processes to identify and influence S106 investment flows in order to
  - promote the integration of S106 investment with investment from other capital programmes, in DA6 and across the designated Neighbourhood Area.
  - ensure that local community needs are met to the maximum possible extent
5. Prepare a monthly written report for Committee to be submitted to the Chair and Secretary by the Thursday preceding the monthly meeting.

## 2. Housing, Regeneration And Transport

### Membership

*Convener: Stuart Croucher*

Helmut Lusser, David Kemp, Jon Turner, Lesia Syrotiuk, Nigel Richardson.  
Mike Gibson.

*The key role of this Working Group is to provide the technical input to the Forum's work to ensure that the Neighbourhood Development Plan plays a significant role in the detailed planning and implementation of BHCC Development Area 6 - DA6.*

*A second role is to provide the technical input to the consideration of development issues outside DA6, including those in the Neighbourhood Area west of Sackville Road.*

### Tasks

1. To develop a vision for the parcel- based redevelopment of DA6 within an overall spatial development framework which secures the maximum development benefit for both the city and the local community.
2. To secure a tripartite 'development partnership approach' to the detailed planning of DA6, which involves the developers/landowners, the BHCC and the local community represented by the Neighbourhood Forum, in order to secure the maximum feasible and positive influence of the local community on the range of redevelopment projects as they are brought forward.
3. Liaison with BHCC politicians and planning officers and developers/landowners, and other key stakeholders, on a parcel by parcel basis, as development proposals are brought forward, to promote and refine our vision for an integrated approach to the redevelopment of DA6.
4. Estimate the need for investment in a range of community infrastructure, e.g. additional school places, social and health facilities and public realm improvement.
5. Prepare a monthly written report for Committee to be submitted to the Chair and Secretary by the Thursday preceding the monthly meeting.

## 3. Sustainable Green Neighbourhoods

### Membership

*Convener: Jon Turner*

Members: Mike Gibson, Kayla Ente (Brighton and Hove Energy Services Co-operative (BHESCO) and members of the Stoneham Neighbourhood Planning Workshop

*The purpose of this group is to ensure that the Neighbourhood Plan delivers sustainable development to the highest possible standard.*

### Tasks

1. To develop the Forum's version of low carbon neighbourhood planning, building on the practice advice recently published by the Centre for Sustainable Energy  
<https://www.cse.org.uk/downloads/reports-and-publications/policy/community-energy/energy-advice/planning/renewables/low-carbon-neighbourhood-planning-guidebook.pdf>
2. To identify opportunities for 'greening' the public realm in the Neighbourhood Area, in particular to work with Hove Civic to maximize the delivery of their tree-planting scheme.
3. To develop the Forum's version of low carbon neighbourhood planning, building on the practice advice recently published by the Centre for Sustainable Energy  
<https://www.cse.org.uk/downloads/reports-and-publications/policy/community-energy/energy-advice/planning/renewables/low-carbon-neighbourhood-planning-guidebook.pdf>
4. Identify and promote ways of reducing the carbon footprint of the Neighbourhood Area, including
  - a. reducing energy demand from new and existing buildings through energy efficiency investment
  - b. reducing fuel poverty by improving energy efficiency
  - c. promoting access to and local generation of energy from renewable sources
  - d. promoting water efficiency in new and existing buildings
5. Develop and deliver the Hove Station Neighbourhoods Community Energy Strategy in parallel and overlapping with the NDP to
  - a. provide an evolving framework for measures of reducing the carbon footprint of the Neighbourhood Area
  - b. initiate pilot projects
  - c. secure investment in the Neighbourhood Area from external sources

6. In partnership with BHESCO, to deliver the HSNF, UK Power Network funded Community *Energy Kickstart (CEK) Pilot Project* to:

- raise awareness of energy efficiency issues amongst residents and businesses
- to undertake a community household survey to identify the need for energy efficiency measures and residents' attitudes to energy efficiency investment
- to monitor energy use in a variety of local business premises and provide advice on reducing energy bills and
- to build on the outcomes of the project to develop proposals to secure community energy investment by public agencies and local households and businesses

7. Prepare a monthly written report for Committee to be submitted to the Chair and Secretary by the Thursday preceding the monthly meeting.

## 4. Communications, Community Engagement and Community Infrastructure

*(This section written by Mike Gibson and Robert Glick; last updated 12th September 2015)*

### **Purpose**

The purpose of this Working Group is to ensure that the local community participates in the preparation of the Neighbourhood Plan to the maximum possible extent and thus secure approval of the plan by a referendum with a credible voter participation rate.

### **Responsibilities**

The group will be responsible for developing and updating the Forum's **Community Engagement Strategy and Programme** with three components:

#### **4.1 Communications**

The group will establish and maintain effective communications with Forum members and the wider public to keep them up to date on the progress of the Neighbourhood Plan.

##### **4.1.1 Internal Communications**

The group will facilitate the storing, accessibility and security of HSNF information such as documents, images, maps, historical data, calendar dates for any planned events.

The group will agree procedures so that at least one member of the group is available to upload data etc.

The group will recommend and enforce suitable formats and sizes of electronic files (word processing formats, image formats etc) with respect to practicability and ease of use.

The group will make recommendations for online strategies related to website, social networking, email, calendars etc.

The group will use social media or other methods to initiate and maintain contact with members and third-parties as appropriate.

The group will maintain documentation to help HSNF members utilise the website, email account e.g. by explaining terminology, diagrams, how-to examples etc.

The group will report to the committee at each monthly meeting or AGM. A monthly report for Committee will be submitted to the Chair and Secretary by the Thursday preceding the monthly meeting.

##### **4.1.2 External Communications**

The group will manage the design and maintenance of the HSNF website. Procedures will be documented and roles will be assigned such as website administrators and editors.

The group will co-ordinate the writing and delivery of leaflets, emails, website updates etc to the membership and the general public.

#### **4.2 Community Engagement**

The group will ensure that the local community understands the objectives, structure, scope and limitations of a Neighbourhood Plan and that the community has opportunities to identify issues and submit ideas.

The group will help manage or co-ordinate events (such as *Have Your Say* events etc) including booking venues, arranging refreshments (where applicable), arrange for events to be publicised (eg by website, email , leaflets, posters etc.)

The group will work with community groups in different parts of the Neighbourhood Area to ensure a detailed articulation of the views of residents and businesses about the issues the Neighbourhood Development Plan needs to address, including the impact of *Development Area 6* on existing communities.

#### **4.3 Community Infrastructure**

The group will identify the need for **community infrastructure** investment, in terms of both current needs and future needs which will be generated by the changing population in the Neighbourhood Area.

The community baseline studies are described in the Neighbourhood Development Plan Structure and Content Report.

## 5. Organisation, Management and Policies

### Membership

*Convenor: Nigel Richardson*

Members: the officers of the Forum – Jon, Lesia, Sue and Membership Secretary tbc  
This group will be responsible for the efficient management of the Forum's business

### Tasks

This group will be responsible for all management and governance issues including

- Ensuring the organisation complies with its constitution
- Arranging insurance cover for 3<sup>rd</sup> part risks
- the roles of the officers
- the Forum's governance policies
- recruitment and induction of officers, members and committee members

In particular the group will

- Maintain membership records
- Keep accurate minutes of meetings
- Manage finances
- Manage and coordinate the working group activities
- Update the Neighbourhood Project Plan as required.