



SHAPLEY HEATH GARDEN COMMUNITY STAKEHOLDER FORUM – TERMS OF REFERENCE TO BE ADOPTED AT THE FIRST MEETING

PURPOSE OF THE SHAPLEY HEATH GARDEN STAKEHOLDER FORUM

The purpose of the Stakeholder Forum is to provide a mechanism for key stakeholders to engage in the evaluation of the Shapley Heath Garden Community opportunity.

CORE FUNCTIONS

1. To provide a space for the representatives from parishes, community organisations, business sector, third sector (voluntary sector), public sector (e.g. health, education, highways) and housing associations to consider topics raised through community engagement activities
2. To provide a steer for continued community engagement to ensure that the wider community's views are fully captured and responded to
3. To enable more complex matters to be considered in detail and find ways of ensuring wider community engagement in these areas
4. To share and understand the broad vision for exploring the opportunity of Shapley Heath Garden Community. To provide stakeholder input into a Shapley Heath Garden Community Vision, respecting Garden Community Principles
5. To provide input into the technical evaluation of the Shapley Heath opportunity, through mechanisms including access to information and reviews of technical work as appropriate
6. To work within the timescales agreed by the Shapley Heath Garden Community Opportunity Board
7. To provide co-ordinated stakeholder representation on the Shapley Heath Garden Community Opportunity Board

MEMBERSHIP

The following organisations that should have a standing invitation to membership of the Stakeholder Forum:

- The Environment Agency
- The Highways Agency
- Historic England
- Homes England
- Natural England



- Adjoining Local Planning Authorities
- Hampshire County Council
- Hampshire Police Authority
- NHS Hampshire and Hampshire Community Health Care
- NHS South Central Strategic Health Authority
- Network Rail
- Relevant gas and electricity providers
- Relevant sewerage and water providers
- Relevant telecommunications providers or those who own or control electronic communications apparatus located within Hart District
- Amenity groups (including the Society for the Protection of Ancient Buildings, the Georgian Group, the Victorian Society and the Twentieth Century Society)
- Civic Societies
- Community groups and residents' associations
- Countryside/Conservation groups
- Development and property-owning interests (those not in the Landowners' Forum)
- Disability groups
- Ethnic minority groups (to include the National Federation of Gypsy Liaison Groups)
- Health groups and organisations
- Housing interest groups and Housing Associations
- Local business groups
- Older persons groups
- Educational organisations
- Sport and recreation bodies and organisations
- Other groups/individuals (to include the residents of Hart District)
- Parish Plan groups
- Religious groups
- Surrey and Hampshire Canal Society
- The Theatres Trust
- Youth groups



- Enterprise M3 Local Enterprise Partnership
- Hampshire and Isle of Wight Local Nature Partnership
- Hart District Council Garden Community Project Manager (or representative).

The Stakeholder Forum, (Steering Committee and Thematic Groups), will be supported by members of the Garden Community Project Team as appropriate.

Stakeholders will be able to join as observers or by taking an active role in up to two thematic groups. The groups are:

- Community and Wellbeing
- Homes and Heritage
- Sustainable Transport
- Green Spaces
- Future Proofing

Organisations are expected to restrict attendance to one representative each, the neighbouring boroughs/districts may be represented by both an officer and a member. No restrictions apply to the County Council.

Each of the thematic groups will nominate two representatives to be members of the Steering Committee, which will meet at least quarterly. The Steering Group will report on the recommendations from the thematic groups, collate and share them with the full Stakeholder Forum membership. The recommendations will be considered by the Shapley Heath Garden Community Opportunity Board as it assesses the Shapley Heath Garden Community opportunity.

ROLES AND RESPONSIBILITIES OF MEMBERS

- All Members will understand the national government's Garden Community Principles (*see Appendix 1*)
- All Members will understand and be able to represent and articulate the views of their organisation. To ensure any substitute can do the same
- All Members will support open discussion and debate and encourage fellow Stakeholder Forum members to voice their insights
- If items are discussed which need to be kept confidential, this will be noted in advance of the item being discussed, and all parties will respect the need for confidentiality. If confidential information is raised in a meeting, the Chairman will make a note and all parties will respect the need for confidentiality
- The Stakeholder Forum Thematic Groups will nominate two representatives to sit on the Stakeholder Forum Steering Group
- The Stakeholder Forum Steering Group will nominate two representatives to sit on the Shapley Heath Garden Community Opportunity Board
- Representatives that sit on the Board will agree to fairly represent the views of the entire Stakeholder Forum at Board meetings



CHAIRSHIP

A Chair shall be appointed from the Forum memberships (Thematic/Steering) at the first meetings. Chairship will be reviewed annually. A Vice Chair may be appointed at the choice of the Forums to stand in if the Chair is unavailable.

The responsibilities of the Chairs are as follows:

- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting
- Clarifies and summarises what is happening throughout each meeting
- Keeps the meeting moving and aims to limit 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

The chair and vice-chair will be supported by members of the Garden Community Project Team.

MEETINGS

A minimum of one meeting of the Steering Group per quarter will be held with additional meetings to be scheduled as and when required, such as the thematic groups, which will explore topics in greater depth. All members will be able to choose which thematic groups to join. Each member will be able to join up to two thematic groups.

The agenda for each meeting will be led by the project plan and evidence base to enable informed recommendations to be made in a timely manner. Each forum will take reference in agenda setting from the Shapley Heath Garden Community Opportunity Board. The agenda will be prepared by the Garden Community Project Team and circulated to all members at least five working days in advance of the meeting. Minutes will be circulated within two weeks of the meeting and ratified by the membership at the following Steering Group/Thematic Group meetings.

This is not a decision-making group and so there is no required quorum for the meeting. Members are urged to attend in person/virtually as frequently as possible. Independent advisors can be invited to attend the Stakeholder Forums, but they will not be a formal part of the group.

REVIEW DATES

These Terms of Reference will be reviewed annually from the point of their first approval by the Shapley Heath Garden Community Opportunity Board, or as required.

APPENDIX 1

Garden community principles

a) Clear identity – a distinctive local identity as a new garden community, including at its heart an attractive and functioning centre and public realm.

b) Sustainable scale – built at a scale which supports the necessary infrastructure to allow the community to function self-sufficiently on a day to day basis, with the capacity for future growth to meet the evolving housing and economic needs of the local area.

c) Well-designed places – with vibrant mixed use communities that support a range of local employment types and premises, retail opportunities, recreational and community facilities.

d) Great homes – offer a wide range of high quality, distinctive homes. This includes affordable housing and a mix of tenures for all stages of life.

e) Strong local vision and engagement – designed and executed with the engagement and involvement of the existing local community, and future residents and businesses. This should include consideration of how the natural and historic environment of the local area is reflected and respected.

f) Transport – integrated, forward looking and accessible transport options that support economic prosperity and wellbeing for residents. This should include promotion of public transport, walking, and cycling so that settlements are easy to navigate, and facilitate simple and sustainable access to jobs, education, and services.

g) Healthy places – designed to provide the choices and chances for all to live a healthy life, through taking a whole systems approach to key local health & wellbeing priorities and strategies.

h) Green space – generous, accessible, and good quality green and blue infrastructure that promotes health, wellbeing, and quality of life, and considers opportunities to deliver environmental gains such as biodiversity net gain and enhancements to natural capital.

i) Legacy and stewardship arrangements – should be in place for the care of community assets, infrastructure and public realm, for the benefit of the whole community.

j) Future proofed – designed to be resilient places that allow for changing demographics, future growth, and the impacts of climate change including flood risk and water availability, with durable landscape and building design planned for generations to come. This should include anticipation of the opportunities presented by technological change such as driverless cars and renewable energy measures.