

**Terms of Reference for Hollands Farm Liaison Group
September 2019**



1. Purpose

1.1 To work towards achieving high quality sustainable development through:

- enabling positive collaboration between people directly affected by the development, including local stakeholders, councillors, officers and landowners/developers;
- identifying opportunities and challenges that emerge;
- identifying the potential impacts of the development site on nearby local communities and how these impacts can best be addressed and problems eliminated or mitigated; and
- ensuring the Council and the landowners/developers take ownership of the project.

2. Aims and objectives

2.1 To actively and positively assist in the preparation of the Hollands Farm site development brief;

- Information:** To provide a forum to share information related to the brief and to test that information for its effectiveness in the planning process, and, if necessary, to request further explanation and information.
- Scrutiny:** to critically consider the issues and matters before it, in a spirit of ensuring that the project improves, and the overall outcome of the development is better for the scrutiny.
- Local knowledge:** to ensure local knowledge is shared and taken into account, identifying what the issues are, articulating why they need resolution, and putting forward ideas on how they might be resolved.
- Communication:** to use networks that already existing within the community to share the work of the group, and feedback comments, to ensure the group is as inclusive as possible.
- Collaboration:** to work in a collaborative and open manner, focussing discussion on finding appropriate solutions, rather than debating matters for their own sake (see table at end of document)
- Balance:** in considering the different issues, the group may or may not have 'one view' – if different people on the group have different views, these need

to be articulated and recorded, with the group agreeing to disagree. Equally, where the group is in agreement, this also needs to be recorded. All these views need to be taken into account alongside technical information within the planning framework. Where the group feels it is appropriate, it may wish to make separate recommendations to the Council or Landowner/developer.

- g. **Learning:** to consider matters from others points of view, and learn from their experience.

3. Membership

3.1 An emerging Neighbourhood Development Plan (NDP) for the parish of Bourne End and Wooburn Green has already considered in detail the site of Hollands Farm. Given the existing amount of work that has already been undertaken through the preparation of the emerging NDP, it is appropriate that the NDP working group forms part of the liaison group. This will ensure that existing knowledge from the NDP process can be utilised. The Liaison Group will be made up from the following:

- NDP working group (4)
- Wooburn and Bourne End Parish Councillor (1)
- Ward Councillors (2)
- Community Representatives (1)
- Hedsor Parish Meeting (1)
- Developers/landowners (4)

3.2 Membership needs to ensure positive working to enable a comprehensive Site Development Brief. This will be through ensuring:

- it is inclusive and has a functional size of group; and
- other interested parties, Ward and Parish Councils do not outweigh the voice of local residents.

3.3 Continuity from one meeting to the next is important for the effectiveness of the group. The group will therefore identify named individuals, but that individual can send a substitute should they not be able to attend a meeting.

3.4 Council officers will not be on the group, but will attend each meeting to provide admin support and to advise the group. The Council's specialists, and the County's transport planner, will attend meetings when there are relevant items on the agenda, and the Council will request attendance from outside

agencies (such as the Environment Agency, although their attendance is not guaranteed).

3.5 Membership will be kept under review.

4. Chairman

- Councillor David Johncock will chair the meetings, to ensure that the purpose of the Liaison Group is achieved.
- The Chairman will act in an impartial way, and ensure all different views are heard, as well as maintaining the overall programme for the sites.
- Councillor Mrs Sue Wagner will be the Vice Chairman and will act as Chairman in the absence of Councillor Johncock.

5. Meetings.

- The Chairman will set the agenda of Liaison Group meetings.
- Council officers will suggest to the Chairman appropriate topics for each meeting.
- In setting the agenda the Chairman will seek the views of the group.
- The agenda, and any associated documents and information, will be put on a dedicated page of the Council's website.
- Notes will be prepared by the Council. The Chairman will approve the draft notes, which will be posted on the website as soon as possible following a meeting. The notes of a meeting will be approved at the next meeting.
- The meetings for the Liaison Group will normally be held at Wooburn and Bourne End Parish Council offices.

6. Programme

- Meetings will be arranged in relation to the work programme, rather than at regular intervals. The meeting points will be subject to change, but at the present time are:
 - Meeting 1 – Scoping of Issues (October 2019)
 - Meeting 2 – Issues Feedback (January 2020)
 - Meeting 3 - Consultation on draft Development Brief (March 2020)
 - Development Brief adopted June (2020)

Constructive Dialogue	Decide Announce Defend
We, us	Them, you
Conversations	Presentations
Discussion	Position, campaign
Look for common ground	Look for differences
Share data	Share convenient data
Share problems	Avoid problems (unless there is a solution that works for you)
Work on solutions together	Work on solutions independently
Understand	Know, fight, win, announce
Recognise many views	"he knew he was right"
Work for the 'greater good'	Score points
Owning up to mistakes	Covering up mistakes

ends