

<p style="text-align: center;">Daws Hill Area Reference Group (DHG) - Terms of Reference – September 2011</p>
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1. Purpose

To provide a regular information sharing forum to enable key local stakeholders and member/ officer representatives to discuss the progress of major development proposals affecting the local area and the opportunities and challenges that emerge.

Whilst members of the Group will be encouraged to express their views to officers and members, the group does not have a decision making role. As is normally the case, it will be the role of officers to negotiate with prospective developer(s) and communicate the Council's position to them at both at the pre-application and application stages - and to subsequently report their recommendation to the Planning Committee, based on professional advice.

As and when consultation takes place on development proposals it will be for residents/ organisations/ ward members¹ to individually make representations, rather than through the Reference Group.

2. Scope

- To act as a sounding board and discuss opportunities and concerns raised by local residents/ interest groups and consider ideas about how they might be dealt with.
- To discuss relevant topics/ reports – e.g. re master-planning, design, supporting infrastructure and impacts, transport, with input from relevant professionals and those closely involved with the proposals.
- To consider/ comment upon arrangements for wider public consultation/ engagement in the development process and act as an interface with the wider local community
- Other matters the group feel are relevant as the process unfolds

3. Procedures

- Programme of meetings and key items for review/ discussion to be decided by WDC following consultation with members of the DHG and developer representatives.
- Frequency of meetings anticipated to be at approximately 2 monthly intervals.
- Notes of DHG meetings to be made publicly available
- Members of the Planning Committee delegated to this group need to ensure that they are not at risk of being seen to have pre-determined an

¹ Those on Planning Committee and Regulatory & Appeals Committees will be subject to the pre-determination guidance.

application in due course. As such Planning Committee Member appointed to the Reference Group will be responsible for ensuring that any opinions expressed in the Reference Group are given without prejudice to the determination of the planning application. When a planning application is ultimately brought to Planning Committee for determination, those Members will be responsible for ensuring that they have not predetermined the case, or have given the impression that they might have done so to an observer.