

Terms of Reference for Reserve Sites Infrastructure Round Table

1. Purpose

To work towards a high quality sustainable development through enabling people directly affected by the development, local stakeholders and councillors, officers and landowners/developers to discuss the infrastructure impacts of the four High Wycombe sites, including the collective impacts of these developments, and the strategic transport impacts of all five sites, and to hold the Council and the landowners/developers to account.¹ These considerations and discussions will cover the full range of infrastructure, including transport, education, health, green infrastructure and utilities.

2. Aims and objectives

To actively assist in reviewing the evidence on infrastructure, identifying critical infrastructure priorities, and assessing how each site can best contribute towards resolving infrastructure issues;

- a. **Information:** To provide a forum to share information related to infrastructure provision, to test that information for its effectiveness in the planning process, and, if necessary, to request further explanation and information.
- b. **Scrutiny:** to critically consider the infrastructure-related 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.
- c. **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.
- d. **Communication:** to provide an effective means of communication with each of the liaison groups.
- e. **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)
- f. **Balance:** in considering the different issues, the round table 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 round table agreeing to disagree. Equally, where the round table is in agreement, this also needs to

¹ Please note, formal decisions on the briefs will be made by WDC Cabinet, and formal decisions on any planning applications will be made by WDC Planning Committee.

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 recommendations to the Council.

- g. **Learning:** to consider matters from others points of view, and learn from their experience.
- h. **Recommend:** to make recommendations on how funding should be prioritised and used to address infrastructure needs.

3. Membership

The membership of the group will be at the invitation of the Chairman, who will keep it under review.

The core membership of the Round Table will be two members of each of the reserve site Liaison Groups (excluding elected members), and one County Councillor for each of the sites (counting the two Abbey Barns together). Others will be invited to join with a particular interest in infrastructure.

Membership needs to balance

- ensuring it is inclusive and having a functional size of group.
- representation from the reserve sites with other parts of the town affected by infrastructure issues
- representation across different types of infrastructure

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.

Council officers, the County Council's transport planner and infrastructure providers will not be on the group, but will attend each meeting to advise the group. The Council will request attendance from outside agencies (such as Thames Water), although their attendance is not guaranteed.

Developers may be invited to attend meetings for certain items if agreed by the group in advance.

4. Chairman

- The Council 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.

5. Meetings.

- The Chairman will set the agenda of round table 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.
- round table meetings are open to the public, should observers wish to be present
- The meetings for the round table will be held at the Council offices.

WDC wants to have free and frank discussion with local community groups and residents about the proposals coming forward for the reserve sites. It has therefore established Liaison Groups (LG) and an Infrastructure Roundtable (IRT) which are intended to be a safe place to explore options and opinions candidly in a round table format. In that regard, it is essential that all LG and IRT members can express their views without the fear of being castigated or misquoted in public.

The LG or IRT is not a political forum and should not be used as such. Members of a LG must be apolitical, remain objective and constructive and work in a spirit of mutual respect without fear of reprisals or intimidation by others present. By joining the LG or IRT you automatically agree this code of conduct.

6. Programme

- Meetings will be arranged in relation to the programme, rather than at regular intervals. The meeting points will be subject to change, but at the present time are:
 - Inaugural meeting and Issues Feedback (March 2015)
 - Draft Brief/pre-application (June/July 2015)
 - Application (assuming outline) first meeting (Sept/Oct)
 - Application second meeting (Nov/Dec)
 - Reserved matters – timetable not yet identified
 - S.106 – timetable not yet identified

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