

## **BRITISH SUGAR COMMUNITY FORUM**

### **DRAFT TERMS OF REFERENCE (29/09/11 ref. JRHT)**

#### **Background**

The City of York Council (CYC) and the Associated British Foods (ABF) development team are committed to involving the adjacent communities and the people of York in the shaping and influencing of the British Sugar development.

The aim is to ensure that the new community is integrated with the existing communities and that, in whatever ways possible, existing communities and the people of York benefit from the development.

Thus there will be ongoing consultation with, and involvement of, the adjacent communities and York stakeholders in the development process.

An important part of the consultation strategy is the establishment of a Community Forum. It will be a key liaison and consultation mechanism with those communities adjacent to the site, the wider community of York, the ABF development team and CYC.

#### **Terms of Reference**

1. To receive proposals for applications from the developer ahead of any formal planning submission. To receive proposals for public consultation from the developer ahead of any open public consultation.
2. To facilitate discussion of these proposals by all the stakeholders, at the pre-application stage.
3. To promote understanding by stakeholders of the overall concept of the redevelopment of the former British Sugar factory site and how each specific proposal contributes to that concept being fulfilled; and in turn how the proposals relate to the life of the community and the City.
4. Each stakeholder organisation/ community group should be represented by one member at the forum, to speak on their behalf. With the agreement of the Chair, representatives can be substituted for specific meetings. In addition specialist advisers may be invited to attend, with the prior agreement of the Chair. A review of the Forum membership can be undertaken at suitable intervals, upon the request of any member.
5. To provide advice and feedback to the developer including suggestions for modification of the proposals. In turn, the developer will report back at subsequent meetings upon how the feedback has been taken into account.
6. The Community Forum will meet at a frequency to allow application proposals to be considered in advance of submission recognising the development programme requirements.
7. The Forum will have an ongoing independent chair. Minutes will be prepared and distributed for agreement at the following meeting.

- 8.** The Forum will not have any decision making powers, but will be a minuted group to provide advice to the decision makers.
- 9.** Agendas for meetings will be agreed between CYC and the developer with members being able to table items for consideration.
- 10.** The forum is intended to be open to observers by prior arrangement with the Chair/ CYC. The minutes and any statements agreed by the forum will be publicly available through CYC's public information channels, regular updates in CYC's Ward Newsletters and website.
- 11.** These terms of reference will be reviewed by the Forum as the site evolves through the planning stages and into the delivery of the site.