

**York Central Community Forum - Terms of Reference**  
**Agreed 07/02/17**

**1. Background**

The York Central Partners (YCP) (City of York Council, Network Rail, National Railway Museum, Homes & Communities Agency) are committed to involving the adjacent communities and broader city wide stakeholders in the shaping and influencing of the York Central development.

The York Central Partner's role is to deliver and promote the site as joint land owners, place makers and long term custodians. They will bring the following to the project:

- Cultural draw
- Infrastructure investment
- Masterplan and Development Framework to guide development

Submit planning applications and information for technical approval

An important part of the consultation strategy is the establishment of a Community Forum. The group will be a key liaison and consultation mechanism, for York Central Partners, with representatives from communities/ groups adjacent to the site and wider York stakeholders.

The Forum will be supplemented by a range of consultation mechanisms at key project stages to reach the wider community.

**2. Purpose**

The Community Forum's role is to facilitate engagement by both the York Central Partners (as promoters of the scheme) and the Council (as statutory body and regulator/ custodian of the city) with the local communities and stakeholders around York Central and across the city.

The Forum is not a statutory requirement of the Local Planning Authority and meetings will not form part of any statutory consultation.

- 2.1 To provide a **sounding board** for the development at key stages of the development process.
- 2.2 To bring interested parties **together** to share information, ideas and different perspectives.
- 2.3 To **feed-in** the views of local communities and broader city wide stakeholders to help shape the development proposals.
- 2.4 To **feed-back** the work of the Forum to local communities and city wide stakeholders. YCP website and communications strategy to be developed and kept up to date to help dissemination of information.

- 2.5 To enable Partners to keep the Forum **informed** of progression.
- 2.6 To create a **shared understanding** of:
  - a) the overall concept of the redevelopment of the site;
  - b) how each proposal contributes to that concept being fulfilled;
  - c) how the proposals relate to the life of existing and new communities; and
  - d) how the proposals contribute to the success of the whole city.

### **3. Membership**

- 3.1 Each stakeholder organisation/ community group should be represented by **one** member at the forum, to speak on their behalf.
- 3.2 Whilst the meeting is not intended to be open to observers, representatives can have a **substitute**. Members of the forum are to arrange for their own substitutes to attend, pass on any papers, and notify the Forum coordinator of the named substitute with their apologies.
- 3.3 Members of the Forum may **represent** the views of both the local and the wider communities of York, e.g. social, geographic and economic interests.
- 3.4 Members of the Forum should have **regular contact** with the community/ interest that they represent, and should feed back to them.
- 3.5 **Privacy** - The name and contact details of the Forum Coordinator and the Councillors who sit on the Forum (not all members due to data protection - see YCCF Privacy Notice) will be **published** on CYC website so that the wider public know who to make representations to. With consent, the email addresses of forum members will be shared within the group; considerate use of these is requested, avoid spamming and 'cc' all users.
- 3.6 **Predetermination** - Any Councillors who are likely to be involved in the determination of any related planning application should ensure that they do not compromise themselves, or the Local Planning Authority, by participating in the process. The role of Councillors is to listen, and to raise questions on the details presented. It is important that Councillors do not promote or oppose the application, since not all the relevant information may be before them.
- 3.7 A **review** of the Forum membership can be undertaken at suitable intervals, upon the request of any member.

### **4. Meetings**

- 4.1 The Forum will have an **independent chair**.
- 4.2 All parties will **engage and listen** to other peoples views.
- 4.3 The Forum will meet at a **frequency** driven by the development programme.
- 4.4 **York Central Partners** will play an active role in facilitating and delivering the Forum meetings, and in clarifying the fixes and flexes of any proposal.

- 4.5 The Forum can invite input from **specialist advisors** (e.g. specific partners, CYC statutory officers, Partnership advisors), depending on the agenda of individual meetings.
- 4.6 **Agendas** for meetings will be agreed between the Chair and the Partners and published in advance on CYC website. Suggestions for future topics will be noted and reviewed, although agendas will also be led by the overall programme timetable in order to ensure that discussions are meaningful and provide influence at the right time, and when the right material is available to inform debate.
- 4.7 The York Central project team will **resource** the meetings, including circulating dates and agendas by email, and preparing a draft meeting note for confirmation at the next meeting.
- 4.8 The **meeting notes** will be publicly available through CYC website (until joint information channels are established for all Partners).
- 4.9 The Forum will be a **noted group** to provide non-binding advice to York Central Partners. It will not be a voting committee and will not have any decision making powers.
- 4.10 These terms of reference can be **reviewed** by the Forum as the site evolves through the planning stages and into the delivery of the site.