

WELBORNE COMMUNITY FORUM DRAFT TERMS OF REFERENCE

Objective

To foster open and effective communication and build understanding about the development of Welborne Garden Village between its residents, neighbouring communities, local authorities, businesses, the voluntary sector and other interested parties.

Role

The Forum holds no decision-making power but it can:

- Exchange information and ideas
- Consider and comment upon Welborne's development and operation
- Maintain an overview of trends, performance, perceptions, complaints and potential challenges
- Make recommendations to the Master Developer or Councils where appropriate

Principles

- The Forum is independent from the development of Welborne
- Members should be representatives of wider organisations and not appointed in a personal capacity
- Organisations representing their community's interest should have a written constitution and documented membership
- Members should adhere to the standards of behaviour expected of Forum members, as set out in the Code of Conduct

Membership

The Welborne Community Forum will comprise members who represent the interests of residents, local authorities, local businesses and other interested parties, as follows:

- Fareham Borough Council: (5)
- Winchester City Council (1)
- Hampshire County Council (1)
- Buckland Development Limited
- Business community representatives
 - Hampshire Chamber of Commerce
 - Business South
 - Federation of Small Businesses
- Community and voluntary sector representatives
 - Wickham and Knowle Parish Council

- Knowle Residents Association
- Wickham Society
- Funtley Village Society
- Fareham Society
- Wallington Community Association
- Welborne Residents representative (vacant)

An unlimited number of representatives from Buckland Development Limited may participate in the meetings. A single representative from each business and community organisation may participate in the meetings. Where nominated representatives are unavailable to attend, substitutions will be permitted.

Technical advisors may support Forum Members but should not participate in Forum proceedings.

Chairman

The Chairman and Vice Chairman will be appointed by Fareham Borough Council.

Secretariat

Fareham Borough Council will provide the secretariat for the Forum and will meet any costs incurred by the provision of a venue.

Meetings

The Forum will meet up to four times a year, with the opportunity to have exceptional ad-hoc meetings at key milestones in the development of Welborne at the discretion of the Chairman.

Any member of the Forum can request that an item is placed on the agenda, but the Chairman has the ultimate discretion. The Chairman should ensure that there is an appropriate balance of issues discussed at each meeting.

The Agenda and any supporting papers will be available one week in advance of each meeting.

High level Action Notes of each meeting will be recorded and followed up at subsequent meetings.

All business will be operated by consensus.

Public participation

Meetings will be open to the public.

Information about the Forum, its role, its membership and how to contact its Secretariat will be available on the Council's website.

Review

These Terms of Reference will be reviewed annually.