

TERMS OF REFERENCE

Quarterly Northstowe update meetings – Homes England and Parish and Town Councils

Purpose

This meeting is to enable communication between Homes England as the main Northstowe master developer and the local Councils, including Northstowe Town Council and the adjoining Parish Councils of Longstanton and Oakington & Westwick. The meeting ensures there is regular contact between the organisations involved and is envisaged as being more informal/interactive than the existing Northstowe Community Forum meetings.

Responsibilities

- To share information and ensure partners are aware of key development and community development activities.
- To discuss local issues in order to identify potential solutions.
- To explore opportunities for collaboration and engagement to make Northstowe as good as it can be.
- Where appropriate further meetings can be arranged on particular issues, topics or themes. Participation will depend on the issues being discussed.
- It is not the purpose of the meeting to duplicate the responsibilities of other established groups.
- The meeting has no direct decision-making powers as such.

Steering Group Membership

The following organisations will be invited to send a maximum of three representatives to each meeting:

- Longstanton Parish Council
- Northstowe Town Council
- Oakington and Westwick Parish Council
- Homes England

Note: The order of updates from the above organisations will be rotated at successive meetings in the spirit of fairness.

Other attendees to include:

- Northstowe Community Development Officer
- District and County Councillors for Longstanton, Oakington & Westwick and Northstowe. External advisors selected for their expertise and experience in the areas of focus (by invitation).

The Group may co-opt additional members for specific points as and when required. Representatives from other organisations, including other nearby parish councils, may be invited to attend where the business of the Group is relevant to their interests. Membership of the group will be reviewed frequently, and at least annually, to reflect priorities and needs.

This is an informal group hence there is no quorum specified.

Frequency of Meetings and Administration

Meetings will take place approximately quarterly (to be reviewed after one year).

Meetings may take place on-line or in person. If the latter, a dial in option may still be made available.

Homes England will issue a call for agenda items two weeks before each meeting and circulate an agenda at least two days prior to each meeting.

Notes will be taken of key action points and circulated to all attendees following each meeting. Homes England staff are happy to undertake required administration.

All participants will be respectful to other participants and acknowledge that organisations may have different objectives. Group members should disclose any potential or actual conflict of interest.

ToR Agreed 20 May 2022