

# **NFGN Stakeholder Forum Terms of Reference**

The aim for North Felixstowe Garden Neighbourhood (NFGN) is to create a cohesive, sustainable, and healthy environment that recognises the importance of establishing the foundations for future community stewardship. This requires collaboration throughout the lifetime of the project.

Through the establishment of a Stakeholder Forum, the aim is to keep key stakeholders informed. This will allow the community to directly feedback to the project team on a regular basis, making processes smoother and outcomes better. Key outcomes are instilling pride of place and build community power for future management of assets.

## **Objectives**

- To provide an open line of communication with local communities and enable representatives of the community to be kept up to date regarding NFGN.
- For members to bring a strong understanding of the local area, the way it works, its history and its communities and businesses.
- Provide a positive contribution from a community perspective, on development proposals for NFGN to ask questions and be a voice for those they represent including for all ages and backgrounds.

## **Members and Attendees**

- A full list of members and attendees will be circulated at the first meeting.
- Representatives from the project team may include ESC staff, adjoining landowners, project design team.
- Further technical, industry and future user representatives (e.g. Anglian Water, Wildlife Trusts, Flooding Authority, Highways, Suffolk Chamber of Commerce, Suffolk Preservation Society, Education, Youth Groups and further ESC officers etc) as well as consultants may join the forum or meetings when needed depending on agenda items and stage of the project.
- Representatives from the NFGN Citizen's Panel (existing residents participating in workshops, forming a community champion role) may also join the forum or meetings depending on agenda items and stage of the project.
- How new residents will be introduced to the forum upon first residential occupation and how representation on the forum shall develop over time will be established by the forum, with the aim that site residents will have an increasing representation.

## Principles

- The Forum will provide a voice for the community and its agenda shall be in the equal interests of the existing and new communities.
- The Forum will run in accordance with the following principles:

**Inclusive** Forum membership represents the communities impacted by NFGN. Equal opportunity to contribute will be given to all members.

**Open** Transparency about what can and can't be influenced and how input will affect decision making. Presenting information in plain (jargon free) language which is accessible to all and can be easily understood (including offering alternative formats). Information and views will be shared in an open and non-binding manner.  
Meetings may include pre-application information which would not be published more widely due to its early draft form. Trust in this area is essential to allow pre-application engagement to have its greatest benefit to the community.

**Timely** Meetings are programmed to ensure that views can genuinely inform the masterplanning and decision-making processes. Actions arising from meetings (including circulating agenda's, minutes and responding to requests for further information) are completed by date agreed or explanation provided if not possible.

**Respectful** All members of the forum and attendees aim to foster an understanding atmosphere and all perspectives are listened to. Feedback goes two ways – it is sought from those participating in meetings, and it is provided to those who participate to communicate how their input has been taken on board.

**Consistent** Tone and content of messaging ensures clarity and avoids confusion

- Town/Parish Council members will be encouraged to feed the forum's activities and meeting notes back to their Parish Council meetings.
- Any updates happening at the Site will be relayed to the forum during these meetings. Once the website is live, these updates will also be made available here.

## Operation and administration

- The Chair of the NFGN Forum will run the meeting.
- East Suffolk Council will prepare the agenda for all meetings in collaboration with the design team, Forum members and chair to ensure that any items they would like to raise are covered during the meeting.
- The agenda will be finalised a week prior to the meeting to ensure that the relevant consultants can join the call to answer more specific or detailed queries.
- The Forum will meet in-person, with a digital option for those unable to join in person, unless government guidance prevents face-to-face meetings.

- The forum shall aim to meet bimonthly (or as agreed between the members of the forum).
- Meetings will be scheduled for one hour but may be increased by 30 minutes at the discretion of the Chair.
- Meeting formats will be flexible, from headline guest presentations to forum discussions.
- The meeting will accept and adhere to normal debating protocols and principles of natural justice.
- Non-forum member attendance will be by invitation only unless it is agreed by the forum that it would be of value to the community to schedule an extraordinary open meeting.
- These Terms of Reference will be reviewed on an annual basis.

#### **After the meeting**

- A list of any arising actions, who is responsible and due dates will be prepared by East Suffolk Council.
- A full set of meeting notes will be circulated within one week of the meeting.
- Once approved, notes of the meeting will be uploaded to the new NFGN website. The Parish Councils will also be sent copies of the meeting notes which they are welcome to share on their own websites and via their mailing lists.
- Any documents requested by members of the Forum will be issued e.g. highway notices, closure of footpaths, arboriculture statements etc;
- Reasonable requests for information and questions which cannot be answered within the meetings will be responded to within 1 week of the meeting;
- The date and time of the next meeting will be circulated to all attendees;

#### **Chair**

- The Chair will be chosen ahead of the inaugural meeting to lead the Forum and ensure effective representation across the membership.
- The term of the Chair will be for two years, however extensions to this term will be permitted at the forum's discretion.
- Chair the meetings in accordance with the aims and objectives of the Forum.
- Be the lead Champion for NFGN helping to promote the project as providing new opportunities for leisure, housing, employment, and community facilities with health and sustainability at its heart.
- A Vice-Chair will be nominated by the Forum in the case where the Chair is unable to attend.