

Appendix A: Community Forums

Implementation of Strategic Sites

Scope & Purpose

- To provide an opportunity for developer/s, residents, community groups (including but not limited to Town and Parish Councils, Neighbourhood Planning Groups and Resident Associations), elected members and council officers to engage with each other.
- To offer an opportunity for residents to raise issues of interest or concern for existing and new communities with a view to enhancing the quality of community life.
- For council officers and elected members to share issues raised by residents with relevant parties and report back responses and / or that appropriate action has been taken.
- To provide regular, accurate and timely information to residents regarding relevant developments. This may involve planning related information as well as other issues related to growth pertaining to the developments covered by the forum including education, transport, community facilities and community development, where possible.

Structure, Management and Format

- The forum will be chaired by the Executive Member Planning and Growth.
- There will be two to three 'open to all' formal meetings a year, where appropriate, and other forms of engagement where necessary.
- Meeting dates will be set, wherever possible, on a rolling basis a year in advance.
- A range of methods will be used to deliver the forum. The most appropriate format will be chosen for the meeting in consultation with attendees and in accordance with the circumstances at the time. This could be in person meetings or virtual meetings.
- For in person meetings, appropriate venues related to the new development will be used to allow all residents to have an opportunity to attend.
- The format and agendas of individual meetings will be determined by the Chair and Head of Planning and Building Control based on the progress of each specific development. Suggestions for agenda items will be welcomed. The agenda for each Forum will include a standard item on suggested items for future sessions.
- The Code of Conduct set out below will assist in the running and management of the meeting so anyone present at the meeting is treated with respect and people act in a fair and responsible way. All attendees will be expected to abide by this.

Communication and Publicity

A range of measures will be used to communicate with residents about the forums, including local advertising via flyers, web page, existing parish publications, email and social media.

- Presentations and notes will be published online.
- A distribution list will be developed and maintained based on registered forum attendees and any others wishing to be kept informed. Forums will be open to all. There will also be a registration form available to complete. Surveys and feedback mechanisms will be employed from time to time to ensure forums are meeting residents' needs and to facilitate continuous improvement.
- Agendas will be published no later than 7 days prior to the meeting.

Code of Conduct

All people attending Forum events must undertake to act in a fair and responsible manner, treat all people with respect and act in a way which does not discriminate against or exclude anyone. This is a collective responsibility of all present.

All people coming to Forum events agree by their presence that they will:

- Observe the authority of the Chair or facilitator at all times.
- Listen quietly to and respect the views and experiences of other people contributing.
- Allow others to have equal opportunity and time to share their opinions.
- Not use inflammatory language or aggressive behaviour of any kind.
- Focus their comments on the issues at hand.

While the expectation is that all participating will act within the code of conduct, if any of the above values are not met during a meeting or event, the Chair, facilitator or nominated officer may take one or more of the following steps with the objective of restoring order.

- a) Remind any person not abiding by the code of conduct that should they continue their behaviour will not be tolerated and the following action may be taken.
- b) Any person making offensive, insulting, threatening, provocative, slanderous or obscene remarks, or who becomes boisterous, or who threatens or harasses any person or property while at a Forum event, will cause the event to be suspended for the shortest period required to allow order to be restored.
- c) Any person or people causing an event to be interrupted by reason of behaviours identified above, who does so more than once, can be asked to leave the event by the Chair or staff at the event. This can be for a specific length of time to allow the person or people to cool off or for the rest of the meeting or event, depending on the judgement of the Chair or staff present.

Important Note: The forum does not have decision-making powers and cannot be held accountable for growth and related issues.