

East Hemel Forum

Terms of reference

1. Role of the East Hemel Forum

1.1 The Group will be known as the East Hemel Forum (hereafter referred to as the EHF).

1.2 The EHF membership will comprise:

- The Crown Estate – 3 representatives;
- Redbourn Parish Council – 1 representative;
- Redbourn ward members, St Albans District Council – 3 representatives;
- Adeyfield East ward members, Dacorum Borough Council – 1 representative;
- Leverstock Green ward members, Dacorum Borough Council – 1 representative;
- Woodhall Farm ward members, Dacorum Borough Council – 1 representative;
- Hertfordshire Chamber of Commerce – 1 representative;
- Hertfordshire Local Enterprise Partnership – 1 representative;
- Leverstock Green Village Association – 1 representative;
- Friends of the Nickey Line – 1 representative;
- Relevant officers from St Albans and Dacorum councils – 1 representative each

1.3 Membership of the EHF is not dependent on support of or opposition to development at East Hemel.

1.4 The aim of the EHF is to provide a forum for the exchange of information regarding the proposals for development at East Hemel.

1.5. The EHF will operate as an avenue for the creation and maintenance of channels of communication between The Crown Estate, the local community, elected representatives and business groups.

1.6 The local community is defined as those living or working in the vicinity of the proposed site.

1.7 Discussions undertaken by the EHF are restricted to matters relating solely to the proposed East Hemel development.

2. Group membership

2.1 The founding members of the EHF will be based on elected and appointed representatives of the immediate local community, as set out in 1.2.

2.2 No more than the prescribed number of representatives (as set out in 1.2) from any locally based community organisation shall attend.

2.3 The EHF's total membership may not exceed 18, except by approval from the Chair. Additional community representatives can be recommended to the Chair by existing members.

2.4 Questions can be submitted by the public in advance of an EHF meeting through a member of the EHF and will be addressed at the next meeting, or at a suitable subsequent meeting (for example where a detailed technical response is required).

3. Chairperson

3.1 A representative from Portland, on behalf of The Crown Estate, will chair meetings of the EHF. If a representative from Portland is unable to attend, The Crown Estate may provide an alternative chairperson.

3.2 The Chairperson is responsible for the orderly running of meetings, adherence to the agenda and enforcement of the EHF's Terms of Reference.

4. The Crown Estate's commitments

The Crown Estate commits to undertake the following responsibilities in relation to the EHF:

- 4.1 To undertake administrative duties necessary to organise the meetings;
- 4.2 To cover the cost of venue hire and advertising;
- 4.3 To ensure minutes of the proceedings are taken;
- 4.4 To provide agendas and minutes relating to EHF meetings;
- 4.5 To publish the confirmed minutes on the project website;
- 4.6 To respond to questions arising during EHF meetings in a timely manner;
- 4.7 To provide relevant, project-specific speakers to answer questions relating to the proposed East Hemel development.

5. EHF member commitments

EHF members commit to undertake the following:

- 5.1 To represent the interests of groups rather than attend as individuals;
- 5.2 To disseminate responses and outcomes of meetings back to their communities;
- 5.3 To work with The Crown Estate to identify key topics of interest to the local community that might be the subject of 'themed' EHF meetings or additional workshops.

6. Meeting arrangements

6.1 The frequency of meetings will be agreed among the membership.

6.2 The location and dates of future EHF meetings will be agreed among the membership.

6.3 Meetings will be formally advertised to members at least one week in advance, including agendas and minutes from previous meetings. Local Members of Parliament shall receive agendas and minutes in advance of meetings.

6.4 Minutes from meetings will be ratified at subsequent meetings and will be published on The Crown Estate's website www.easthemel.co.uk.