

TERMS OF REFERENCE REDEVELOPMENT PROGRAMME – RESIDENTS’ FORUM

Status: This is a **private** meeting with the Trust’s neighbours and should not be considered as a “Public Meeting”. Membership is by agreement of the Chair, although Members may invite additional **guests** to attend on an occasional basis.

Chair: Redevelopment Project Director/ Delegated deputy

Purpose/ Objective: To provide a forum for the Trust to share the plans for the redevelopment programme and to discuss with the Trust’s immediate neighbours as to what the potential impacts of those plans may be on them.

It is to be noted that this is **supplementary** to any formal statutory NHS public consultation or planning consultation for the Town Planning process.

To provide a mechanism for the Trust to receive feedback from local residents on issues and impacts arising from the implementation of the redevelopment programme allowing the Trust, where possible, to be better informed and take action to address residents’ concerns.

Membership:

Trust Members:

L&D Redevelopment Programme Team Members
L&D Communications Team

Public Members:

FT Governor Representative
Named residents (see appendix) from neighbouring/ adjoining streets and properties
Local Councillors

Additional Public participation will be welcomed, provided sufficient advance notice is given.

Contractors’ Members:

Site Manager/ Lead Representative [when in place]

Membership Roles:

Trust staff:

- To share and inform residents of the Trust’s plans for the redevelopment
- To listen to the residents’ feedback on actual and prospective impacts from the redevelopment
- To consider viable mechanisms for mitigating any negative impacts of the redevelopment on residents
- To address residents’ matters of concern with Contractors’ leadership teams and proactively manage situations

Resident Members:

- To listen to and consider the Trust’s plans
- To disseminate the information shared by the Trust with other local residents and neighbours
- To bring other neighbours’ concerns to the meeting
- To collect and present evidence (where possible) of contraventions and breaches (times; dates; images; video etc) to allow the Trust to take targeted, specific and appropriate action.

Expected Behaviours:

The meeting can be anticipated to deal with emotive and contentious subject matter. As such it is considered important that members **all** accept and recognise the authority of the Chair to control the meeting and hold the meeting to its agenda and approximate time allowances. Further, members **all** accept that failure to observe these expected behaviours could result in suspension of the meeting and/ or a temporary exclusion for individuals from participation in the meeting.

Members **all** agree to treat each other with respect, understanding and courtesy.

We will **all** listen first and then respond, not interrupt and try to speak over each other.

Residents will seek to provide evidence of contraventions where possible to reduce the circulation of gossip and speculation **and** enable the Trust to take more **authoritative action**, thereby helping to enhance compliance.

Trust members will bring site plans and visual representations of matters for discussion (where applicable).

Meeting Frequency:

Bi-monthly until the contractor for the main scheme starts on site, then moving to monthly (3rd Thursday of each month at 18:00)

Meeting Management:

<u>Standing Agenda:</u>	<u>Mins</u>
1. Welcome & Introductions	5
2. Review of Last Meeting	5
a. Meeting record	
b. Action plan	
3. Redevelopment Programme Update	15
a. Town Planning Matters	
b. Business Cases	
c. Works Progress	
4. Forward Look on Construction Activities	10
5. Residents' Issues & Concerns	20
a. Highways	
b. Noise	
c. Interaction with Contractors	
d. Other	
6. AOB	5

Reporting:

A record of the matters discussed and raised at the meeting will be kept by the Redevelopment Programme Team. The Trust Team will endeavour to circulate notes to the membership within 1 working week of the meeting.

An Action Log will be maintained by the Trust team.

The Redevelopment Programme Board will receive a short update report from the Chair on key matters raised by residents in the meeting.

Redevelopment Programme – Residents’ Forum

Agreed Public Members:

For discussion at next meeting:

ID	Member	Locality Represented
		Lewsey Road (North)
		Lewsey Road (South)
		Calnwood Road
		Lime Avenue
		Dunstable Road
		Farringdon Rd
		Morecambe Close
		Leagrave High Street
		Other?