

Shoreham Harbour Member Steering Group DRAFT Terms of Reference

1 Remit

- 1.1 The Shoreham Harbour Member Steering Group will work with officers of the three authorities, SEEDA, English Partnerships, the Port Authority, the other statutory agencies, and the project's consultant teams to consider proposals for the regeneration of Shoreham Harbour and provide feedback to the project partners.
- 1.2 The Shoreham Harbour Member Steering Group is an advisory and consultative body and will not make any executive or planning decisions. The group may comment on emerging proposals but will not be a formal consultee. Decisions relating to planning policy and planning applications will remain the responsibility of the three authorities.

2 Membership

- 2.1 West Sussex County Council – 3 members
- 2.2 Adur District Council – 3 members
- 2.3 Brighton & Hove City Council – 3 members
- 2.4 Nominations to be confirmed by each authority on an annual basis.

3 Chairmanship

- 3.1 The group shall elect a Chair on an annual basis. The Chair will rotate around the three authorities on an annual basis.

4 Meetings

- 4.1 No less than four times a year, with meetings to be held in closed session.
- 4.2 The group will hold a wider member meeting, to which all Members of all authorities shall be invited, no less than once every six months.

5 Roles & Activities

- 5.1 Receive and consider reports/presentations on the full range of project issues, providing feedback and soundings to the project partners on emerging

proposals and policies.

- 5.2 Take an overview of, and comment on, the work of the Area Action Plan Steering Group and the production of the Area Action Plan without prejudice to the formal consideration of this Plan by the Planning Authorities.
- 5.3 Take an overview of, and comment on, the work of the various sub-groups of the Area Action Plan Steering Group; these include planning policy, transportation, communications, and economic development.
- 5.4 Contribute to proposals for stakeholder and community consultation, communications activities, and press releases relating to the project.
- 5.6 Channel and communicate the views of Members, including issues raised through the authority's scrutiny committees.
- 5.7 Communicate to and advise the three respective Councils on progress and issues through Cabinet, Council, Planning Committee, and other appropriate channels.
- 5.8 Publish minutes of meetings for public information.

6 Support to the group

- 6.1 The group will be supported by the Area Action Plan Steering Group, an officer group that brings together all the key project partners.
- 6.2 A nominated officer from the Area Action Plan Steering Group will provide administrative support to produce agendas and minutes, and facilitate venue hire for meetings and events.
- 6.3 The Area Action Plan Steering Group will produce reports, summaries, and presentations for the Member Steering Group.
- 6.4 Feedback from the Member Steering Group will be a standing agenda item at Area Action Plan Steering Group meetings.
- 6.5 Each authority shall nominate a lead officer to act as a first point of contact for Members in relation to Shoreham Harbour and Member Steering Group issues.