

NORTH FINCHLEY PARTNERSHIP BOARD – TERMS OF REFERENCE

Final draft for adoption 11 December 2018

Introduction

These draft terms of reference relate to the North Finchley Town Centre Framework Supplementary Planning Document (SPD) approved by Barnet Council's Policy and Resources Committee (13 February 2018). The information set out below, provides a series of recommended elements that together form a working set of terms of reference.

“Community Engagement Commitment” means a commitment by Barnet Council to engage in a consistent dialogue with the surrounding communities of North Finchley Town Centre, as represented via the Partnership Board, at all times. Barnet Council agree to this commitment regarding actions and activities undertaken by them, and their representative and agents in relation to activity associated with the SPD.

“Partnership Board” means a working group established by Barnet Council as a vehicle to ensure the objectives and requirements of the Community Engagement Commitment are met and put into practice and to facilitate consultation between the LB Barnet and the local community.

Draft Terms of Reference

A. Purpose and scope

The creation of the North Finchley Partnership Board (NFPB) is in accordance with Barnet Council's Policy and Resources Committee approval of North Finchley SPD (13 February 2018). The purpose of the NFPB is to help oversee, monitor, scrutinise and hold to account the management of the town centre and implementation of the SPD. The following key functions are noted:

- Provide a forum for representatives of the local community to meet with representatives of Barnet Council to discuss any issues of concern in relation to the development of North Finchley High Street.
- Monitor the management and implementation of the SPD and to allow members to receive reports on the progress of the proposed development and on significant forthcoming events in the development programme.
- Inform and involve stakeholders in the decision-making process and ensure that the views of local people are adequately considered in the evolving design and development proposals.
- Advise and guide Barnet Council and relevant development partners on the approach to community consultation and engagement to ensure the views of the local community on the progress of the SPD are recorded and taken into consideration.
- To discuss and make recommendations to Barnet Council for how other local funding could support development of North Finchley.
- At each meeting the NFPB agenda will include the following updates, where relevant:

- Planning applications being prepared by the developer;
- Planning applications received within the town centre;
- Latest discussions with Transport for London and other statutory consultees;
- Town Centre management and projects.

The NFPB is not a decision-making body in regard to the development, but it can choose to establish sub-committees or request reasonable specific detail or presentations from the developer or Barnet Council.

Meetings of the NFPB will not be open to the wider public unless agreed in advance by Board members. All meeting papers and minutes will be published on the Barnet Council website.

It is proposed that a minimum of four meetings of the NFPB shall be held each year subject to agreement of NFPB members – to be agreed at their launch meeting.

B. Membership

As agreed at Policy & Resources Committee on 13 February 2018 and based on further advice from officers at Barnet Council, it is suggested that NFPB should comprise local stakeholders including:

- Chairperson (x1)
- Vice Chair (x2)
- Local Councillors – West Finchley and Woodhouse wards (x2)
- Businesses and traders, both tenant and or landlord representatives - retail (x2); Food & Beverage (x1) office tenant (x1); business services tenant (x1)
- Individual residents and Resident Group representatives (x3)
- Community and faith organisations (x2)
- Local schools representative (x1)
- Arts Depot (x1)
- GP representative (x1)
- Council officers – Business, Employment and Skills and Planning Departments (x3)
- The Barnet Group (x1)
- Lead developer (currently Jonathan Joseph – to expand as appropriate) (x3)
- Transport for London officer (x1)

The NFPB should include a diverse and representative mix of local communities in North Finchley, including representation from people of different ages, minority ethnic groups, gender and disabilities. While membership from specific communities has not been set, the Board as a whole will seek to be inclusive to ensure a broad mix of views, life experience and representation.

The numbers of paid staff, both Barnet Council officers and representatives of the developers on the Partnership Board are in the minority based on the composition above. The majority membership are volunteers contributing their time and views as non-elected and unpaid representatives on behalf of the wider community.

Individual members may decide to nominate a representative to attend in their absence. The nominated representative must fulfil the same Membership criteria as the individual they are sitting in for. The Secretary needs to be notified at least 48 hours in advance with the names of those attending. Unless they remain a current problem, issues previously discussed will not be discussed again in detail for the benefit of those who did not attend the last meeting.

Members, including any substitute members, are required to treat all papers and discussion as confidential, especially personal information about individuals. The sharing or disclosure of information circulated or raised in discussions will only take place where it has been agreed with the Board and the Chair, and where it is legally appropriate to do so.

C. Chair and Vice Chairpersons

It has been agreed with Barnet Council that Councillor Daniel Thomas, Deputy Leader of the Council, will Chair the Partnership Board for an initial term of two years.

There will be two Vice Chair positions to be appointed by Barnet Council in agreement with the Chair. The Vice Chairs will be elected members and appointed for an initial term of two years.

D. Member selection process

Members of the local community are being invited to apply to join the NFBP through an open and transparent process. Members should:

- Represent at least one of the groups or organisations outlined in Section B above
- Have a good knowledge of North Finchley
- Have some understanding of the challenges faced by North Finchley and other town centres
- Be confident in voicing their opinions
- Be able to absorb and understand information
- Be willing to learn
- Demonstrate a collaborative/team approach
- Be able to make the time commitment to the Board, in both attending and preparing for meetings

The council is requesting enquiries via email or post and is asking prospective members to answer the following questions:

- What do you currently like about North Finchley and what would you like to see changed in the future?
- How would you inform and involve local communities and ensure their views are taken on board as change takes shape?

Applications will be assessed according to the criteria set out above. Membership of the Board will be decided by the Chair in consultation with Council officers and will be for an initial term of two years.

E. Quorate

It is suggested that the NFBP will be quorate as long as 10 members are present with the Chair and Secretary present. Meetings should last no more than two hours. Where required, Barnet Council will send to the meeting appropriate staff, which could include the project manager and representatives of various contractors, to present on key issues raised.

F. Secretary

Barnet Council will offer a Secretary to the Board who will:

- Liaise with the Chair about dates and agendas for meetings;
- Promote the meetings with at least 10 days' notice, including an agenda of matters to be discussed;
- Collate agenda items which need to be raised 14 days in advance to ensure that they can be adequately dealt with at the meeting;
- Organise the venue for each meeting;
- Take the minutes of the meetings and get these agreed with the Chair and ensure these are issued to members no later than seven working days after each meeting;
- Ensure any actions for any parties are followed up.

G. Personal data

Barnet Council will process the personal data provided by members of the public in their applications to the Board. More information on the application process and how the Board works can be found at www.barnet.gov.uk/north-finchley-town-centre. More information about how Barnet Council processes personal data can be found on our website www.barnet.gov.uk/privacy.

The names of Board members and, where relevant, the interest group they are representing (such as faith, business or disability) will be published on the council's website, including where substitutes attend meetings on behalf of a Board member.

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