Seaford Town Council logo


**Stakeholder Group for Community Land Use: Terms of Reference**

1. **Introduction and Background:**

The Stakeholder Groups for The Crouch and The Salts are being facilitated by the Town Council - as landlord, custodian and community champion - to foster collaboration and engagement among various stakeholders invested in the development and maintenance of community land.

The purpose of the group is to:

1. collectively develop a shared vision for the optimal utilisation of community land to enhance public well-being and meet the diverse needs of the public, community sports groups, play park users, and community garden users.
2. share and discuss operational experiences on and relating to the site, with stakeholders able to work with and support their peers for the enjoyment and safety of all users of the site.
3. help inform the Town Council’s decision-making processes relating to the community land.
4. Green Space

These Terms of Reference outline the framework and guidelines for the Stakeholder Group for Community Land Use. All members are expected to adhere to these terms and actively contribute to the group's objectives.

The Stakeholder Group is facilitated by the Town Council but does not represent the Town Council and will not make decisions on behalf of the Town Council. The group represents the collective voice of the stakeholders in a piece of community land.

1. **Objectives:**

The primary objectives of the Stakeholder Group are as follows:

* To create a collaborative platform for stakeholders to exchange ideas, perspectives, and expertise related to community land use.
* To develop a comprehensive and inclusive shared vision that encompasses the interests and needs of all stakeholder groups.
* To provide recommendations and guidance to relevant authorities for the sustainable development, enhancement, and maintenance of community land.
* To review and develop environmental protection
* To ensure equitable representation and participation of all stakeholder groups in Town Council decision-making processes related to community land use.

1. **Membership:**

The Stakeholder Group shall consist of representatives from the following stakeholder categories:

* Community sports groups
* Play park users
* Community garden users
* Grounds maintenance groups
* Community groups
* Other Town Council tenants or partners onsite
* Other relevant organisations / groups
* Seaford Town Council officers
* Environmental groups
* Councillors

Each stakeholder category shall have an equal voice in the group’s discussions and decision-making processes i.e. one vote per stakeholder, regardless of attendee numbers from that particular stakeholder. The membership shall be reviewed periodically to ensure ongoing representation and relevance.

1. **Meetings:**

The Stakeholder Group shall convene twice a year, with additional meetings scheduled if necessary. Meeting details, including date, time, location, and agenda, will be communicated in advance to all members. Meetings can be conducted in-person or virtually, to accommodate diverse preferences and circumstances.

1. **Roles and Responsibilities:**

* **Chairperson (Head of Assets, Projects & Services):** will facilitate meetings, ensure adherence to the agenda, and promote constructive dialogue.
* **Facilitator:** a facilitator may be appointed, if necessary, to lead discussions and encourage active participation from all stakeholders.
* **Minute taker:** Seaford Town Council will appoint a minute taker to document meeting minutes, action items, and decisions, ensuring transparency and accountability.

1. **Decision-Making:**

Consensus-based decision-making will be the preferred approach, with the goal of arriving at solutions that reflect the collective interests of all stakeholder groups. In cases where consensus cannot be reached, alternative methods of decision-making may be explored, while ensuring the equitable representation of all stakeholders.

1. **Reporting and Recommendations:**

The Stakeholder Group will produce minutes summarising discussions, decisions, and recommendations following each meeting. These reports will be shared with relevant local authorities, community organisations, and the public to promote transparency and information dissemination.

Seaford Town Council will add a page to its website for the Stakeholder meetings.

1. **Duration:**

The Stakeholder Group's mandate shall continue until its objectives have been met or until a decision is made by the members to dissolve the group. Regular evaluations will be conducted to assess the group's effectiveness and relevance.

1. **Amendment of Terms of Reference:**

The Terms of Reference may be amended by a consensus decision of the Stakeholder Group. The Terms of Reference will be revisited every two years and will be integrated if supported by the majority.

1. **Communication:**

Regular communication among members will take place via email, online platforms, or other agreed-upon channels to foster collaboration and information sharing.

1. **Working together:**

The Chair will set the meeting culture by adhering to the points below.

* **Respect** every individual within the group. Allow everyone to voice their opinions or ideas, without interrupting or talking over each other. Be honest but considerate.
* **Cooperation** with other group members. Allow and be open to opposing ideas. Take a democratic approach to disagreements. Do not dominate or allow others to dominate.
* **Clear communication**, considering language barriers and other needs. Stop any unnecessary criticism and avoid negativity. Ensure everyone feels ‘listened to’. Create a supportive environment that allows and encourages everyone to be comfortable expressing their ideas.
* **Time management** to ensure the meeting starts and finishes on time.