



VICTORIA NEIGHBOURHOOD FORUM

PLANNING SUBGROUP

TERMS OF REFERENCE v2

<i>Terms of Reference v2: approved by the VNF Steering Group on 4 October 2022</i>	
<i>Changes from v1 in bold:</i>	
<i>2b. Mode of operation</i>	<i>The Subgroup shall comprise no more than eight members and must include one business member and one resident member of the SG. This number can be supplemented by consultants and/or advisors from outside the VNF membership.</i>

1. Areas of responsibility

The Planning Subgroup shall assist the Steering Group of the Victoria Neighbourhood Forum (the SG) in carrying out the following matters in accordance with Article 47 of the Forum's Constitution:

- a) To draft policies for the Victoria Neighbourhood Plan (VNP) which will enhance Victoria in line with the aspirations of the wider Victoria community.
- b) To prepare, acquire and collate such data, reports and evidence that may be necessary to prepare the VNP. The VNP shall consider potential physical, social and environmental changes, or changes of use, to buildings, open spaces, highways and the public realm. Subject to the oversight of the SG, to prepare the VNP and lead it through the various stages of consultation until its formal adoption by Westminster City Council.
- c) To make recommendations to the SG concerning the appointment of professional consultants, whether on market or pro bono terms.
- d) With the prior approval of the VNF Chair or Vice-Chair, to represent the views of the Subgroup and/or the SG to members of the Forum, Westminster City Council, Historic England, Transport for London or any other appropriate statutory bodies or interested parties. Such representations may be made orally or in writing as required.
- e) To refer to the SG, at the direction of the Chair or at the request of the Subgroup, any matter where the involvement of the SG may be required, including the ratification of all proposed policies and plans.
- f) When considering potential VNP policies and initiatives, to identify and represent the needs of local businesses, residents and other groups, and reconcile competing interests in line with the aspirations of the Forum, as set out in Article 6 of the VNF Constitution.
- g) Working with the Fundraising, Marketing and Communications Subgroup, to engage with businesses and local residents, encouraging their involvement with public consultations on planning and public realm policies.
- h) To promote the sharing and dissemination of information that is of interest to the Subgroup and its partners.



2. Mode of operation

- a) The Subgroup shall report to the SG.
- b) The SG shall be the accountable body for the Subgroup and shall ensure that the Subgroup has a membership representative of the Victoria community. The Subgroup shall comprise no more than eight members and must include one business member and one resident member of the SG. This number can be supplemented by consultants and/or advisors from outside the VNF membership.
- c) A minimum of three members, of whom at least one must be a business member and one must be a resident member, must be present for a meeting to be quorate.
- d) The Subgroup will meet, actually or virtually, as often as is necessary to pursue its purposes. The Subgroup may conduct its business by whatever means it considers expedient.
- e) Subgroup members will cease to be a member of the group if they:
 - i. Resign from the Subgroup.
 - ii. No longer work or represent a community group or cease to be a resident in Victoria.
 - iii. Fail to attend three consecutive meetings without good reason.
 - iv. Breach confidentiality.
- f) The Chair shall be appointed by the SG for a period of 12 months. Their responsibilities, which may be delegated, include:
 - i. Setting the agenda and guiding the meeting according to the agenda and time available.
 - ii. Excepting agenda items that are for information only, ensuring all discussion items end with a decision, action or definite outcome.
 - iii. Reviewing and approving the draft minutes before distribution.
 - iv. Inviting guests to attend meetings when required by the group.
- g) With the approval of, or at the direction of, the Chair members and non-members of the VNF may, when necessary, be invited to attend the meetings to provide advice and assistance to the Group.
- h) The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet changing needs at the request of the Subgroup and with the agreement of the SG.
- i) The Secretariat shall, when requested, support the Subgroup by:
 - i. Administering the meetings of the Subgroup, including the distribution of Subgroup meeting agendas and overall project progress reports prior to meetings.
 - ii. Disseminating Subgroup minutes and other documentation after the conclusion of the meetings.
 - iii. Preparing reports to the SG on activities to facilitate the review and evaluation of progress made.
 - iv. Facilitating communication between Subgroup members.
 - v. Maintaining and disseminating project information.

