

## Draft Terms of Reference

**Key Purpose:** The Forum brings together the Council and all significant business and community interests and stakeholders to discuss progress with the implementation and delivery of the City Centre Master Plan and Action Plan; and to facilitate and support the consistent application of high level strategic policy goals and objectives, the programming of key actions/events and the necessary long term monitoring and review. This includes maintaining a proactive overview of:

- Private sector investment;
- Access proposals and involvement by transport operators to ensure that city centre proposals are viable and meet overall objectives;
- Liaising as necessary with other groups including local amenity societies, walking and cycling bodies etc to ensure that city centre proposals are consistent with key policy objectives;
- The application of the highest standards of design through the use of competitions, supporting the role of Design Champion, working with the Design Panel and responding to reviews of existing design guidance to ensure its continued relevance;
- Facilitating an on-going co-ordinated approach to development and related activities within the city centre by public sector partners and infrastructure providers;
- Liaison and proactive engagement with the Solent Local Enterprise Partnership and its partners to ensure that delivery of the City Centre Master Plan and the Action Plan proposals is undertaken in conjunction with the objectives and implementation framework of the sub-regional partnership; and
- Maximising involvement by land owners to secure timely development opportunities.

The Forum seeks to improve the quality of life and community activity within the city centre through collaborative working to realise the vision of 'Southampton: International Maritime City – Gateway to the World'

The Forum seeks to address the key challenges facing the city centre through delivery of the policies and proposals set out in the Master Plan and the Action Plan and by facilitating and supporting the work of the Forum Action/Task Groups.

The Forum will:

- Take direct responsibility for the key city centre challenges and drive a collaborative, partnership approach to addressing them;

- Provide views on the strategic direction for implementation of the Master Plan and Action Plan policies and proposals;
- Collaborate with stakeholder and community representatives to deliver the Master Plan and Action Plan proposals and encourage all relevant organisations to support and engage in these; and
- Ensure that the collaborative efforts of the Forum and the Action/Task Groups add value and prevent duplication of effort.

**Membership:** The Forum has a core membership (to be determined) comprising of the following organisations and post-holders:

[Details to be agreed and added]

Membership is to be kept under annual review to ensure that appropriate representation is in place. A much wider range of partner organisations is encouraged to be involved actively through the relevant City Centre Forum programmes and projects so that the sum of the Forum is far greater in range, content and engagement than the core membership alone.

**Chairing:** The Chair is elected annually from a participating organisation. Southampton City Council permanently holds the Vice-Chair position.

**Standing Invitation:** The Leader of the Council, or a deputy of their choosing, has a standing, non-voting invitation to attend all City Centre Forum meetings. In addition, the Forum may invite colleagues, professionals, working groups, partnerships and agencies to attend items as appropriate.

**Proposed actions:** Actions will be arrived at by consensus and recorded in the meeting notes.

**Meetings:** Every quarter and on other occasions as required.