

# **DRAFT TERMS OF REFERENCE FOR**

## ***THE GOSHEN STEERING COMMITTEE***

### **1. PURPOSE**

The Goshen Steering Committee is established to strengthen the participatory approach to the planning and development process of Goshen, to assist in data gathering and to make recommendations to the Technical Team. Additionally, the Committee will serve to bridge the communication and delivery of information gap between the wider Goshen community and the technical team comprising of members from the different line agencies, central and local government entities. Fundamentally though, the Committee will update the wider community as to the progress of the plan preparation process and the results emanating from various studies conducted.

### **2. CONTEXT**

The need for the establishment of the Committee is in relation to the overall objective of managing the utilisation of lands within Goshen that was designated for agricultural purposes, which is subject to increasing pressure for residential use. The National Environment & Planning Agency in collaboration with the St. Elizabeth Parish Council and other agencies in responding to the situation are engaged in the preparation of a ten year integrated development plan for the community. It is important to realise that central and local government agencies are committed to the participatory aspect of the planning and development process and are actively focusing their resources towards the process.

### **3. COMPOSITION**

The Committee is comprised of a number of community members within the boundary of the project area and adjoining communities that may be affected by any emanating policies. These members comprising the Committee represent every district within the Goshen Study Area, and are as follow:

NAME	ADDRESS	NUMBER
Mr. Sylburn Blake	Betsy Road.	367-4906
Mr. Glendon Levy	Saw Mill Road	966-0040
Ms. Patricia Wright	Nelson Road	862-6799
Mr. Glenford Reid	Goshen Main Road	832-8989
Ms. Denise Stewart	Goshen Main Road	966-0366
Mr. Glenvill Powell	School Road	966-0175
Ms. Enid Griffiths	Long Hill Road	966-0829
Mrs. Marcia Ellis	Lambeth Road	966-0684
Mr. Donald Gayle	Mitchell Street	966-0480
Mr. Carroll Charlton	Goshen Church	966-0746
Ms. Valerie Foresythe	Goshen	966-0359
Mr. Lenworth Wynter	Goshen P.A.	390-2824
Mr. Ronald Charlton	Goshen Church	966-0746
Mrs. Donna Elliot		771-3621
Mr. James Gordon		966-0324
Ms. Olga Homes		966-0511
Mrs. Patricia Ferguson		966-0273
Mrs. Greta McLean	Goshen	966-0482
Mrs. Beverly Haye	Goshen All Age Sch.	966-0458

**4.0 RELATIONSHIP BETWEEN THE LOCAL STEERING COMMITTEE,  
GOSHEN NATIONAL WORKING GROUP & NATIONAL  
ENVIRONMENT & PLANNING AGENCY**

The National Working Group comprise of members from different line agencies that are engaged in the development approval process. These agencies are critical in assessing subdivision and building applications whereby conditions are affixed to the recommendations of approval submitted to the Parish Council and the Town & Country Planning Authority by the National Environment & Planning Agency. Therefore, it is considered to be imperative and prudent to include these agencies from the outset to determine the different guidelines applicable to the area from a development perspective

and to facilitate quick assessment of development proposals submitted to the same agencies. Overall, the National Working Group will assist in providing strategic guidance to the plan preparation process.

The National Working Group is established by the National Environment & Planning Agency which has the responsibility for preparing the integrated development plan and to coordinate the comments/recommendations from the Working Group and the Local Steering Committee. The final Plan will need to be authorised not only by the Local Steering Committee but also the National Working Group. The National Environment & Planning Agency will basically be the researcher and presenter of information to the Working Group and the Steering Committee.

## **5.0 RESPONSIBILITIES**

The Committee shall be responsible for the following:

- i. Disseminating information related to the progress of the Plan, and the policies and strategies developed are to the wider public through the various community associations.
- ii. Factoring the inputs of the community members into the preparation of the Integrated Development Plan.
- iii. To assist in the data gathering and analysis of data.
- iv. Ensuring that an appropriate community/local governance strategy is prepared for the effective implementation of agreed projects and programmes.
- v. To assist in the verification of identified physical infrastructure and social amenities as appeared in the community.
- vi. To participate in the development of policies for guiding future developments within the area.
- vii. To assist in the preparation of a land use zoning strategy for the community.
- viii. To ensure that all the theme elements of sustainable development are adequately addressed towards the betterment of the community.
- ix. To assist in spatial identification of sensitive environmental areas, flood prone areas and the determination of mitigation measures for flooding etc.

- x. To develop not only community vision statement but also vision statements for each of sustainable theme elements based on the vision elements produced/highlighted from the visioning workshop.

## **6.0 TIME FRAME & MEETING**

Based on the progress of the preparation of the integrated development plan for Goshen it is anticipated that approximately two months will be required to complete the Plan. Within this period the socio-economic analysis should be completed. Therefore, a number of presentations and discussions will need to take place with the Steering Committee and the Working Group as a means of updating and for necessary guidance. Hence, a minimum of two meetings per month will be required with the Steering Committee.

## **ANNEX A: OPERATING PRINCIPLES**

### **1. Quorum**

The quorum for meetings to officially proceed is at least four from persons from the memberships.

### **2. Confidentiality**

Every member reserves the right to be open and candid in discussing items at the meetings. For this reason, it is important to maintain confidentiality by respecting the personal opinions or views expressed by individuals during meetings.

### **3. Public Communication and Media.**

The reporting of the progress of the work conducted by the Steering Committee, the Working Group and NEPA should be communicated regularly to the citizen based organisations. Records of meetings, progress updates and other communications tools (questions and answers) will be regularly developed to support and transparently communicate the work of the Committee to the community members and general public. The Public Education & Community Outreach Branch of the National Environment & Planning Agency will be responsible for ensuring that the progress of the plan preparation, lessons learnt and any best practices observed be transferred to the wider public.

#### **4. Reaching Agreement**

Members of the Committee will seek to reach consensus wherever possible.