

**The Chairman and Members of
North West Area Committee.**

Development Department

Meeting: 21st February 2017

Item No: 20

Oscar Traynor Road Land Initiative Project – Consultative Forum (January 2017)

Following the presentation of the report on the Oscar Traynor Road Land Initiative Project at the 2017 January City Council meeting it was agreed that as part of the project delivery structure that a local consultative forum be established and that the Area Office would take responsibility for this element of the project. This document attempts to outline the steps and procedures to enable that group to convene within a reasonable time frame.

Councillor Representation

The lands in question adjoin two separate Area Committees and will require representation from both Areas. It is recommended that 2 councillors from each of the North West (NW) and North Central (NC) Areas be nominated to the forum (total of 4). The first available opportunity to nominate and agree on selected councillors will come at the February Area Committee meetings on February 20th (North Central) and February 21st (North West). This will be listed as at item for the respective agendas next month.

Chairperson

It is recommended that one of the local councillors acts as Chairperson. This can be raised at the February Area Committees (preferably to be agreed in principle among interested members beforehand as the meetings are held separately).

Community/Stakeholder Representation

The neighbourhoods and estates adjoining the lands lie in both the NC and NW Areas while estates across the lands at the Oscar Traynor Road should also be included in terms of communication. In configuring the composition of the forum and ensuring a coherent working number of attendees it is important to note that the four councillors already provide considerable local representation through their directly elected mandate. Notwithstanding that the following is recommended for consideration:

- 2 reps from Lorcan, Castletimon, Dundaniel and Ballyshannon neighbourhoods.
- 2 reps from Woodlawn, Aulden Grange, Santry Court, Larch Hill neighbourhoods.
- 1 rep from the Gaelscoil Cholmcille. Coolock Lane, Oscar Traynor Road, Coolock,
- Communication with the Astro Park will also be important as one of the project's nearest neighbours.

This will make a total of 5 local neighbourhood representatives which can be subject to agreed change as the project progresses through different phases.

Selection of Community representatives

It would be important to select individuals, where possible, who are already working with residents' associations and community groups. These individuals should represent the broad interests of their community rather than a singular interest. The stakeholders outlined above are the most directly affected by the development of the lands and should have priority in any selection process.

In the interest of transparency It is proposed to advertise in a local newspaper and the Council's E-Zine bulletin to ask persons to nominate themselves for selection to sit on the forum for the duration of the project. I propose that the DCC officials and the nominated councillors then select the 4 Community representatives. The principal of Gaelscoil Cholmcille will be contacted separately to nominate their representative. The Community Development Section in DCC will alert the local groups of the advertisement and I would expect local councillors will do likewise.

In order to expedite the process it is recommended that this action commence as soon as possible. We will then be in a position to consider and select community nominations shortly after the February Area Committee meetings have agreed on the 4 councillors.

Dublin City Council Officials

The initial meetings will be attended by the Executive Manager Development Department, Area Manager for North West and North Central, Housing Project Coordinator, Planner, Community Staff and Project Liaison Officer (Area based). Different experts will attend as required as well as contractors' representatives.

Frequency of Meetings

The frequency of the meetings will be largely dictated by the various stages of the project. This will be discussed at the inaugural meeting but it is likely that bi-monthly intervals will be required at this stage of the development.

Time line for first Meeting

It will not be possible to have the first forum meeting before the end of January as suggested at the January Council Meeting. It is preferable to establish robust and agreed structures and reach considered agreement on the methodology and terms of reference and that will take several weeks. This document will be issued to all 29 councillors in NW and NC Areas in order to gain general consensus among the elected members that we can proceed as outlined above. It will then be possible to have the inaugural meeting in March 2017. If there is considerable disagreement with this approach then it will be listed for debate at the February Area Committees consequently delaying the inaugural meeting.

Next Steps

Advertise locally for community nominations –(place ad before end of January if there is general agreement to actions within this document). Allow 2 weeks for submissions.
4 councillors nominated by 21st February
Chairperson and vice chairperson to be agreed shortly afterwards.

Councillors and officials meet to consider and decide on community nominations by 24th February

First forum meeting March 2017.

Contact

Mr. Connell McGlynn will be the Project Liaison Officer and is the principal point of contact. He will be in situ by the end of January.

connell.mcglynn@dublincity.ie

OSCAR TRAYNOR ROAD HOUSING LAND INITIATIVE CONSULTATIVE FORUM TERMS OF REFERENCE

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- To provide a forum for the mutual exchange of information between stakeholders associated with the Oscar Traynor Road Site. (City Council, Area Committee, Area Office, Local Community, Local Residents, developer, etc). This Forum be consulted by those drawing up the master plan.
- Consult, co-operate and liaise with all interested parties including the local community and any relevant statutory bodies.
- To define and agree communication processes with Dublin City Council, Developers and other relevant Stakeholders.
- To provide a platform for local and stakeholder concerns to be discussed and resolved throughout all stages of the development.

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TERMS OF REFERENCE

• ***MEMBERSHIP***

The membership shall be as follows:

- Two City Councillors to be elected to represent the North Central Area Committee.
- Two City Councillors to be elected to represent the North West Area Committee.
- The Chair and Vice Chair will be one of these City Councillors and will be chosen by the council members. If either of these positions becomes vacant, a new replacement will be elected, by the councillor members from amongst their ranks.
- One Executive Member (DCC).
- 2 reps from Lorcan, Castletimon and Ballyshannon neighbourhoods.
- 2 reps from Woodlawn, Aulden Grange, Larch Hill neighbourhoods.
- 1 rep from the Gaelscoil Cholmcille. Coolock Lane, Oscar Traynor Road, Coolock,
- Communication with the Astro Park will also be important as one of the project's nearest neighbours.
- The above four members to be co-opted by way of submission of expressions of interest advertised locally and assessed for suitability by the council members.
- One representative of the local school to be determined by the school authorities.
- Other members may be co-opted depending on the various development stages and need, i.e., Developer representative, etc
- The forum will have a core membership of not less than 10 members and not more than 15 members.

• ***MEETING PROTOCOLS***

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- Where the chair and vice chair are unavailable the attending members will agree a temporary chair by agreement.
- The meetings shall initially be bi-monthly (i.e. once every two months) or more frequent depending on the need.
- The meeting duration will be set at 90 minutes and will never exceed 2 hours.
- Where practicable the members will receive 10 days notice prior to the date of the meeting, provided that shorter notice may be given where necessary.
- Members may nominate that a delegate/nominee attend in their absence, such delegate will be deemed to be a member for the purposes of attaining a quorum (50% of the membership, rounded up). The nominated replacement for the community slot should be named in advance of the process initiation.

- The DCC executive will be responsible for taking minutes, organising meetings and will act as a contact point during the process.
- Agenda items will be agreed with the Chair and communicated to the executive 5 days prior to final date of meeting notification.
- The minutes will take the form of action minutes and will summarise the main issues in the discussion, the decisions taken and those responsible for output.
- Draft minutes will be vetted by the Chair prior to distribution to the members by email.
- The forum will at all time operate by means of a consensus approach.
- The business of the forum will be conducted in an open and transparent manner and will recognise the increasing cultural diversity which exists in Ireland today.

Dave Dinnigan

Area Manager

North West and North Central Areas