

Community Liaison Group – Terms of Reference

Objective

This Community Liaison Group (the **CLG**) will provide the local community with a forum for information exchange, discussion and feedback relating to the different construction projects within the Heald Green Ward of Stockport Metropolitan Borough Council (**SMBC**), (the **Heald Green Ward**) during the detailed planning and subsequent construction phase.

The group will allow developers to keep the local community and interested parties informed about their projects and disseminate information alongside existing communications networks. It will also act as a means for the local community to raise issues and ask questions through the elected councillors.

The terms of reference (**ToRs**) will provide a framework for the conduct of CLG meetings and activities.

Remit

The CLG is intended to provide an opportunity for dialogue between the developers (across various projects) and members of the community through their elected councillors. The local community is defined here as people living in the Heald Green Ward.

CLG meetings will enable members to raise issues with different developers and obtain feedback. They will also help developers to better understand the views of the local community. More specifically, the CLG will provide a forum for developers to update interested parties about various aspects of the construction and operation of their various projects. It is not intended to be a forum to discuss matters that have already been determined under a previous planning permission.

While the CLG will not have any decision-making powers, it may make recommendations to developers for consideration. It will not have power to intervene directly in, or halt work being carried out by any developer or their contractors.

The CLG will look to:

- Provide a structured framework to exchange views and better understand issues.
- Focus on issues and debates to matters that are directly related to construction projects across the Heald Green Ward.
- Develop CLG members' understanding of the different construction projects across the Heald Green Ward through presentations from third parties and site visits.
- Ensure there is a mechanism to address and report back on the comments and concerns raised by the CLG.
- Communicate about planning condition discharges, obligations under any section 106 agreements, and construction progress.

The CLG will keep the community updated on construction progress, key milestones and community initiatives which members of the CLG may wish to communicate to their local communities.

Membership composition

The core membership of the CLG is drawn from local councillors and community groups with an interest in the project.

Core membership

The core membership of the CLG is suggested as follows:

- The three Heald Green Ward councillors, and
- A representative from each significant construction project in the Heald Green Ward at that time.

Meeting attendance

All meetings will be closed forums. Should representatives of other local groups wish to attend, or present at a CLG meeting, this must be agreed in advance with the chairperson. Each request will be considered based on the forthcoming meeting agenda, existing representation and the number of group members.

SMBC officers will be kept up to date on meetings and invited to attend as observers / present as appropriate. Other statutory advisers on related matters may be invited to present.

Organisation of the CLG

An independent chairperson who is a local resident, not employed by a developer, a related organisation or by SMBC will be selected by the core membership for the CLG. Seashell, or a representative of Seashell, will act as the administrator to provide support to the CLG meetings.

The CLG will review its Terms of Reference annually.

Role of the chairperson

The meetings will be independently facilitated by a chairperson selected by the membership of the CLG, who will plan and manage meetings accordingly. They will put forward an agenda based on what the group has requested. Meetings will be managed in accordance with the ToRs. An agenda will be circulated five days before each meeting and group members should submit additional items for discussion to the administrator as early as possible or at least two days before the meeting.

In the absence of the chairperson, the CLG will select a substitute for the duration of the meeting.

Role of the administrator

The administrator's role is to prepare the agenda, send out invitations and take minutes, and to administer the membership of the CLG.

Terms of appointment

Membership of the CLG will be reviewed annually to ensure that membership remains relevant to the construction projects within the Heald Green Ward at that time..

Substitutes

Members who are unable to attend a meeting will be entitled to nominate a substitute to represent their organisation. This must be agreed in advance of the meeting with permission of the appointed chairperson. The administrator should be informed of the substitution no fewer than **two working days** before the meeting is held.

Publication of meeting minutes

Minutes of the meeting will be taken by the administrator and circulated to CLG members within 10 working days for comment. Comments will be attributed to individual members. They will be formally approved by members at the next meeting. All documentation in relation to CLG meetings, including meeting minutes, will be available online at <https://www.healdgreentepayers.org.uk/community-liaison-group/> and sent to any other person that requests them.

Frequency

Meetings will be held on a quarterly basis or more frequently if required.

An extraordinary meeting of the group can be called if requested by four or more members of the group should urgent business arise as long as the chair agrees there is benefit in such a meeting taking place. The frequency of meetings may decrease by agreement with CLG members.

The frequency of meetings and membership structure will be reviewed annually.

Costs

Any reasonable costs incurred through the organisation of CLG meetings (eg venue hire, administration) will be met by Seashell whilst it remains a member of the CLG.

Publicity

The meetings will not be public, and the media will not be invited to group meetings. All media enquiries should be referred to Seashell.

Disbanding the CLG

If any members feel that any aspect of the CLG is not operating for the benefit of local community, or judges that the ToRs are not being met, then members of the CLG will have the opportunity to vote to dissolve the group based on a majority of 75% of its core membership.

Likewise, if any member does not agree with the operation of the CLG they may terminate their further involvement at any time through written notice to the chair.