

Mercia Park

Community Liaison Group (CLG)

Draft terms of reference – for review and input from CLG

General purpose

As a responsible developer and operator, IM Properties (IMP) is committed to being a good neighbour.

The CLG helps with this aim as it exists to provide a transparent and representative link between IMP, the community and other local stakeholders.

The CLG will ensure the local community is well informed and its voice listened to throughout the construction of Mercia Park. There is also an aspiration for the CLG to continue into the operational phase.

The group will discuss progress, resolve issues and help the wider community to better understand the role and operation of the facility.

Guiding principles

- The CLG will be big enough to represent all interested parties and yet small enough to function effectively
- The group will provide a forum for constructive, open and honest discussion
- The CLG is not a public meeting although members of the public are permitted to attend by invitation with the agreement of CLG members
- The meeting will predominantly be for representatives of parish councils and organisations within the area immediately local to the Mercia Park site
- Members will be encouraged to put forward the views and concerns of those they represent for discussion and, where appropriate, resolution
- The members are responsible for communicating responses and resolutions back to their respective organisations
- Where possible and practical, action will be taken by IMP as a result of issues raised and the results of the actions will be reported back to members at the next meeting
- If urgent action is required then IMP will report back to relevant individual members at the earliest possible opportunity and not wait for the next meeting
- Representation at CLG meetings is limited to one person from each member organisation. If the named representative is unable to attend, organisations are welcome to send a substitute, but we would encourage the same person to attend each time for continuity
- The members will decide if and when the CLG should be disbanded

Chair of meetings

- The CLG will be chaired by an individual who is neither an employee of IMP nor one of the occupiers on the Mercia Park site
- The chair will run meetings in a manner that is efficient, inclusive, impartial and constructive, and will be the final arbiter of discussion and process during each session

Meeting logistics

- Camargue will act as the secretariat of the CLG
- Agendas will be issued by IMP at least one week before each meeting
- Members will be asked to confirm their attendance or give their apologies to IMP
- Members wishing to propose items for discussion should email info@merciaparkconstruction.co.uk at least one week before each meeting or raise the issue during the AOB item on each agenda
- Presentations, agendas and minutes will be published on the Mercia Park website
- Minutes of the previous meeting will be enclosed with invitations to the subsequent meeting
- IMP representatives and its contractors, Winvic, will be present at all meetings
- Meetings will include an update from IMP and / or its main contractors as well as other guest speakers as and if required

Venue and timing

- The CLG will meet approximately quarterly
 - Subject to availability, meetings will be held at the Best Western Appleby Park Hotel
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