

South Molton - Community Liaison Group Terms of Reference

What is it?

A coming together of local organisations and resident or business representatives to identify, discuss and shape key topics relating to the development.

Why are we doing it?

To continue to involve local people, keep them informed and ensure we maintain the strong sense of community during construction and beyond.

What will it cover?

Demolition and construction, progress updates, opportunities for local people, input and updates on certain elements of the proposals (see Appendix 1), local events and long-term community involvement and governance.

What is it not?

A replacement for our involvement in, and engagement with, existing local networks.

Who is it for?

c.20 representatives of surrounding resident, amenity, business and community organisations in the neighbourhood immediately around the development, as well as local Ward Councillors. To ensure manageable and equitable discussions, one representative from each group is recommended.

Invitations to the Liaison Group will be issued to:

- Resident representatives
- Amenity societies
- Businesses and organisations (local e.g. retailers)
- Businesses and organisations (larger e.g. BIDs and development companies)
- Political representatives – Ward Cllrs
- Other community orgs (i.e. faith groups)

Expectations of participants

- Attend every meeting where possible
- Help shape the purpose
- Actively participate and represent your community
- Listen to and respect different views and priorities
- Share information with your networks

How will the Liaison Group operate?

The Liaison Group will meet in person every quarter (frequency to be kept under review). A Chair will be sought from the Liaison Group and until nominated, Grosvenor will assume this position.

Grosvenor will also provide administrative support to facilitate the meetings, including technical means for virtual meetings, and preparing agendas and minutes which will be circulated to all Members.

How long will it run for?

Its form and make-up will evolve over time but, if successful, we envisage the Liaison Group continuing throughout the duration of delivery and into operation. Its effectiveness will be regularly reviewed, and a formal decision made on whether it should continue at the end of every calendar year, and/or at major project milestones.

Indicative dates

- #1: July 2023 (Kick-off)
- #2: October 2023
- #3: January/February 2024
- #4: April/May 2024

Appendix 1 – Scope of influence

Low	Medium	High	Opportunities & Constraints
		Communications & Engagement Plan	<p>Opportunities: Advising on channels for ongoing communication and engagement.</p> <p>Constraints: Resource to deliver plan. Relevant comms to align with brand identity.</p>
Construction management plan			<p>Opportunities: Review and feedback on construction management plan. Comments received to date have been incorporated where possible.</p> <p>Constraints: Prepared in consideration of WCC requirements and construction feasibility</p>
Servicing strategy (in delivery)			<p>Opportunities: Review and feedback on servicing strategy.</p> <p>Constraints: Prepared in consideration of WCC requirements.</p>
		Social Impact	<p>Opportunities: Feed into and review activities to respond to local wellbeing priorities, reviewing Employment & Skills Plan, overseeing progress.</p> <p>Constraints: Resource to deliver plan.</p>
	Environmental priorities		<p>Opportunities: Understand and review sustainable targets. Suggest potential interventions or focus areas.</p> <p>Constraints: Resource to deliver. Listed building status. WCC requirements.</p>
		Public art	<p>Opportunities: Participate in and help broaden reach of public art engagement underway.</p> <p>Constraints: Resource to deliver. WCC requirements.</p>