

Community Liaison Group – Terms of Reference

Land west of Stoney Stanton new settlement

June 2022

Introduction

1. A consortium of Barwood Land, Parker Strategic Land and Leicestershire County Council (LCC) is in the process of promoting land to the west of Stoney Stanton as a potential new settlement.
2. A new settlement would help accommodate the housing required in South Leicestershire by creating a new place that complements, protects and supports life in the existing surrounding villages.
3. The consortium is currently at the first stage of a long process which will culminate in Blaby District Council deciding, through its Local Plan process, whether the site should be allocated for development.
4. The consortium undertook initial workshops with members of the local community in October 2021 to understand issues, concerns, and ideas for the sustainable development of the site.
5. The summary materials circulated to the community following the workshops highlighted that a diverse Community Liaison Group (CLG) would be convened to ensure local communities continue to be involved in and consulted throughout the vision-making process for the site. The site plan is included below.



Role of the Community Liaison Group (CLG)

6. The CLG will be a key component of the consortium's engagement on the emerging plans for the development of a new settlement on land west of Stoney Stanton.

7. It should comprise a range of stakeholders that reflect the local community and highlight its current and future needs and challenges.
8. The CLG will help ensure that the proposals being developed and put forward by the consortium lay the ground for delivering benefits, as far as possible, to the local and surrounding communities.
9. The CLG is intended to advise the project team on a number of matters including, but not restricted to:
 - Current and future needs and challenges of the existing community.
 - The development of future engagement activities for site
 - The emerging masterplan and vision for the site, including design principles.
 - Ensuring the community's views are represented at each stage of the design process.
 - An identity for the new settlement that will be used to promote the site moving forward.
10. The CLG will not be the consortium's only forum for engagement with key stakeholders. Separately, the consortium will continue to engage with Blaby District Council, statutory consultees, and other individuals, groups and organisations with an interest in the developing vision for and impacts and benefits of a new settlement.

Membership

11. To set up the CLG for success, it will be important to ensure diverse representation from the community.
12. In April 2022, the consortium undertook a recruitment campaign including a proactive press and targeted social media campaign to attract members, as well as direct engagement with local Parish, District and County Councillors in their role as elected representatives of the local community.
13. Every Parish Council in the immediate surrounding area of the site was offered one place on the CLG.
14. District councillors will be kept informed of the CLG process and progress but every effort will be made to ensure no conflict is created with their role in the Blaby District Council Local Plan and planning process.
15. All requests to join the CLG will be reviewed and a decision will be made based on the group / organisation represented to ensure fair coverage.

Frequency

16. In the initial stages of the masterplanning process, the CLG will meet approximately every two months.
17. The time and date of the next meeting will be agreed in the follow up to the previous meeting.

Governance

18. Each CLG meeting will comprise of a maximum of 25 community members.
19. A Chair and Vice Chair will be elected following the first meeting.
20. The intention is for the CLG to be a forum for collaboration between community members and the consortium's project team.

21. An agenda will be circulated, with any associated papers, to CLG members ahead of each meeting.
22. All minutes of the meetings, and any associated presentations, will be shared publicly on the project website www.landwestofstoneystanton.co.uk following each meeting.
23. Each meeting will be attended by members of the consortium and the wider project team. The full attendance will be confirmed on the agenda.
24. While the consortium will take all comments and views from members of the CLG into account, they will not necessarily be able to act on all requests.
25. The CLG will be administered by Turley Strategic Communications who will work with the Chair, Vice Chair and consortium as appropriate to agree meeting agendas.
26. Turley Strategic Communications can be contacted 24/7 by emailing contact@landwestofstoneystanton.co.uk or calling Freephone 0808 186 8296 and leaving a message.

Chair and Vice Chair roles

27. The Chair is responsible for working in partnership with Turley Strategic Communications to make sure that each CLG meeting is planned and executed fairly and effectively.
28. The Chair is responsible for helping to agree agendas in advance of each meeting.
29. The Chair is responsible for ensuring meetings are conducted according to the agreed Terms of Reference and that agenda items are dealt with in an orderly, efficient manner.
30. The Chair must make sure all CLG members have a fair and appropriate amount of time to speak and share their views at each meeting.
31. The Chair is responsible for reviewing the CLG's performance and managing the process for member renewal and recruitment of new members when required.
32. The Vice Chair is responsible for deputising for the Chair on occasions when they are not available to attend or prepare for CLG meetings.
33. The Vice Chair is responsible for ensuring the Chair meets the description and expectation of their role even-handedly.
34. Any CLG member can nominate themselves or someone else to be Chair or Vice Chair. Where more than one member is nominated for a role, CLG members will be asked to vote for their preferred candidate via an online poll. Individuals must accept their nomination before being put forward for a vote.
35. The Chair and Vice Chair cannot be drawn from the same Parish or interest group.

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