

**DRAFT TERMS OF REFERENCE
FOR THE COMMUNITY LIAISON GROUP
TO DISCUSS THE ONGOING BUILD-OUT OF RIVER GARDENS, BANNING STREET
2017**

BACKGROUND

1. Bellway Homes (Bellway) is currently building out a development known as 'River Gardens', consented by Greenwich Council in 2013.
2. Bellway is committed to undertaking community consultation to keep residents informed of the ongoing work, and to give residents the chance to raise any issues, and has appointed SP Broadway (community consultation specialists) to help with this process.

PURPOSE OF THE COMMUNITY LIAISON GROUP

3. The purpose of the Community Liaison Group is twofold:
 - To offer residents the opportunity to receive regular updates on Bellway's work
 - To offer residents and resident representatives the opportunity to raise any adverse impact of the development work to Bellway. The Group will discuss impacts from the Bellway River Gardens site, and will not consider other sites or more general local development issues.

ADMINISTRATION

4. SP Broadway will:
 - Invite residents of nearby streets and community representatives to join the Community Liaison Group and maintain a members' contact list.
 - Provide a date, location and agenda for each meeting, to be circulated in advance by email to members.
 - Draft and circulate minutes from each meeting:
 - ii) SP Broadway will circulate a set of draft minutes to Community Liaison Group members by email after the meeting.
 - iii) Amendments to the draft can be received over a two week period, after which the draft minutes will be placed on the consultation website. Those seeking to

amend the draft minutes are requested to submit their amendments in this two week period.

iv) Draft minutes will be signed off at the next Community Liaison Group meeting. Following sign off they will be labelled on the consultation website as final minutes.

MEETING TIMETABLE

5. It is Bellway's intention for the group to meet first in March 2017.
6. Further additional meetings will be agreed with Community Liaison Group invitees.

CHAIRS

7. Dan Bleach of SP Broadway will act as Chair of the Community Liaison Group on behalf of Bellway. He will exercise his professional judgement about the discussions undertaken by the Group, and how to carry them forward in a constructive manner useful for the majority of invitees.

MEMBERSHIP

8. Community Liaison Group is open to all residents in the vicinity of the site. Residents seeking to attend can email Dan Bleach at dan@spbroadway.com to request to join.