

Magna Park Lutterworth Community Liaison Group

Draft terms of reference (05.07.16)

Objective

IDI Gazeley / Magna Park Management Ltd will convene a community liaison group (CLG) to provide a forum for discussion, information provision and feedback. The CLG will form an important link between IDI Gazeley / Magna Park Management Ltd (MPML) and community representatives with an interest in Magna Park and the proposed extension.

At the early stages, this exchange of information is likely to take place between already identified stakeholders, but as the development progresses new stakeholders and community groups may come to be involved.

The terms of reference were presented in draft form at the first CLG meeting for approval.

Remit

The CLG will provide an opportunity for a dialogue between **IDI Gazeley / Magna Park Management Ltd** and **the local community** in relation to Magna Park Lutterworth. The CLG would only cover issues within the control of IDIG and MPML and not developments owned or controlled by other companies.

Meetings will encourage discussion, and allow members to raise issues with IDI Gazeley / Magna Park Management Ltd, obtain feedback and better understand the views of the local community. The CLG will provide a forum for IDI Gazeley / Magna Park Management Ltd to inform interested parties about various aspects of operations at Magna Park and any future consented applications at Magna Park. It is to cover planning application matters but not discuss the merits of live applications.

Equally, the CLG will be a forum for the local community to describe or explain issues, questions or concerns and access or secure swift and specific responses.

While the CLG will not have any decision-making powers, it may make recommendations to IDI Gazeley / Magna Park Management Ltd for consideration.

The CLG will look to:

- Better understand the views of local communities **in a structured way** and to better exchange views, for example through community presentations and visits
- Find opportunities to develop the CLG's understanding of IDI Gazeley / Magna Park Management Ltd's operations **through presentations from 3rd parties and site visits.**
- **Ensure there is a mechanism** to address the comments and concerns raised by the CLG.
- Communicate about **Section 106 obligations (and conditions)** with updates reported as part of the agenda for each CLG meeting

Membership

Membership is drawn from local councillors and community groups with an interest in Magna Park and the proposed extension.

Membership is limited and by invitation only. However, should local groups apply to IDI Gazeley / Magna Park Management Ltd to send a representative, each case will be considered based on existing representation and the number of Group members.

Harborough District Council officers will be kept up to date on meetings and invited to attend/present as appropriate e.g. at key points in the planning process.

Waiting list

Should membership of the CLG become oversubscribed, the contact details of interested parties will be held on a waiting list until space becomes available.

Substitutes

Members representing a specific organisation who are unable to attend a meeting will be entitled to nominate a substitute to represent their organisation on their behalf. The secretariat, should be informed of the substitution no fewer than two working days before the meeting in question occurs.

Repeated non-attendance

In the event of a member failing to attend two consecutive meetings without sending a substitute or apologies, their place will be offered to a person on the waiting list or advertised as appropriate.

Organisation

IDI Gazeley / Magna Park Management Ltd will provide a chair and secretariat for the CLG meetings.

The CLG will agree the Group's Terms of Reference.

It is anticipated that initially 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.** The frequency of meetings may decrease by agreement with CLG members.

An agenda will be circulated five days before each meeting and Group members should submit additional items for discussion to the Secretariat as early as possible or at least two days before the meeting.

Meeting minutes will be circulated to CLG members within 10 working days for comment **and 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 <http://lutterworth.magnapark.co.uk/>.

Any reasonable costs incurred through the organisation of Group meetings (e.g. venue hire, administration) will be met by IDI Gazeley.