

**Mindenhurst Community Liaison Group
Terms of Reference – Approved 10 March 2021**

Purpose	To establish Terms of Reference for the Mindenhurst Community Liaison Group (CLG), to enable the group to function coherently.
Location	The meetings will be held virtually during the first half of 2021 and then on site unless otherwise requested.
Administration	BECG will Chair the meetings, issue agendas and provide administrative support. Summary minutes (recording the topics discussed and the key points discussed) will be published on the Mindenhurst website shortly after each meeting.
Frequency	Suggested frequency of every 4 to 8 weeks
Membership	<p>The meetings will be for community representatives and ward councillors primarily, with others invited if the group feel this would be helpful. It is not an 'open forum' and groups should generally send a single representative unless more than one topic is being discussed that requires additional attendance.</p> <p>Representatives from the following groups/organisations will have a standing invitation to attend:</p> <ul style="list-style-type: none"> • Frimley Green, Mytchett & Deepcut Society • Deepcut Neighbourhood Forum / Deepcut Business Association • A resident of the new Mindenhurst housing • Ward Councillors / County Councillor • Community Leaders such as a representative from St Barbara's Church • Lead Councillor for Planning at SHBC or other relevant lead member • Planning officers or other relevant officers from SHBC • Representatives from Skanska, DIO and BECG
Remit/Scope	<p>The Group will meet regularly to:</p> <ul style="list-style-type: none"> • Receive updates on the status of Skanska's delivery of the Mindenhurst project since the previous meeting • Be informed of the next phases of planning and delivery • Provide feedback on how the work on site is progressing • Provide a forum for discussion of issues relating to the delivery of the infrastructure on the site
Limit of Remit/Scope	<p>The Group will be a consultative forum for the dissemination of information to interested groups and their elected representatives so that they can then pass this information onto their members/residents. Its is not a decision making body.</p> <p>The Scope is limited to the aspects of the site's development that relate to Skanska's role as the Master Developer and not the build out by housebuilders or their contractors of the development plots.</p> <p>A review of the Group and its workings will take place every 6 months to determine its continuing relevance and effectiveness. Suggestions for improvements to the running of the CLG are welcome at any time.</p>