



THE ST JOHN'S WOOD SQUARE PROJECT

Construction Liaison Group Terms of Reference

Purpose

The purpose of the Construction Liaison Group (CLG) is to act as a channel for the communication and dissemination of information to neighbours of the site and the surrounding area regarding all matters relating to demolition and construction, as well as general project progress.

Role

- To represent the views of neighbours to the site and the wider community on site and construction matters.
- To act as a sounding board for the construction process to help inform construction protocols and working practices.
- To be a forum to discuss and exchange any possible issues and to resolve conflicts where possible in relation to the construction process.
- To assist with communicating and distributing information to the local community.

Membership

Membership will be of street representatives, local groups and members of the project team. Street representatives will provide representation for areas close to and around the site. Construction Liaison Group meetings will be held approximately every 6-8 weeks, depending on construction time scales and the frequency agreed by the group, and will be as follows:

- Development managers, Craigewan, will attend all Construction Liaison Group meetings.
- Representatives of relevant contractors working on site and the main site contractor once appointed will attend as required.
- Soundings will facilitate and chair Construction Liaison Group meetings, and will be responsible for meeting reports and administration of meetings.
- All Construction Liaison Group representatives should nominate, and communicate to Soundings, a deputy or stand-in to cover meetings with the CLG that they are unable to attend.

Membership is on a voluntary basis and should a member wish to leave, the need for an appropriate replacement will be discussed within the Group.