

**Business and Community
Liaison Construction Group
Terms of Reference**
*Pursuant to condition no. 13 of
HGY/2017/2886*

Land Off Brook Road and Mayes Road,
N22

Prepared by Black Box Planning
on behalf of Austringer Capital Ltd.



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1. Introduction

- 1.1. These Terms of Reference is submitted in response to Condition 13 of the planning consent HGY/2017/2886:

"Demolition of existing building and erection of a 6-9 storey building providing 161 residential flats (Use Class C3), medical centre (Use Class D1), retail (Use Classes A1-A4) and a flexible retail / office unit (Use Classes A1-A4 and B1), plus associated infrastructure and landscaping works."

- 1.2. Condition 13 details: *For the duration of the construction phase of development the Applicant will establish and maintain a Liaison Group having the purpose of:*

- a) informing local residents and businesses of the design and development proposals;*
- b) informing local residents and businesses of progress of preconstruction and construction activities;*
- c) considering methods of working such as hours and site traffic;*
- d) providing local residents and businesses with an initial contact for information relating to the development and for comments or complaints regarding the development with the view of resolving any concerns that might arise;*
- e) producing a leaflet prior to commencement of demolition for distribution to local residents and businesses identifying progress of the Development and which shall include an invitation to register an interest in the Liaison Group;*
- f) providing advanced notice of exceptional works or deliveries;*
- g) providing telephone contacts for resident's advice and concerns.*

The terms of reference for the Liaison Group should be submitted to the Council for approval prior to commencement of the development. The Liaison Group will meet at least once every month with the first meeting taking place one month prior to the commencement of development and the meetings shall become bimonthly after the expiry of a period of four (4) months thereafter or at such longer period as the Liaison Group shall agree.

- 1.3. This note sets out the framework for the creation of the group, and the Terms of Reference for its operation.

2. Purpose, membership and administration

- 2.1 Austringer Capital Ltd will establish and maintain a Liaison Group, to ensure that community relationships are encouraged during the demolition and construction phases during the redevelopment of the Iceland site.
- 2.2 The Liaison Group will work as a forum for local residents, businesses and any other local stakeholders to liaise with London Borough Haringey, Austringer Capital Ltd and the appointed contractor to raise and help resolve any issues associated with the redevelopment. It is proposed that the membership group comprises of six members. The membership of the Liaison Group will be confirmed in consultation with London Borough of Haringey, however, it is proposed that the membership is as follows:
- 1 no. ward member (Noel Park Ward)
 - 1 no. representative from London Borough of Haringey
 - 1 no. representative from the appointed contractors
- 2.3 The membership and chair of the Liaison Group will be decided following initial meetings between Austringer Capital, London Borough Haringey, and local ward members.
- 2.4 It is currently proposed that the liaison group will meet in the first week of every month, with the first meeting taking place in the month prior to the commencement of development. These meetings will then become bi-monthly after four months, unless agreed otherwise by the Liaison Group.

Publicising the group

- 2.5 The initial meeting will be with Haringey Officers and a ward member. The aim of the meeting will be to discuss consultees and develop a list of stakeholders in the local community.
- 2.6 It is hoped that there will be interest from all demographics within the community which will in turn provide a range of opinions as held by the community.
- 2.7 It is expected that a positive community relationship will be formed by the Liaison Group, with the group becoming the first point of contact for information on the development as well as to raise any concerns or queries through the duration of the demolition and construction.
- 2.8 Relevant contact details for the site contractor will be submitted as an addendum to this report and submitted to the Local Planning Authority once this information is known.
- 2.9 Austringer Capital Ltd. will work closely with Haringey Officers in establishing the Liaison Group with London Borough Haringey leading on administration. By maintaining a close relationship with London Borough Haringey in setting up the Liaison Group, it is expected that the group will be given status and credibility amongst local residents.
- 2.10 In this interests of minimising the need to travel all meetings will take place virtually.

3. Role and function of the group

- 3.1 It is expected that the role and function of the Liaison Group will change as the development progresses and will not be defined too specifically at this stage, with the Liaison Group able to agree its own objectives throughout demolition and construction.
- 3.2 As a minimum, throughout the development, the Liaison Group will continue to inform local residents and businesses on the proposals as well as timescales for construction activities and providing an initial contact point for information related to the development and for resolving any concerns that might arise.
- 3.3 Although it is expected that the Liaison Group will set out their own aims and objectives as the development progresses, this sets out the basic expectations of the Liaison group throughout the key stages.

Pre-Commencement

- 3.4 The first liaison group will take place one month prior to the commencement of demolition and will be a high-level meeting to agree the group's membership. Attendees will be the site contractor, Haringey Officers and a ward member. This will allow members to discuss the running of the group as well as establish the priorities of the group as well as key aims and objectives. This should build upon draft objectives set by Austringer Capital and officers at London Borough Haringey.
- 3.5 The Liaison Group will also consider methods of working and construction hours prior to demolition or construction phases.

Demolition

- 3.6 The Liaison Group will act as a forum for residents and businesses to raise any concerns associated with demolition activity (noise, dust, construction traffic).
- 3.7 The group would also be able to provide updates to the local community on the demolition and construction timescales.

Construction

- 3.8 The Liaison Group will continue to meet monthly for the first four months of construction. These meetings will then be reduced to bi-monthly.
- 3.9 The group will continue to liaise with London Borough Haringey and Local residents, dealing with any concerns raised by the local community.
- 3.10 The group will also begin to promote the opportunities being offered by the development.

4. Conclusion

- 4.1 This Terms of Reference report is submitted in response to Condition 13 of the planning consent HGY/2017/2886:

“Demolition of existing building and erection of a 6-9 storey building providing 161 residential flats (Use Class C3), medical centre (Use Class D1), retail (Use Classes A1-A4) and a flexible retail / office unit (Use Classes A1-A4 and B1), plus associated infrastructure and landscaping works.”

- 4.2 This has set out the Framework for establishing the Liaison Group as well as the Terms of Reference for its operation.