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**CHILTERN**  
District Council

## **Services Overview Committee**

**Tuesday, 26 November 2019 at 6.30 pm**

**Large & Small Committee Room, King George V House, King George V  
Road, Amersham**

### **S U P P L E M E N T A R Y   A G E N D A   1**

Item

- 11 Chiltern Lifestyle Centre update - Chiltern Lifestyle Centre Community Liaison Group (*Pages 3 - 6*)

The Committee is asked to consider and comment on the attached Cabinet report.

*Appendix 1: Terms of Reference (Pages 7 - 10)*

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<b>SUBJECT:</b>	<i>Chiltern Lifestyle Centre Community Liaison Group</i>
<b>RELEVANT MEMBER:</b>	<i>Councillor Liz Walsh, Portfolio Holder for Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt, Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt; martin.holt@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>(All Wards);</i>

### 1. Purpose of Report

To agree the terms of reference for the Chiltern Lifestyle Centre community liaison group

### 2. RECOMMENDATIONS

#### That Members

1. **Agree to establish the Chiltern Lifestyle Centre community liaison group and appoint representatives.**
2. **Agree the meeting frequency and terms of reference of the group**

### 3. Reasons for Recommendations

3.1 To facilitate communication between stakeholders, community representatives, the contractor and the Council during the development of the Chiltern Lifestyle Centre.

### 4. Content of Report

4.1. The Chiltern Lifestyle Centre development is underway, with work starting on site at the end of 2019. The works involve enabling works, Chiltern Lifestyle Centre construction demolition of the youth club, Chiltern Pools and Drake Hall and provision of car parking facilities.

4.2. The key aim of the Chiltern Lifestyle Centre community liaison group is to inform representatives from the key stakeholders (see 2.5) of the construction phasing of the Chiltern Lifestyle Centre and the impact these works will have on King George V site and the surrounding area.

4.3. The contractor appointed for the development, BAM Construction, will liaise with and advise local residents and businesses as to the works that are being undertaken through the use of a variety of methods including social media, newsletters, public notices, and emails as necessary in accordance with their communications plan.

4.4. The group will assist communication by;

- Sharing information of the construction phases and keeping communities informed of issues which affect them.
- 1.2 Assisting BAM Construction to engage with the community and with local views to help balance priorities.
- 1.3. Co-ordinating communications and putting in place a continuing process of planned engagement and involvement.

4.5. The group will include representatives from the developer, site leaseholders and licensees, landowners, and residents:

- BAM Construction, the developer and its contractors
- Chiltern Pools operator
- Amersham Community Association
- Amersham Residents Association
- A local Amersham resident
- Lindfield Nursery
- Amersham Youth Club
- The Gateway Club
- Amersham Library
- Amersham Town Council
- Chiltern District Council
- Amersham Swimming Club
- Chiltern CAB
- Talkback

4.6. It is proposed that the Chiltern Lifestyle Centre community liaison group will meet quarterly and in accordance with the terms of reference detailed in Appendix 1.

## 5. Consultation

5.1 Letters from some residents have sought the establishment of a liaison group, the group would assist stakeholders using the centre or in close proximity to the centre to be aware of developments which might impact on their service delivery.

## 6. Options

- 6.1 To establish the Chiltern Lifestyle Centre community liaison group  
6.2 To decide not to establish a group.

## 7. Corporate Implications

7.1 Financial – there is no financial impact to the Council.

7.2 Legal – none.

**8. Unitary Implications** (if applicable)

8.1 There are no implications Under the Shadow Buckinghamshire Authority Spending Protocol.

**9. Links to Council Objectives**

Work towards safer, healthier and cohesive local communities

**10. Next Steps**

The Chiltern Lifestyle Centre community liaison group will be established in January 2020

<b>Background</b>	None other than those referred to in the report
<b>Papers:</b>	



## **Draft Terms of Reference Chiltern Lifestyle Centre Community Liaison Group**

The Chiltern Lifestyle Centre development is underway, with work starting on site at the end of 2019. The key aim of the Chiltern Lifestyle Centre community liaison group is to inform representatives from the key stakeholders (see 2.1) of the construction phasing of the Chiltern Lifestyle Centre and the impact these works will have on King George V site and the surrounding area.

The contractor appointed for the development, BAM Construction, will liaise with and advise local residents and businesses as to the works that are being undertaken through the use of a variety of methods including social media, newsletters, public notices, and emails as necessary in accordance with their communications plan.

### **1. This will be achieved by:**

- 1.1 Sharing information of the construction phases and keeping communities informed of issues which affect them.
- 1.2 Assisting BAM Construction to engage with the community and with local views to help balance priorities.
- 1.3. Co-ordinating communications and putting in place a continuing process of planned engagement and involvement.

### **2.Membership**

2.1. The group will include representatives from the developer, site leaseholders and licensees, landowners, and residents:

- BAM Construction, the developer and its contractors
- Chiltern Pools operator
- Amersham Community Association
- Amersham Residents Association
- A local Amersham resident
- Lindfield Nursery
- Amersham Youth Club
- The Gateway Club
- Amersham Library
- Amersham Town Council
- Chiltern District Council
- Amersham Swimming Club
- Chiltern CAB
- Talkback

### **3. Reporting and Minutes**

- 3.1. Agendas will be agreed prior to the meetings.
- 3.2. Minutes will be issued following each meeting and it is the responsibility of each organisation's representatives at the meeting to ensure they share these with the people/groups they represent.
- 3.3. Agreed minutes will be published on the Chiltern District Council and Chiltern Lifestyle Centre websites and after 1 April 2020 will be published on the new Buckinghamshire Council website.

#### **4. Frequency, Date and Timings of Meetings**

4.1. Timing and dates of meetings will be agreed by the liaison group at the first meeting but will ideally take place quarterly. The first meeting is expected to take place prior to commencement of the major construction works.

#### **5. Chairing**

5.1. The Chairman will be appointed from Chiltern District Council

5.2. The Chairman will:

- Encourage respect and motivation
- Ensure all members of the group are heard
- Ensure the group adheres to its terms of reference

#### **6. Public Attendance and Questions**

6.1. The local residents will be represented by an elected member of Chiltern District Council and an elected member of Amersham Residents Association and a resident from a property in close proximity to the site. All households in close proximity to the site will be offered the opportunity to apply to take part in the forum, via a leaflet drop, and following receipt of all applications, the representative will be picked from a hat. The resident selected will be required to update neighbours with information from the meeting, in whichever manner he or she decides is appropriate and is acceptable to their neighbours.

6.2. Questions must be about matters which affect the area or its residents and must not be defamatory, frivolous or offensive.

6.3. Questions must be submitted in advanced to Chiltern District Council three days prior to each meeting. Similarly any question which requires the disclosure of confidential or exempt information will not be accepted.

#### **7. Behaviour and Code of Conduct**

7.1. Members of the community liaison group should conduct themselves with mutual respect for each other and for guests at meetings.

7.2. All members will have equal opportunity to voice and advance their views.

7.3. The spirit of the group is that of mutual support and constructive collaboration.

7.4. Where applicable, members of the community liaison group are expected to abide by the code of conduct of their organisation.

#### **8. Review and Monitoring**

8.1. The effective operation of this body will be reviewed as necessary every six months.



**Chiltern Lifestyle Centre Community Liaison Group: Membership**

<b>Organisation</b>	<b>Representative</b>
Amersham Residents Association	
Amersham Community Association	
BAM Construction, the developer and its contractors	Bill O'Meara
Chiltern Pools operator	
Lindfield Nursery	
Local resident	
Amersham Youth Club	
The Gateway Club	
Amersham Library	
Amersham Town Council	
Chiltern District Council	Portfolio Holder Healthy Communities  Officers from Healthy Communities, Planning and Communications.
Amersham Swimming Club	
Chiltern CAB	
Talkback	

