

Chester Integrated Retirement Community

Community Liaison Group (CLG)

Draft Terms of Reference

1. Objective

Retirement Villages is building a new integrated retirement community on the site of the Beechmoor Garden Centre on Whitchurch Road in Boughton Heath, Chester.

Designed to be an extension of the existing community, the retirement community will provide a range of amenities and outdoor spaces that local people will also be able to use.

The objective of the Community Liaison Group (CLG) is to provide a long-term link between the integrated retirement community and the local community.

This document is a draft Terms of Reference that will be discussed at the first meeting of the CLG and approved by its members.

2. Remit

The CLG is to be formed for the purposes of promoting and encouraging a two-way dialogue with the local community and stakeholders during construction and following the opening of the development.

Regular meetings will encourage discussion and allow parties, such as elected representatives and local residents, to provide feedback as the project progresses.

Objectives:

- To ensure that the retirement village benefits from having a close relationship and is integrated into the local community;
- To raise the profile of the facilities at the retirement community and to ensure they are understood to be open for the wider local community to enjoy;
- To enable Retirement Villages to provide updates on the progress of the retirement community which can be disseminated to the wider community;
- To allow the members to raise any issues or opportunities from the local community relating to the retirement community;
- To help promote job opportunities at the site, to local people.

The CLG does not have an enforcement or decision-making role.

3. Membership

It is proposed that the membership of the CLG is as follows:

Organisation	Representative
Retirement Villages	Up to 2 representatives
Font Communications (Secretariat)	1 representative
Cheshire West & Chester - officer	1 representative

Cheshire West & Chester - members	1 representative – Christleton & Huntington ward 1 representative – Great Boughton ward
Christleton Parish Council	1 representative
Great Boughton Parish Council	1 representative
Local resident / business representatives	4 representatives

Advisors may be invited to attend the meeting as and when appropriate to provide expertise on technical matters.

When necessary and appropriate, members of the Group will be able to send a substitute to meetings if they cannot attend in person. If a member of the Group fails to attend two consecutive meetings (without sending a substitute or apologies) their place may be offered to another suitable person.

Elected representatives will be expected to represent the views of their respective communities and to provide feedback to those communities and their respective council colleagues.

4. Organisation

Font Communications, acting for Retirement Villages, will provide secretarial support for the CLG and Chair the meeting. Contact phone number - 0800 689 1095.

Meetings will ideally be held at a community location in person close to the site but may be held online via Teams in the future.

Meetings will be held on a quarterly basis.

Minutes will be circulated to all members within twenty working days of the meeting.