

# Draft Terms of Reference for A1307 Local Liaison Forum

## **1. Membership**

1.1 All County, District, City, Town and designated Parish Councillors from Divisions/Wards within or adjacent to the A1307 are invited to send a representative/s to join the LLF. A list of designated Parishes may be found in Appendix 1.

1.2 Membership is limited to a maximum of two representatives per Town/Parish Council and one per organisation.

1.3 The LLF may co-opt additional members from other Parish Councils, Residents' Associations, organisations or interest groups, as considered appropriate, to facilitate its remit. A list of co-opted Parish Councils, Residents' Associations, organisations or interest groups may be found in Appendix 2.

1.4 Only members may vote at the Local Liaison Forum. Voting is limited to one vote per member in attendance. Voting will be by a show of hands.

## **2. Remit**

2.1 The LLF will not have any decision making powers in relation to the development and delivery of the projects but will act as a conduit through which:

- (a) Project developments and decisions will be reported.
- (b) Comments and views will be offered regarding detailed design matters; and
- (c) Local issues, opportunities and concerns relevant to the projects will be discussed and considered, and resolutions may be adopted and presented to the City Deal Assembly and Board.

2.2 The LLF may offer advice to the Project Manager and put forward suggestions, as considered appropriate, to influence and inform the development and delivery of a project. The LLF may also seek information on project development and delivery.

2.3 Upon completion of the construction phase, the Local Liaison Forum will participate in a review of the project's delivery, making recommendations, as considered appropriate, to inform future programme delivery.

## **3. Term of office**

3.1 The LLF will function for the duration of the project which will include its design, delivery and review stages.

## **4. Appointment of Chairman and Vice-Chairman**

4.1 The LLF will appoint a Chairman and Vice-Chairman at its first meeting for the duration of the term of office or as otherwise agreed.

## **5. Meeting frequency, administration and attendance**

5.1 The LLF will set its own timetable for meetings in consultation with the Project Manager. Administration of the LLF will be the responsibility of the Project Manager.

5.2 LLF meetings will be held in public and members of the public will be provided with an opportunity to speak or participate at the discretion of the Chair.

5.3 Meetings will be held at various locations along/near the A1307.

## **6. Agenda and Minutes**

6.1 The agenda for the LLF will be agreed by the Chair and Vice-chair of the LLF in liaison with the Project Manager. The Project Manager may require that items are put on

the agenda to facilitate project delivery timescales. The agenda will be published on the City Deal website.

6.2 The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record, with matters arising to be raised. After the minutes have been signed, they will be published on the City Deal website.

6.3 The LLF is not able to make decisions. The minutes can, however, include 'Proposals' or 'Resolutions' which are recorded as such and can present these motions to the Assembly and Executive Board.

## 7. Revisions

7.1 These Terms of Reference are to be reviewed after the Local Liaison Forum has been in operation for 3 months. Amendments are subject to a simple majority vote of members.

### Appendix 1

Designated Parish councils include:

1.1 All Parish Councils which contain the A1307:

- Babraham
- Great Abington
- Great Shelford
- Hildersham
- Horseheath
- Linton
- Little Abington
- Sawston
- Stapleford

The Parishes adjacent to the above of:

- Bartlow
- Balsham
- Shudy Camps
- Castle Camps
- Withersfield
- Hadstock
- West Wickham

All of the above will be issued invitations to the first Local Liaison Forum.

1.2 If further Parish Councils wish to become members they should notify the Chair and request membership at a Local Liaison Forum. Membership is subject to a majority vote of existing members present.

### Appendix 2

Co-opted Parish Councils, Residents' Associations, organisations or interest groups:

- Queen Edith's Community Forum
- Trumpington Residents' Association