1. Role of the Community Liaison Group

1.1 The Group will be known as the London School of Hygiene & Tropical Medicine Community Liaison Group (hereafter referred to as the CLG)

1.2 Membership includes but is not limited to:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Named representative</th>
<th>Deputies</th>
</tr>
</thead>
<tbody>
<tr>
<td>London School of Hygiene &amp; Tropical Medicine</td>
<td>John Starmer</td>
<td>Harry Brayshaw</td>
</tr>
<tr>
<td>Engage Involve</td>
<td>Vicky Ratcliffe</td>
<td>n/a</td>
</tr>
<tr>
<td>Kier Construction Limited</td>
<td>Justin Willison</td>
<td>Chris Lilley</td>
</tr>
<tr>
<td>Camden Cyclists</td>
<td>John Chamberlain</td>
<td>tbc</td>
</tr>
<tr>
<td>London Living Streets</td>
<td>David Harrison</td>
<td>tbc</td>
</tr>
<tr>
<td>Tamar House RTM Co Ltd</td>
<td>Lou Stein</td>
<td>Deirdre Gribbin</td>
</tr>
<tr>
<td>13 Tavistock Place Limited</td>
<td>Paul Cockle</td>
<td>Roger Cline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Luke Dodimead</td>
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<tr>
<td></td>
<td></td>
<td>Kate Owen</td>
</tr>
<tr>
<td>Bloomsbury Residents Action Group (BRAG)</td>
<td>Diana Scarrott</td>
<td>Debbie Radcliffe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bob McIntyre</td>
</tr>
<tr>
<td>Gerald Eve</td>
<td>Elizabeth Mellalieu</td>
<td></td>
</tr>
<tr>
<td>The Marchmont Association</td>
<td>[Ricci de Freitas has stood down – replacement tbc]</td>
<td></td>
</tr>
<tr>
<td>Cartwright Gardens hotels</td>
<td>Philip Moore</td>
<td></td>
</tr>
<tr>
<td>Resident - individual</td>
<td>Christopher Donovan</td>
<td>Mika Southall</td>
</tr>
<tr>
<td>The Lord John Russell Pub</td>
<td>Charles Scully</td>
<td>Dave Scully</td>
</tr>
<tr>
<td>Genesis Housing Association</td>
<td>Alex Hughes</td>
<td>Muhibar Rahman</td>
</tr>
</tbody>
</table>

1. Community Engagement Contractor representing London School of Hygiene & Tropical Medicine
2. Managing Agents for The Skinners Company – deed holders to Cartwright Gardens
1.3 Aside from the named membership, there will be consultation as required with the Bloomsbury Conservation Area Advisory Committee and local ward councillors will be given regular briefings.

1.4 The CLG will enable a two-way conversation throughout the construction period and will serve to anticipate, mitigate and resolve any issues that could adversely affect local residents and businesses during the development of 15-17 Tavistock Place. This is in line with the Construction Management Plan agreed with the London Borough of Camden in January 2016 that states:

11.6 A comprehensive Community Liaison Programme will... be developed and maintained to ensure that the works are conducted and carried out with the absolute minimum of disruption and disturbance and adequate notification of changes to Construction activities / timetable is given, especially where it impacts on the public realm / traffic management. A variety of tools will be employed to achieve this, to include the following:

- Regular liaison meetings with stakeholders
- Regular bulletins such as project newsletters
- Press releases where appropriate
- Escorted site tours
- Viewing galleries
- Notice boards
- Photographs
- Letter drops
- Website

1.5 The CLG will remain active throughout the construction phase until handover.

1.6 The local community is defined as those living or working adjacent to or in the vicinity of the development site.

1.7 Discussions undertaken by the CLG are restricted to matters relating solely to the development of 15-17 Tavistock Place.

2. Group membership

2.1 The members of the CLG will initially be based on the consultation period undertaken in 2015/16

2.2 Additional community representatives can be identified by existing members or put themselves forward for membership. However, there will be no more than three additional members at any one time.

2.3 Should any member of the CLG step down, a new member will be nominated and agreed with the existing membership
2.4 Questions can be submitted by members of the community in advance of a CLG meeting and will be addressed at the next meeting, or at a suitable subsequent meeting (for example where a detailed technical response is required).

3. Chairperson

3.1 CLG meetings will be coordinated by the Community Engagement Consultant until such a time is appropriate to nominate a chair and vice chair from within the membership

3.2 The Chair is responsible for the orderly running of meetings, adherence to the agenda and enforcement of the CLG’s Terms of Reference.

4. London School of Hygiene & Tropical Medicine commitments. The School commits to undertake the following responsibilities in relation to the CLG

4.1 To undertake administrative duties necessary to organise the meetings and meeting venue

4.2 To provide scribing services so that proceedings are fully recorded and to provide agendas and minutes relating to CLG meetings

4.3 To publish the confirmed minutes on the project pages of the School’s website

4.4 To respond to questions arising during CLG meetings in a timely manner

4.5 To maintain an up to date schedule of works on the project pages of the School’s website

4.6 To provide relevant technical experts at meetings

5. CLG member commitments. CLG members commit to undertake the following:

5.1 To make representation on behalf of the communities they represent

5.2 To disseminate responses and outcomes of meetings back to their communities

5.3 To work with the School to identify agenda topics

6. Meeting arrangements

6.1 Meetings will take place at monthly intervals. The frequency of meetings can be amended with the agreement of the membership in response to the stage of the proposal and the level of activity.
6.2 Meeting venues and times will be provided to accommodate where possible the needs of the membership.

7. **Liaison with the planning authority**

7.1 A schedule of complaints, issues raised and solutions sought and implemented will be maintained by the contractor and shared, along with minutes of meetings, with the relevant Council officers (James Renwick – Section 106 Manager, Allen Gillespie – Planning Enforcement Officer (CMPs), Elizabeth Beaumont – Appeals and Enforcement Manager and Steve Cardno – Public Realm & Planning Team Manager).

7.2 Officers will also be invited to meetings as and when agreed by the CLG membership.