



Part of the **Vistry Group**

Liaison Meetings Scheme – Condition 4 – RM Ref: DC/20/01249 – Norton Road, Thurston

Regular meetings are to be held with the Thurston Parish Council. We are proposing a meeting on a six-monthly basis until construction of the site is complete to discuss any issues that have arisen on site or any that the Parish Council would like to discuss with us.

These meetings will be held on site with the following attendees from Vistry: Construction Representative and Technical Representative. Prior to the meeting if further representatives from other departments are required, the Parish Council can request their attendance. Vistry will take minutes and circulate to all attendees within 2 weeks following the meeting.

The meetings will begin once works commence on site and we are the principal contractor.

Lead contacts for this site are: The Developer: Vistry Homes Ltd

- Lead Contact for the Project: James Ballantyne, Project Manager
- Email Address: James.Ballantyne@Vistry.co.uk
- Phone: 07557325629

Thurston Parish Council

- Lead Contact: Vicky Waples, Clerk & Proper Officer to the Council
- Email address: info@thurstonparishcouncil.gov.uk
- Phone: 01359 232854

These contact details will be updated throughout the lifecycle of the project, should there be any change in the Lead Contacts. The Developer will keep Thurston Parish Council up to date on the progress of the construction of the development. This will be done via:

- Open lines of communication
- Regular email updates
- Attendance at meetings

Open lines of communication Using the Lead Contact information above open lines of communication between Thurston Parish Council, The Developer and The Contractor will be maintained for the duration of the construction project. This will give the Parish Council the opportunity to ask questions and raise any issues or concerns. Equally it will enable the Contractor and the Developer to inform the Parish Council of any important matters arising on a day-to-day basis if necessary if this is prior to a meeting.

A sample agenda for this meeting is as below:

Progress Meeting Agenda – Thurston Parcels 2a/b

Attendees:

Apologies:

1.0 Minutes from Previous Meeting

2.0 Site Issues

2.1 Neighbours

2.2 Security

2.3 Other

3.0 Developer's Report

3.1 Build Programme

4.0 Planning and Technical Matters (inc. open space design & management)

5.0 Health and Safety Matters

6.0 Any Other Business

7.0 Date of next meeting