

COMMUNITY LIAISON GROUP - AGREED TERMS OF REFERENCE

1) General Purpose:

The community liaison group exists to facilitate discussion of issues which arise at a site of relevance relating to the operation of the site and its effect on the environment and local people living or working nearby. It will endeavour to foresee and overcome problems and strive to minimise conflict between the operation of the site and the local community.

2) Our Aim:

a) The group is established for the purpose of facilitating good neighbour liaison at the Transfer Station (TS) on Welshcroft Close, Kirkby in Ashfield, Nottinghamshire, NG17 8EP.

b) Members of the group will become more familiar about the operation of the facility and its valuable contribution to sustainable waste management across Nottinghamshire.

c) Veolia will become knowledgeable about local issues and develop a better understanding of how the local community feels in relation to the Transfer Station operation and how this might affect/contribute to the local community.

3) The Group:

a) The group will share information and engage in discussions about the operation of the Welshcroft Close Transfer Station.

b) Members will represent the interests of groups rather than attend as individuals and will use their local knowledge or experience to suggest how this impacts on the local community. Two representatives from any locally based community organisation expressing an interest in participating shall attend. This is the most effective method of disseminating information throughout the local community.

Representatives from local community organisations expressing an interest to participate in the Group shall attend subject to the agreement of the existing members of the committee (as detailed in 3e below).

c) Staff from Veolia will attend all meetings and will participate in discussions.

d) Representatives from the Local Planning Authority and relevant departments of the County Council (e.g. Waste Management Team), District Councils and The Environment Agency shall be invited to all meetings.

e) Other representatives from local organisations of the local community (such as Parish Councils) expressing an interest in participating in the Group shall be invited to attend, subject to the agreement of the existing group members and ensuring numbers remain manageable.

f) During discussions, it is expected that members of the group will make their views known by raising questions, points of concern and alternative suggestions. Veolia (along with their specialist advisors) will respond to these in a timely manner.

g) The aim of the group is not to change peoples' minds or achieve consensus.

h) Membership of the group in no way implies your personal support of or objection to the operation of the facility.

i) No decision or view of the liaison committee shall be binding upon Veolia or the County Council.

4) Membership:

a) The group will consist of representatives from local groups, local businesses, Veolia, The Environment Agency, County and District Councils. Members should represent a cross section of views.

b) Members will operate in accordance with 3b with those individuals representing the interests of the local community. However, individual membership is allowed when an individual is invited by the liaison committee (for example if that individual is affected in a specific and unique manner).

c) The following groups will additionally be invited to attend as appropriate:

- County and District councillors in whose ward the site is located and adjacent wards;

d) Size of the group: There will be no limit on the number of members in the community liaison group and there will be a maximum of 16 members in the core membership to allow effective discussions but also a good balance and representation.

e) Membership is on a voluntary basis. Should a member wish to leave, the need for an appropriate replacement will be discussed within the group a replacement will then be determined by the relevant organisation.

f) The liaison group may co-opt any person it wishes to co-opt who has a relevant interest in the site and shall be empowered to withdraw co-option if it wishes, at any time.

g) Non-attendance shall not disqualify anyone from attending a meeting they are entitled to attend.

5) Operation:

a) The meetings will be facilitated by a Chairperson (the 'Chair'). The Chair will plan the way that the meetings are run. The Chair will also suggest an agenda based on their understanding of what the group has requested and what is feasible to cover in the agreed time. Standard agenda items shall include (as a minimum):

- Approval of the minutes of the previous meeting,
- An operational update report by Veolia,

- Review of complaints received / CAR reports
- Enquiries from local interested parties,
- Discussion (all members).

b) The role of the Chair shall also include a periodic check on the reporting arrangements for community representatives.

c) The liaison group shall have a meeting annually to elect an independent chairperson and vice chairperson. This meeting may coincide with the quarterly liaison meetings.

d) Veolia will be responsible for setting up the liaison group meetings to be held at a local venue as agreed with the liaison group members.

e) The group shall decide when next to meet but as a minimum must meet twice a year.

f) In the event that there is insufficient attendance from the local community Veolia reserves the right to suspend the liaison group meeting indefinitely following discussions with remaining attendees.

g) Agendas and minutes will be circulated in advance and after each meeting to the liaison group. Minutes will be circulated to members within 4 weeks of the date of a liaison meeting having taken place and placed on the Veolia Nottinghamshire website for public viewing.

h) Members may submit comments and questions to be raised during the meeting by contacting the Chairperson or by emailing Veolia.

i) To ensure the meetings run effectively;

- Mobiles off when in the meeting
- One person speaks at a time in the meeting
- Listen as well as talk
- During the presentations, make a note of your questions and ask at the end
- Local administration is to be undertaken by Veolia who will make the necessary logistical arrangements for the group.

This list is open and can be added to and reviewed as necessary.

6) Communications:

a) The content of the full meeting report will be transcribed by Veolia. Comments will not be attributed to individuals or organisations without clear agreement. If additional information is requested to be included with the report by the group it will be included as an appendix or clearly differentiated within the report as being added afterwards and not at the meeting.

b) Requests by Journalists will be considered at the upcoming meeting.

c) Reports from meetings will be sent to the wider reference group and will be made available to the public by posting them on the Veolia Nottinghamshire website as well as circulating them to interested parties.

d) Members are expected to consider the issues raised at the meetings with others and bring their views to the meetings. This is part of their responsibility as representatives of other people in the community.