

## **TERMS OF REFERENCE FOR THE JAVELIN PARK EFW FACILITY COMMUNITY LIAISON GROUP**

### **1.1 INTRODUCTION**

1.1.1 The main purpose of the Community Liaison Group (CLG) is to facilitate communication, share information and engage in “balanced” discussions about construction and operational aspects of Javelin Park Energy from Waste (EfW) facility, without prejudice to people’s positions. Membership does not imply support for the Project.

1.1.2 Set out below are the aims and objectives and some general points as to the operation, membership and communications of the CLG.

### **1.2 OBJECTIVES OF THE LOCAL LIAISON GROUP**

- a) To provide a forum to update representatives of interested parties of progress on site development.
- b) To give local residents and other interested groups an opportunity to discuss any matters arising from the site operations.
- c) To enable any questions that might have to be addressed by the operator (UBB) and regulatory bodies.

### **1.3 AIMS OF THE LOCAL LIAISON GROUP**

- a) Maintain liaison and rapport between UBB, Gloucestershire County Planning Authority, parish councils, City, District, and County Councillors, key technical stakeholders (e.g. Environment Agency) and the local community.
- b) Develop lines of communication in order that the majority of issues and items of concern can be addressed directly and efficiently.
- c) Provide a forum for discussion and, where possible, resolution of problems not achieved by (b).
- d) Provide a means of communicating progress of the Project, through site visits and discussion of regulatory bodies who are monitoring the site and UBB’s compliance with the approved schemes of operation as detailed in the planning permission and where appropriate the Environmental Permit.

- e) Provide an opportunity to inform interested parties in advance of any new proposals, or any submissions to amend or vary the approved scheme of operations.
- f) Provide a forum to discuss particular aspects of the operation and, where appropriate, invite participation by specialist bodies.

1.3.1 One of the important functions of the CLG will be to enable formal complaints regarding the construction or operation of the facility to be discussed openly with the relevant parties. The CLG will also provide a mechanism for the UBB team to describe measures that have been put in place to address any concerns raised. Appendix A describes the formal Complaints Scheme that will be put in place throughout the construction and operation of the facility. Group members will be informed of any complaints made and advised of the any necessary actions taken to resolve the matter of concern. This will include any complaints made by the public or other relevant project stakeholders e.g. Environment Agency.

1.3.2 Terms of reference for the CLG shall be reviewed on the request of UBB or members, and as a minimum once per year.

#### **1.4 MEMBERSHIP**

1.4.1 Membership of the CLG will initially be open to;

- a) Residents of The Lodge and Hiltmead House, the two properties within 250m of the development site.
- b) The following parish councils within and/or adjacent to the site (two members from each parish council will be invited to attend the CLG)

- Haresfield Parish Council
- Standish Parish Council
- Moreton Valence Parish Council
- Hardwicke Parish Council
- Quedgeley Parish Council
- Whitminster Parish Council
- Brookthorpe-With-Whaddon Parish Council
- Harescombe Parish Council

- c) The following Borough and County Councillors
    - County Councillor for Hardwicke and Severn
    - County Councillor for Stonehouse
    - District Councillors for Hardwicke
    - District Councillors for Quedgeley Fieldcourt
    - District Councillors for Quedgeley Severn Vale
  - d) Gloucestershire County Planning Authority
  - e) Gloucestershire Waste Disposal Authority
  - f) Environment Agency
  - g) Stroud District Council's Environmental Health Officer
- 1.4.2 The CLG will be attended by a representative of UBB. Other relevant members of the project team may attend as necessary.
- 1.4.3 This membership group will ensure those closest to the construction / development site and representing the local community are informed and involved in the site's development and operation.
- 1.4.4 Membership may be extended to residents, local community groups and local business in the wider area dependent on initial membership numbers and the views of the preliminary CLG group. However, the CLG is not an open public meeting.
- 1.4.5 Depending on CLG member feedback other Regulators and/or specialists could be invited to attend on either an ad-hoc or permanent basis to discuss specific issues.
- 1.4.6 Size of the group: minimum two and maximum 30 (excluding UBB project team representatives) to allow for effective discussions. unless otherwise agreed by the CLG.
- 1.4.7 CLG members will attend as individuals or as representatives of parish, borough or county council on a voluntary and unpaid basis.

1.4.8 Potential members of the CLG will be contacted at least two months in advance of the first meeting of the CLG. At the first CLG meeting UBB shall seek the views of members on how best to ensure that membership represents a cross-section of the community. The CLG will also be asked whether any additional organisations, groups or individuals should be represented on the CLG. The first CLG meeting will be held 8 weeks prior to the start of construction.

## 1.5 OPERATION OF THE LOCAL LIAISON GROUP

1.5.1 UBB will coordinate and facilitate the first three (3) meetings, which will set out the way that the meetings are run. UBB's project team will also support the agenda and minute taking of the CLG, upon guidance from members. At the third meeting, the group will be asked to elect a chairperson.

1.5.2 Once a chair is established, the Javelin Park EfW facility project team will oversee meeting arrangements and suggested agendas based on their understanding of what the group has requested and what is feasible to cover in the agreed time. The chairperson shall work with UBB to ensure that the relevant information is provided at the meetings.

1.5.3 The Clerk of the inaugural CLG would be Mr Lee (Hardwicke Parish Council Clerk). The CLG will decide at the first meeting whether Mr Lee will continue to act as Clerk at subsequent meetings.

1.5.4 It is proposed that meetings of the CLG are scheduled as follows:

- Inaugural CLG meeting 8 weeks prior to start of construction;
- The CLG will then meet quarterly or as appropriate and in agreement with its members, during the construction period and the first year of operation, with the frequency during the remaining period of operation to be determined (but no less than twice a year);
- The CLG meetings would be held the 3<sup>rd</sup> week of each month unless agreed otherwise by the CLG.

1.5.5 The schedule proposed above will be discussed at the Inaugural CLG meeting and any modification to the schedule can be made by agreement. Members will be

strongly encouraged to attend all meetings. More regular meetings can be scheduled as required by members during certain points of the construction period.

- 1.5.6 In the event that members do not attend meetings, the group will continue to be administered by representatives of Javelin Park EfW facility team with relevant information sent out to residents and parish councils.
- 1.5.7 A local venue for the meeting will be arranged, possibly the contractors site office during construction or at parish council meeting venues. Once constructed the education centre at the facility will be available for CLG meetings.
- 1.5.8 Meetings will usually be held at a suitable time in the early evening and will last for a suitable duration, as convenient for CLG members, to maximise attendance of members.
- 1.5.9 Members shall agree and respect rules of behaviour in the terms of reference. Ground rules for behaviour at the meetings are agreed by the group to ensure the meetings go smoothly. Currently these rules include:
- Mobiles off when in the meeting
  - One person speaks at a time during the meeting
  - Listen as well as talk
  - Abusive or threatening language or behaviour will not be tolerated
- 1.5.10 The list is open and can be added to and reviewed as needed.
- 1.5.11 During the meetings the CLG Clerk will take minutes which will form a report of each meeting. These reports will be circulated for review by the members before publication and agreed minutes will be signed by the CLG and UBB before being published.
- 1.5.12 Feedback on the efficacy of the meeting will be sought from members at the end of each meeting.

## **1.6 COMMUNICATIONS**

- 1.6.1 The minutes/reports of each meeting will ensure comments are not 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.

- 1.6.2 UBB does not intend to produce media summaries. The Javelin Park EfW facility team may keep the press up to date with the process of the group, but point journalists to the meeting reports if they want to know more about specific conversations.
- 1.6.3 Agreed and signed minutes from meetings, described above, will be made available to the public by posting them on the Javelin Park EfW facility website as well as circulating them to interested parties upon request.
- 1.6.4 Members are expected to discuss the issues raised at the meetings with others in their local community and bring their views to the meeting. This is part of their responsibility as representatives of other people in the community, and is an important aspect of ensuring meetings are effective for all participants, are not unduly long and provide the best environment for talking and listening.
- 1.6.5 The CLG may raise any issues or make any recommendations to UBB regarding Javelin Park EfW facility. All questions and feedback raised by CLG members directly related to the construction and operational procedures will be responded to by the Javelin Park EfW facility team. Responses will be provided at the next meeting unless otherwise agreed by the committee.

## **1.7 GENERAL**

- 1.7.1 Only matters relating directly to the Javelin Park EfW facility and its environs shall be discussed.
- 1.7.2 Minutes shall be kept by the CLG Clerk and subsequently approved by the CLG. Minutes and agenda shall be circulated at least one week before the next meeting.
- 1.7.3 The CLG is not empowered to take executive decisions in relation to the Javelin Park EfW facility and its operations.

## **APPENDIX A – COMPLAINTS PROCEEDURE**