



## **Eco Park Community Liaison Group (CLG) Terms of reference – November 2015**

### **Purpose of the Liaison Group**

To provide a forum for dialogue between SUEZ recycling and recovery UK, Surrey County Council, Spelthorne Borough Council, community representatives and other bodies with an interest or role in the construction, commissioning, operation or regulation of the Eco Park at Charlton Lane.

Representatives of SUEZ and its building contractors will provide and discuss with the group information on the construction, commissioning and operation of the Eco Park, and members will be able to share this information with the local community. Through the group, members will convey community queries and issues of concern relating to the Eco Park and current site operations to which SUEZ will respond.

The group does not have an enforcement or decision-making role. Minutes of group meetings will be shared with decision makers at SUEZ and Surrey County Council.

### **Remit**

The group will discuss:

- Issues relating to the construction, commissioning, operation and regulation of the Eco Park.
- Issues relating to the operation and regulation of the existing transfer station.

The group may also receive reports on waste management matters in Surrey, regulatory matters, or national and European policy issues that affect the Eco Park.

Sub-groups may be formed to review specific items, for example technical matters, with sub-groups reporting back to the main group.

### **Aims**

- To increase understanding and awareness of the construction, commissioning, operation and regulation of the Eco Park.
- To identify potential impacts on the local community and ways in which any adverse impacts can be mitigated and the benefits of positive impacts maximised.
- To identify and address any areas of concern to the community.

### **Membership**

Membership shall comprise elected representatives of the surrounding community at borough and county level; representatives of the main residents' associations; a representative section of local residents; local authority officers with a role in waste, environment or regulatory matters; an officer from the Environment Agency and representatives from SUEZ at manager level.

Places will be made available for representatives of the wards and divisions and the residents' associations listed below. It will be up to the individuals representing these areas / the residents' associations named, whether they wish to join the group. In the case of borough wards, it will be up

to the ward members to decide which member will represent the ward. If these places aren't taken up, the place will remain vacant and, in the case of local elected representatives, offered after each round of local elections.

There are a maximum of 20 places available on the group (excluding SUEZ and Surrey County Council representatives):

Local elected representatives (5)

- A Laleham & Shepperton Green ward member
- A Shepperton Town ward member
- A Halliford & Sunbury West ward member
- The Laleham & Shepperton division member
- The Lower Sunbury & Halliford division member

Local authority and regulatory bodies (2)

- Spelthorne Borough Council (Head of Sustainability & Leisure)
- Environment Agency regulatory officer

Community (13)

A representative of each of the following organisations:

- o Charlton Village Residents' Association
- o Shepperton Residents' Association
- o Lower Sunbury Residents' Association

And a maximum of 10 local residents representing a cross section of areas and organisations.

SUEZ

Ordinarily, attendees will be those listed below, supported by others as required by the agenda:

- Construction project Director
- Construction project Manager
- Regional Manager
- Site Manager
- Communications Manager
- Safety, Health, Environment and Quality Manager



### Surrey County Council

- Waste Group Operations Manager
- Planning Enforcement Officer

If a community member fails to attend two consecutive meetings without giving apologies, their place may be offered to another suitable person.

When places for local residents become available on the group, they will be advertised in the community and residents asked to submit their name and details to SUEZ. If more than one application is received, these will be tabled at the next meeting. If places are oversubscribed, a waiting list will be maintained for residents interested in joining the group and applications tabled when vacancies arise.

### **Responsibilities**

SUEZ commits:

- To keep the group updated with information on the construction, commissioning and operation of the Eco Park.
- Where practical, to share external communications materials with the group prior to publication.
- To respond to questions and issues raised.
- To respond positively to members' reasonable requests for information relevant to the aims and remit of the group and, in the event this isn't possible, to explain why.

Members commit:

- To raise awareness of the group and its work, jointly disseminating the information provided at CLG meetings to the local community.
- To attend group meetings regularly.
- To convey comments from the community to SUEZ, which may be discussed at CLG meetings.

### **Organisation**

- A chair will be nominated from the members of the group who shall be acceptable to SUEZ and a majority of group members.
- If no member wishes to chair the group, SUEZ will recruit an independent chair.
- The position of chair can be challenged if a majority of group members agree.
- The chair should act impartially in carrying out the role.
- In the event of disputes at meetings of the group, decisions by the chairperson should be accepted by all group members.

- In the absence of the chair, members will nominate a member to chair that particular meeting, to be acceptable to SUEZ and a majority of group members.
- Administration will be provided by SUEZ.
- Agendas will be circulated at least seven days before the meeting. Any matters to be included in the agenda should be submitted ten days before the meeting to allow time for preparation.
- Minutes of meetings will be circulated to members no later than 28 days after the meeting.
- The group will meet on site or, if the facilities on site are unavailable, at a suitable community facility close to the site.
- During construction, group meetings will ideally be held to coincide with periods of activity and key milestone events.
- The group will not be open to members of the general public, including the media.

The working and composition of the group will be reviewed as necessary and at each phase of the project to ensure it remains fit for purpose.