

WENNINGTON QUARRY COMMUNITY LIAISON COMMITTEE TERMS OF REFERENCE

1) General Purpose

The liaison committee is to provide a forum to inform and discuss with the local community the development and operations at Wennington Quarry including any effect on the environment and local people living or working nearby. It will endeavour to foresee and avoid / overcome problems and strive to minimise conflict between the operation of the site and the local community.

2) Our Aim:

- a) The committee is established for the purpose of maintaining a good neighbour liaison during the development, operation and restoration of Wennington Quarry.
- b) Ingrebourne Valley Ltd. will inform members of the committee of the various stages and elements of the development.
- c) Members of the committee will become knowledgeable about the site operations.
- d) Ingrebourne Valley Ltd. will become conversant with local issues and develop a better understanding of how the local community feels in relation to the development and its operations and how this might affect/contribute to the local community.

3) The Committee:

- a) The committee will share non-commercially sensitive information and engage in discussions about the issues regarding Ingrebourne Valley Ltd.'s operation of Wennington Quarry.
- b) Members will represent the interests of groups rather than attend as individuals and will use their local knowledge and experience to report how the operation of the quarry impacts on the local community. Not more than two representatives from any locally elected organisation expressing an interest in participating shall attend. This is considered to be the most effective method of disseminating information throughout the local community. Representatives from local community organisations expressing an interest to participate in the committee shall attend subject to the agreement of the existing members of the committee (as detailed in 4a below).
- c) The committee will advise Ingrebourne Valley Ltd. of plans to capture a wider consultation to ensure that the details of the operation reaches people who want to find out more and voice an opinion.
- d) Staff from Ingrebourne Valley Ltd. will attend all meetings and will participate in discussions.
- e) Representatives from the Local Planning Authority and relevant departments of the Havering Council and The Environment Agency shall be invited to all meetings.
- f) During discussions, it is expected that members of the committee will make their views known by raising questions, points of concern and alternative suggestions.
- g) The aim of the Liaison Committee is not to change peoples' minds or achieve consensus.
- h) Membership of the committee will in no way imply your personal support of or objection to the development and operation of the quarry.

4) Membership:

- a) The committee will consist of a Chairperson (appointed by Havering Council), members of the parish / community council and other interested parties. Membership should represent a cross section of the community.
- b) Members will operate in accordance with 2b) 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:
 - Havering councillors in whose ward the site is located and adjacent Wards, also;
 - The Environment Agency Environmental Health Officer, Highway Officer
- d) Size of the committee: There will be no limit on the number of members on the committee and there will be a maximum of 5 members in the main / core committee to allow effective discussions but also a good balance and representation on behalf of local residents.
- 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 then determined by the relevant organisation.
- f) The liaison committee 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 independently facilitated by a Chairperson appointed by Havering Council. 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 Committee has requested and what is feasible to cover in the agreed time. The agenda shall consistently as minimum cover:
 - Approval of the minutes of the previous meeting.
 - A report by Ingrebourne Valley Ltd. of recent and forthcoming operations.
 - Anything else of notable interest which Ingrebourne Valley Ltd. wishes to raise, and;
 - Discussion (all members).
- b) The role of the Chairman shall also include a periodic check on the reporting arrangements for community representatives.
- c) The liaison committee shall decide when to meet but not less than twice annually.
- d) Ingrebourne Valley Ltd. will be responsible for setting up the liaison committee meetings to be held at the quarry office. On occasions meetings may take place elsewhere and at different times.
- e) Agendas and minutes will be circulated in advance and after each meeting to the liaison committee. Minutes will be circulated to members within 4 weeks of the date of a liaison meeting having taken place.
- f) Ground rules for behaviour at the meetings are to be agreed by the committee to ensure the meetings run smoothly. Currently these rules should include:

- 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 Ingrebourne Valley Ltd. who will make the necessary logistical arrangements for the committee. This list is open and can be added to and reviewed as needed.

6) Communications:

- a) The content of the full meeting report will be transcribed by Ingrebourne Valley Ltd. 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 committee it is included as an appendix or clearly differentiated within the report as being added afterwards & not at the meeting.
- b) Members are expected to discuss 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.

February 2018