

## **Draft Terms of Reference for the Pinewood Community Liaison Group**

The key aim of the community liaison group is to act as a link between Pinewood and the community before, during and after the construction of the Pinewood expansion proposals agreed in 2014 by the Secretary of State.

### **1. This will be achieved by:**

- 1.1. Identifying the needs and aspirations of local communities and reconciling competing interests where necessary.
- 1.2. Assisting Pinewood to engage with the community and with local views to help balance priorities.
- 1.3. Coordinating community consultation and putting in place a continuing process of planned engagement and involvement.
- 1.4. Sharing information and keeping communities informed of issues which affect them.

### **2. Membership**

2.1. The group will include representatives from:

- Pinewood, the developer and its contractors
- Parish Councils
- South Bucks District Council
- Buckinghamshire County Council

### **3. Reporting and Minutes**

- 3.1. Agendas will be agreed prior to the meetings. All representatives will be invited to submit items for the agendas.
- 3.2. Minutes will be issued following each meeting and it is the responsibility of each organisation's representatives at the meeting to ensure they share these with the people/groups they represent.
- 3.3. Agreed minutes will be published on the South Bucks District Council website.

### **4. Frequency, Date and Timings of Meetings**

- 4.1. Timing and dates of meetings will be agreed by the community liaison group at each meeting. The first meeting is expected to take place following the delivery of full planning permission.

### **5. Chairing**

- 5.1. The Chairman will be appointed from [to be discussed: options from the membership of the community liaison group/named individual/independent Chair].
- 5.2. The Chairman will:
  - Encourage respect and motivation
  - Ensure all members of the group are heard
  - Ensure the group adheres to its terms of reference

### **6. Public Attendance and Questions**

- 6.1. The public and press are welcome to attend all meetings unless the business is defined as confidential under the provisions governing Local Government.
- 6.2. Questions must be about matters which affect the area or its residents and must not be defamatory, frivolous or offensive. Similarly any question which requires the disclosure of confidential or exempt information will not be accepted.

**7. Behaviour and Code of Conduct**

- 7.1. Members of the community liaison group should conduct themselves with mutual respect for each other and for guests at meetings.
- 7.2. All members will have equal opportunity to voice and advance their views.
- 7.3. The spirit of the group is that of mutual support and constructive collaboration.
- 7.4. Where applicable, members of the community liaison group are expected to abide by the code of conduct of their organisation.

**8. Review and Monitoring**

- 8.1. The effective operation of this body will be reviewed as necessary every six months.

DRAFT

**Pinewood Community Liaison Group: Membership**

	<b>Organisation</b>	<b>Name</b>
<b>District Councillor</b>	Leader: SBDC Iver Heath Wexham and Iver West Iver Village and Richings Park	Cllr Adrian Busby Cllr Damon Clark Cllr Malcolm Bradford Cllr Emma Burrows
<b>County Councillor</b>	Iver Denham	Cllr Ruth Vigor-Hedderly Cllr Roger Reed
<b>Parish Councillor</b>	Fulmer Iver Wexham	
<b>Developer</b>	Director: Pinewood Planning Consultant (Turleys) Contractor	
<b>Community</b>	Iver Residents Association	TBA
<b>Officers</b>	BCC Highways SBDC Chief Executive SBDC Director Planning (+ tree, ecology and environmental health as appropriate) (+ Committee support)	Alan Goodrum Bob Smith