

To: Parish Councils

Proposal for a West Suffolk Operational Hub (May 2018 - Construction Phase)

Previous community engagement at the pre-planning and planning application stages has provided a formal platform for engagement with the local community, and a Community Liaison Group was formed in December 2015. With planning permission granted the Councils have recognised the need and wish to continue the dialogue with members of the Community Liaison Group, and the Terms of Reference of the Group have been revised accordingly.

As the site at Hollow Road Farm moves into the construction phase the group membership should remain with the Parish Councils and the neighbouring businesses. This was ratified at the 14th March 2018 meeting.

Group membership will remain under review as the project progresses.

West Suffolk Operational Hub (WSOH) Community Liaison Group

Terms of Reference – May 2018

Purpose of Community Liaison Group

The Community Liaison Group's purpose is to encourage open discussion between interested parties (neighbouring businesses, local parish and district councillors) and your councils (West Suffolk and Suffolk County Councils) of the West Suffolk Operational Hub (WSOH).

Now that the Councils have started construction of the West Suffolk Operational Hub (WSOH) the Community Liaison Group will provide a regular forum for:

- The Councils to report on the construction programme and progress.
- Discussions on any areas of concern raised by residents through CLG members.
- Where actions are identified or issues are raised but not resolved in these meetings, the Group will receive an update outside the meeting or at the next meeting. The time line required for a deferred issue should be defined at the raising of the issue.
- Answering questions raised by local people.
- To provide technical updates and help understand and interpret this information.
- The reporting on this construction phase encompasses on site and any external matters appertaining to this development

As the project progresses many of the above roles will apply into the operational phases of the West Suffolk Operational Hub (WSOH).

Remit

The group has been set up to provide a two-way dialogue between the councils and the local community throughout the life of this project and is now focussed on the construction and operational phases of the project.

The councils are keen to be a good neighbour, so although the group does not have an enforcement or decision-making role, it acts as an important link between the councils and the local community.

Membership

The Membership of the Group will include:

- Local businesses
- District and County Council elected representatives
- Parish Council representatives
- Suffolk County Council – Cabinet member
- West Suffolk Councils – Portfolio holders

The following may also attend meetings at the appropriate stages of the development:

- Waste officer representatives from the Waste Collection Authorities (St Edmundsbury Borough Council and Forest Heath District Council)

- Suffolk County Council Highways
- Waste officer representatives from the Waste Disposal Authority (Suffolk County Council officers)
- Technical consultants working on the project
- The principal construction contractor for the site.
- Any contractors managing operations on the site.

Organisation

- A suitable chairman will be selected by the group
- Administration is to be provided by the Councils.
- The group meets quarterly and on an ad hoc basis more frequently when required during the construction and early days of operation.
- Other persons may be invited with the agreement of the chair.
- The group is not open to members of the general public, including the media.
- The working and composition of the group will be reviewed every year.
- An up to date list of relevant points of contact will be maintained and circulated to the group.

Current CLG Membership:

Cllr David Bowman, Forest Heath District Council

Cllr Peter Stevens, St Edmundsbury Borough Council

Mark Walsh, Assistant Director (Operations), West Suffolk

Bryn Griffiths, Assistant Director Infrastructure and Waste, Suffolk County Council

Steve Palfrey, Head of Waste, Suffolk County Council

Philip Reeve – Great Barton PC,

Mike Collier – Fornham St Martin cum St Genevieve PC

Howard Quayle – Fornham St Martin PC

Adrian Graves – Great Barton resident

Chris Johnson – British Sugar

Steve Lumley – Steve Lumley Planing