

**LIAISON COMMITTEE TERMS OF REFERENCE
FOR THE NORTHACRE RESOURCE RECOVERY CENTRE
STEPHENSON ROAD, WESTBURY, WILTSHIRE, BA13 4WD (the “Site”)**

1. General Purpose:

The Committee exists for Hills Waste Solutions Limited as Operator of the Site to provide updates of relevance on the operation of the Site and provide information on any effect these operations may have on the immediate environment and local people living or working nearby. In addition, the Operator will endeavour to foresee events or issues and draw these to the attention of Committee Members in advance.

2. Aim:

- a) The Committee is established for the purpose of providing a good neighbour liaison.
- b) To allow the Operator to keep Committee Members updated and informed about the Site operations.
- c) To inform Committee Members so they are knowledgeable about the Site and its operations.

3. Committee Purpose :

- a) The Committee will share information and engage in discussions about the issues regarding the Site operations.
- b) Committee Members will represent the interests of their constituents or their employer rather than attend as individuals.
- c) It is agreed by the Committee Member that the Liaison Committee is considered to be an effective forum where the views of the community can be represented and addressed by the Operator and information provided about the Site operations can be made available to the local community when advice is sought or questions are asked of Committee Members.
- d) During Liaison Meetings, it is expected that Committee Members will make the views known of the community they represent by raising questions and points of concern. employees of the Operator and other attendees will respond to these.
- e) No recommendation or view of a Committee Member shall be binding upon the Operator.
- f) Committee Members agree to refer members of the public that contact them about the Site operations to the Operator’s website for information and direct complainants in the first instance to contact the Operator via its website <https://www.northacrerrc.co.uk/contact-us/> or by telephone on 01793 781207; and in addition to contact, should they wish, the Environment Agency via Telephone 0800 80 70 60 (24 hours).

4. Committee Membership:

- a) The Committee membership shall total 10 persons and will be made up as follows:

Local Elected Representatives:

- Unitary Councillors sitting on Westbury Area board (up to four persons);
- One Westbury Town Councillor (not being unitary Councillors) each representing the three Westbury town wards of Westbury East; Westbury West and Westbury North; **or** three Westbury Town Councillors as nominated by Westbury Town Council (up to three persons).

Operator Members

- The Site Manager
- Divisional Director – Waste Operations; and
- Group Communications Manager

or employee alternates acting in their place.

- b) Additional attendees will be invited to each Liaison Meeting and may participate in discussions as follows:

Public bodies representatives

Executives from relevant interested departments of the County Council (e.g. Waste Management Team) and The Environment Agency.

Interested Parties

One representative from Arla Dairy (plus one observer).

Operator Employees

Employees from the Operator and other Hills Group companies.

Other guests

Other individuals may be invited by the Operator from time to time to attend Liaison Meetings.

- c) Representatives from Westbury Town Council shall be nominated and their appointment and any changes shall be advised to the Operator in advance.
- d) Membership of the committee is on a voluntary basis.
- e) Non-attendance shall not disqualify anyone from attending a Liaison Meeting at a future date unless they no longer hold their elected position or are replaced by nomination of the Town Council.

5. Proceedings :

- a) Liaison Meetings will be chaired by the Operator.
- b) Liaison Meetings will follow a standard agenda as follows:
 - Apologies
 - Confirmation of previous Liaison Meeting minutes
 - Update on site operations
 - Planning applications / environmental permit variations
 - Any other business
- c) The Operator will be responsible for setting up the Liaison Meetings to be held at Northacre Resource Recovery Centre, Stephenson Road, Westbury, Wiltshire, BA13 4WD or via video conference or at an alternative venue as advised.
- d) The Committee shall meet at least 3(three) times a year every 4(four) months.
- e) Notice of Liaison Meeting and supporting meeting documents and communications sent by the Operator to Committee Members shall be by email. It is the responsibility of a Committee Member to advise the Operator of their email address and ensure the Operator holds the correct email address for them.
- f) Committee Members shall serve written notice on the Operator or correspond with the Operator on all matters associated with them being a Committee Member by email to Monique.hayes@hills-group.co.uk or email address as advised.
- g) A quorum of not less than one Unitary Councillor; one Town Councillor; and two Operator Members shall be required in person or via video link to conduct business of any Liaison Meeting called by the Operator.
- h) Any two Local Elected Representative Committee Members may request that the Operator hold an Extraordinary Liaison Meeting on giving the company written notice on the basis they have substantive concerns about the environmental impacts of the Site operations. The Operator will endeavour to call an Extraordinary Liaison Meeting within 10 days of receiving a valid request to discuss the concerns raised and give not less than five days' notice of the Extraordinary Liaison Meeting.
- i) The Operator shall promptly call an Extraordinary Liaison Meeting if the Environment Agency serves notice on the Operator that it is either commencing an investigation or considers operations at the Site to be in substantive breach of the Site's environmental permit. The Extraordinary Liaison Meeting shall be for the purpose of informing the Committee Members of the circumstances of the notice and the actions being taken by the Operator. The Operator will give not less than five days' notice of the Extraordinary Liaison Meeting.
- j) Ground rules for behaviour at the Liaison Meetings are agreed by the Committee Members to ensure the meetings run smoothly. Currently these rules include:
 - Mobiles off when in the meeting
 - One person speaks at a time in the meeting
 - Listen as well as talk

- Liaison Meetings are not to be video or audio recorded

This list is open and can be added to and reviewed as needed.

k) Committee Members are expected to:

- Communicate the issues discussed at Liaison Meetings with fellow members and employees of the public bodies and organisations they are appointed by and members of the public they represent.
- Bring the legitimate views of the public bodies and organisations they are appointed by and members of the public they represent to the Liaison Meetings.

6. Minutes

- a) The minutes of the Liaison Meeting will be prepared by the Operator and shall document and fairly reflect the comments made and matters raised under the agenda items by Committee Members and attendees to Liaison meetings and record any action items as agreed. The minutes shall not be a verbatim record.
- b) The Operator shall endeavour to circulate draft minutes for comment to the Committee Members within 10 business working days following the Liaison Meeting date. Committee members may feedback comments within three working days of receiving the draft minutes. The Operator shall accept reasonable amendments to the draft minutes and then promptly publish the minutes on its website along with any other supporting documents provided by the Operator to Committee members.
- c) Committee Members will be notified when the minutes and any supporting documents have been published on the Operator's website. Committee Members may direct members of the public to the website and as well as being available for Committee Members to circulate to interested parties or table at Town Council, Parish Council or Area Board meetings that the Committee Members attend in their formal elected capacity.

7. Determination of the liaison committee

The Operator reserves the right to dissolve a Liaison Committee and reconstitute an alternative forum or committee.