

CORBY ENERGY RECOVERY FACILITY COMMUNITY LIAISON GROUP

TERMS OF REFERENCE

Corby Limited/Operating Company (The “Developer”)

1. INTRODUCTION

1.1. This document has been prepared by the Developer as a statement of its intention to establish a Community Liaison Group (CLG) in advance of the construction and operation of the Corby Energy Recovery Facility (CERF) in accordance with Condition 47 of the planning permission reference 19/00027/WASFUL.

Prior to the commencement of the development details of a Local Liaison Group to be established, including proposed membership and ongoing facilitating arrangements, shall be submitted to the Waste Planning Authority for agreement in writing. The first meeting shall be arranged prior to the date of commencement as notified under condition 1. Subsequent meetings shall be arranged at six monthly intervals, or such other time period as agreed by the Waste Planning Authority, for the life of the operations.

1.2. The individual names of participants will be confirmed to the Local Planning Authority in advance of the first meeting.

1.3. The main purpose of the CLG is to facilitate communication, share information and engage in “balanced” discussions about the development and operation of the CERF without prejudice to people’s positions and with the intention of informing the local community about construction and operational aspects of the development. Membership does not imply support for the Project but nor is it intended to be a protest group.

1.4. This document sets out the aims and objectives and general matters of the operation, membership and communications of the CLG.

2. OBJECTIVES OF THE GROUP

2.1. The CLG has been established to provide a communication channel between the developer and operator of the CERF with local neighbours during the construction, operational and de-commissioning phases of the ERF. The Developer or its appointed representative will inform members of the CLG of the various stages and elements of the development of the CERF.

2.2. The aims of the CLG are to provide:

- A balanced forum for the operator to inform representatives of the local community of progress on the site development;
- A forum for local residents to discuss any areas of the site operations;
- An opportunity to inform interested parties in advance of any new proposals, or any submissions to amend or vary the approved scheme of operations;
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- A better understanding for the Developer of local concerns and how to mitigate them.

2.3. It is hoped that members of the group will become knowledgeable about the proposed facility and will report back as appropriate to the people they represent.

3. MEMBERSHIP OF THE GROUP

3.1. It is proposed that the CLG would include an invited representative from each of the following organisations/bodies:

- The Developer.;
- The site operator;
- A representative of the construction contractor (during the construction phase);
- Two local residents (with at least one from the Priors Hall Community Association);
- Gretton Parish Council;
- Weldon Parish Council;
- One each from Corby Borough Council and Northamptonshire County Council (or their successor authority).

3.2. It is proposed that the following individuals attend the CLG meetings and represent each organisation/body. Where any of the following individuals are unable to attend, the Developer will seek to temporarily co-opt into the group another suitable individual as nominated by the absentee.

3.3. The proposed representatives are:

The Developer;	TBA
Site operator	TBA
Construction contractor	TBA
Local residents	TBA
Corby Borough Council	TBA

Northamptonshire County Council	TBA
Gretton Parish Council	TBA
Weldon Parish Council	TBA

3.4. Invitations to members will be made by the Developer at least 3 months before the first meeting.

3.5. From time to time the CLG may invite other specialist individuals to attend including the Environment Agency.

4. OPERATION AND CONDUCT OF THE GROUP

4.1. It is proposed that the CLG would meet on a six-monthly basis beginning approximately two months prior to the commencement of construction of the facility.

4.2. It is proposed that first meeting of the CLG will be held at a local venue to be determined with subsequent meetings to be held at the Corby ERF site. Should an alternative meeting venue be required for any reason, the cost of venue hire would be met by the Developer.

4.3. Meetings will be held on a weekday, between 6pm and 8pm.

4.4. The meetings will be independently facilitated by a Chairperson nominated the Developer. The Chair will plan the way that the meetings are run and suggest an agenda based on their understanding of what the group has requested and what is feasible to cover in the agreed time.

4.5. The cost and responsibility of administration of the CLG, the preparation and distribution of agendas and minutes and accommodation will be the responsibility of the Developer. CLG members will be expected to provide their time free of charge.

4.6. The agenda will as a minimum cover:

- Approval of the minutes of the previous meeting,
- A report by the Developer of recent and forthcoming events at the CREF,
- Anything else of notable interest which the Developer wishes to raise,
- Any Complaints received at the CERF and their mitigation; and
- Discussion (all members).

5. COMMUNICATIONS

- 5.1. Agendas and minutes will be circulated in advance and after each meeting to the liaison group. Minutes will be circulated to members within 4 weeks of the date of a liaison meeting having taken place and placed on the Developer's website <http://www.corbyrenewableenergy.com/> for public viewing.
- 5.2. Members of the CLG may submit comments and questions to be raised during the meeting by contacting the Developer through the free phone helpline 08081 681678, emailing info@corbyrenewableenergy.com or through the Chair when appointed.
- 5.3. For the CLG to be successful members must conduct themselves with mutual respect. Rules of behaviour 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.
- 5.4. Local administration and recording and distribution of the minutes is to be undertaken by the Developer who will make the necessary logistical arrangements for the CLG.
- 5.5. The meetings will not be open to the press, public or additional representatives from the group representatives. The only communications to be issued to the press by Group members will be the CLG minutes and only as directed by the Chair.
- 5.6. 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.

6. GENERAL

- 6.1. Only matters relating directly to the CERF and its environs shall be discussed.
- 6.2. The CLG is not empowered to take executive decisions in relation to the CERF and its operations.