



Terms of Reference – EnviRecover CLG

1. Purpose:

- 1.1 Membership does not imply support for Mercia Waste Management or the planning application.
- 1.2 To share information and engage in “balanced” discussions about the issues regarding Mercia Waste Management’s application for permission to build and operate a waste treatment facility in Hartlebury Trading Estate, without prejudice to peoples’ positions on an application.
- 1.3 Members will represent the interests of groups and attend as individuals. Members may also attend as individuals in their own right (i.e. they do not have to be representing a particular group or organisation). Therefore members will be expected to discuss the issues with others and ensure that their views are made known to the meetings.
- 1.4 To inform Mercia Waste Management’s plans for wider consultation to ensure that the consultation process is as effective as possible.

2. Frequency:

- 2.1 It is expected that the CLG will meet at least four times before the planning application is made with a meeting to review matters being held following the Public Exhibition, after 27th February 2010. In any event this meeting shall be no later than 19th March 2010.

3. Membership:

- 3.1 To represent a cross section of views, which may include:
 - local residents
 - local schools, churches, businesses, community organisations
 - Hartlebury Parish Council
 - Elmley Lovett Parish Council
 - Ombersley Parish Council
 - Wychavon District Council
 - Worcestershire County Council
 - Tenants and Residents Associations
 - Hartlebury Trading Estate
 - Mercia Waste Management
- 3.2 Size of the group: Maximum 17, to include attendees from first CLG meeting (excluding Mercia Waste Management representatives). Should numbers increase a review of CLG membership will be needed to ensure meetings remain effective and meaningful. If this happens members will need to agree on roles as either active representatives or observers to the CLG.
- 3.3 There may be up to 3 observers at any meeting. People wishing to participate as an observer must notify Mercia twenty four hours prior to the meeting and spaces will be allocated on a first come, first serve basis. Observers are there to observe and if they have any questions, these must be addressed through the Chair.

4. Operation:

- 4.1 The meetings will be chaired and independently facilitated by Sauce Consultancy. Sauce Consultancy will suggest the agenda based on their understanding of what the group has requested and what is feasible to cover in the agreed time. Sauce Consultancy will work with Mercia Waste Management and its advisors to ensure that information is provided at meetings.
- 4.2 It is expected that meetings will be 2-3 hrs duration starting at 6.00 pm. Initially meetings will be held at the Stourport Manor Hotel. Meetings will not be held on Tuesdays as this is when the Parish Council meets.

- 4.3 Ground rules for behaviour at the meetings are agreed by the group to ensure the meetings run smoothly. Currently these rules include:
- Members will at all times act with respect to others
 - Mobile phones off when in the meeting
 - One person speaks at a time in the meeting
 - Watch the wall record, as it becomes the report of each meeting
 - Listen as well as talk
- but the list is open and can be added to and reviewed as needed.
- 4.4 During the meetings information will be recorded to form the basis of the report for that meeting, these reports will be circulated for review by the members before issue.
- 4.5 Local administration to be undertaken by Mercia Waste Management – they will make the necessary logistical arrangements for the group.

5. Communications:

- 5.1 The content of the full meeting report will be transcribed by Sauce Consultancy from notes made in full view of the group on flip charts. 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 group it is included as an appendix or clearly differentiated within the report as being added afterwards and not at the meeting.
- 5.2 Sauce Consultancy does not intend to produce summaries or press releases of the CLG meetings. Mercia Waste Management may keep the press up to date with the progress of the group, but will point journalists to the meeting reports if they want to know more about specific conversations that went on.
- 5.3 Minutes from meetings will be made available to the public by posting them on the internet as well as circulating them to interested parties.
- 5.4 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.