

COMMUNITY LIAISON GROUP TERMS OF REFERENCE

1) General Purpose

The community liaison group (CLG) exists to help co-ordinate the development of the land identified by Cawingredients for its planned expansion of its existing business in Leeming Bar. The liaison group will discuss and work to ensure that the development successfully integrates into the surrounding area. It will also endeavour to foresee and overcome problems and strive to minimise conflict between the operation and/or proposed expansion of the site and the local community.

2) Our Aim:

- a) The group is established for the purpose of providing a good community liaison as Cawingredients develop plans for a new factory in Leeming Bar.
- b) Cawingredients and/or its consultants, will inform members of the liaison group of progress of a planning application for a site expansion at Leeming Bar.
- c) Members of the liaison group will gain an understanding of Cawingredients' current operations and proposed expansion.
- d) Cawingredients will learn about local issues and develop a better understanding of how the local community feels in relation to the development and its operations and how this might affect/contribute to the local community.
- e) Members of the group will have an opportunity to shape the development proposals (where possible and appropriate) as they evolve, in advance of submission of a planning application. The discussions will focus on a masterplan for the development and a design code will be developed.

2) The Group:

- a) The group will share information and engage in discussions about Cawingredients ongoing operations and proposed expansion at Leeming Bar.
- b) Members will represent the interests of groups rather than attend as individuals and will use their local knowledge or experience to help shape the development. Not more than two representatives from any locally based community organisation expressing an interest in participating shall attend. This is considered to be the most effective method of disseminating information throughout the local community. Representatives from local community organisations expressing an interest to participate in the group shall attend subject to the agreement of the existing members of the committee (as detailed in 3f below).
- c) The CLG will be the final stage of consultation in which the group will inform Cawingredients' plans to ensure that the consultation process reaches people who want to find out more and voice an opinion.
- d) A representative from Cawingredients will attend the liaison group meetings and will participate in discussions.
- e) Representatives from the Local Planning Authority will be invited to all meetings and provided with minutes.
- f) During discussions, it is expected that members of the group will make their views known by raising questions, points of concern and alternative suggestions. Cawingredients (along with their specialists) will respond to these.
- g) The aim of the group is not to change peoples' minds or achieve consensus.
- h) Membership of the group in no way implies your personal support of, or objection to the proposed construction or operation of the facility.

- i) No decision or view of the liaison group shall be binding upon Cawingredients.

3) Membership:

- a) The group will consist of members of the public and other interested parties invited to represent the existing and proposed site's neighbours. Members should represent a cross section of views.
- b) Members will operate in accordance with 2b) with those individuals representing the interests of the local community. However, individual membership is allowed when an individual is invited by the liaison group (for example if that individual is affected in a specific and unique manner).
- c) The following groups will additionally be invited to attend as appropriate:
 - Hambleton District Council Councillors in whose ward the site is located and adjacent Wards
 - North Yorkshire Council Councillor in whose division the site is located and adjacent divisions
- d) Size of the group: There will be a maximum of 15 members in the core group to act as spokespeople and advisors to allow effective discussions but also a good balance and representation from the community. Specialist attendees may be invited to discuss specific topics at meetings, for example: highways, drainage, ecology.
- e) Membership is on a voluntary basis. Should a member wish to leave, the need for an appropriate replacement will be discussed within the group a replacement then determined by the relevant organisation.
- f) The liaison group may co-opt any person it wishes to co-opt who has a relevant interest in the site and shall be empowered to withdraw co-option if it wishes, at any time.
- g) Non-attendance shall not disqualify anyone from attending a meeting they are entitled to attend.

4) Operation:

- a) The meetings will be independently facilitated by a Chairperson. The 'Chair' will plan the way that the meetings are run. The Chair will also suggest an agenda based on their understanding of what the group has requested and what is feasible to cover in the agreed time. The agenda shall consistently as minimum cover:
 - Approval of the minutes of the previous meeting
 - A report by Cawingredients of recent and forthcoming events
 - Anything else of notable interest which Cawingredients wishes to raise, and
 - Discussion (all members)
- b) The role of the Chair shall also include a periodic check on the reporting arrangements for community representatives.
- c) The liaison group Chair will not be a representative from Cawingredients or the Council. Suggestions will be taken away for consideration.
- d) Social Communications as secretariat will be responsible for setting up liaison group meetings to be held at an appropriate venue during pre-planning stages. On occasion, meetings may take place elsewhere and at different times e.g. to enable a visit to site.
- e) The committee shall decide when next to meet but regular meetings are advised as the proposals progress to planning application submission.

- f) Agendas and minutes will be circulated in advance and after each meeting to the liaison group. Minutes will be circulated to members post-liaison and will be available on the Cawingredients consultation website for public viewing. Minutes will be circulated to the following recipients:
- Group members
 - Hambleton DC Ward Councillors and neighbouring Ward Councillors
 - North Yorkshire Council Division Member and neighbouring Division Members
 - Aiskew and Leeming Bar Parish Council Members
- g) Social Communications will act as secretariat for the liaison group. Members may submit comments and questions to be raised during the meeting by contacting Social at leemingbar@social.co.uk
- h) Ground rules for behaviour at the meetings are agreed by the group to ensure the meetings run smoothly. Currently these rules include:
- Mobiles off when in the meeting
 - No audio or video recording
 - 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
 - Local administration is to be undertaken by Cawingredients who will make the necessary logistical arrangements for the group.

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

5) Communications:

- a) The content of the meeting will be transcribed by Social on behalf of Cawingredients. Comments will not be attributed to individuals or organisations without clear agreement.
- b) Cawingredients may keep the press up to date with the process of the group, but direct journalists to minutes of meetings if they want to know more about specific conversations.
- c) Agendas and minutes from meetings will be made available to the public by posting them on the Cawingredients consultation website as well as circulating them to interested parties.
- d) 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.