

## **PINEWOOD COMMUNITY LIAISON GROUP**

**Meeting - 29 January 2015**

Present: **South Bucks District Council**

Councillor Busby (Chairman) - Leader,  
Councillor Reed - Deputy Leader,  
A Goodrum - Chief Executive  
B Smith - Director of Services  
K Tumber, Democratic and Electoral Services Manager  
Rachel Prance - Principal Communications, Policy and Performance Officer  
Bob Wearing - Democratic and Electoral Services Officer

### **Pinewood Studios**

David Wight - Group Property Director  
David James - Group Development Manager

### **Sir Robert McAlpine**

Steven Higgins - Construction Manager  
Kerry Mills - Community Liaison  
Peter Munn – Project Manager

### **Parish and Organisation Representatives**

Sylvie Lowe – Iver Parish Council  
Mark Dickson – Fulmer Parish Council  
Ann Mayling – Iver Heath Residents' Association

## **1. INTRODUCTIONS**

All parties present introduced themselves and identified who they were representing. Following the introductions Councillor Busby said that given its size and complexity the development of Pinewood Studios would almost inevitably give rise to misunderstandings, tensions and disagreements. The Liaison Group had been created to provide a forum through which issues could be identified and discussed in a constructive way. The role of the Council, through the Liaison Group, was to facilitate the discussions with a view to finding solutions to the benefit and satisfaction of Pinewood Studios and local residents affected by the development.

## **2. TERMS OF REFERENCE AND MEMBERSHIP**

In introducing the draft Terms of Reference the Chief Executive explained that they had been written to create the constructive forum as outlined by Councillor Busby. They were not sacrosanct and could be adapted as the Group developed.

During the discussion on a number of comments were made on each paragraph as follows:

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### 1. Aim of the Community Liaison Group and ways this will be achieved

Agreed.

### 2. Membership

It was agreed that the Colne Valley Park Regional Park be added and invited to send a representative to meetings.

### 3. Reporting and Minutes

Referring to paragraph 3.1, the Liaison Group endorsed the proposal of Councillor Busby that, if representatives wished to submit an item for an agenda, they should provide a synopsis of the issue together with a solution, thus

- structuring discussion at the meeting
- allowing sufficient time (if necessary) to invite people with the appropriate specialist knowledge/expertise to attend and provide advice; and
- expediting the implementation of any solution.

In agreeing the proposals all those present emphasised the importance of each organisation's representative carrying out the responsibility in 3.2 and sharing the minutes with the people/groups they represent thus aiding communication.

On communication Peter Munn, emphasised the two - way nature of communication and the importance of using the most appropriate method available (newsletters, notice boards, websites, email) to ensure that the issue is communicated effectively and targeted to the correct people. It was recognised that this would need to be reflected in any Communication Strategy developed.

### 4. Frequency, Date and Timings of Meetings

Following a discussion it was agreed that meetings be held on a monthly basis at 6pm initially at SBDC. In response to a question from Sylvie Lowe, Councillor Busby, whilst recognising that there may be a need to arrange a meeting as a matter of urgency felt that provided the communication mechanisms and processes for resolving issues were working effectively the need should not arise. However, should the need arise the Chairman would need to form a view whether the issue could wait until the next scheduled meeting, having regard to the Access to Information rules which requires notices of meetings to be despatched 7 days in advance.

### 5. Chairman

Proposals agreed following which Councillor Busby was appointed Chairman.

### 6. Public Attendance and Questions

In agreeing the proposals the Group also supported the proposal of Councillor Busby that members of the public should be encouraged to channel questions through the representatives, thus strengthening the relationship between representatives and the people/groups they represent, providing a recognised structure and avoiding duplication. Councillor Busby, as Chairman, recognised that this approach would need to be applied flexibly depending on the question and the circumstances.

Following a suggestion from Councillor Busby it was agreed that a form be produced by the Council for use by members of the public wishing to submit questions.

### 7. Behaviour and Code of Conduct

Agreed.

**8. Review and Monitoring**

Agreed.

**3. PROGRESS FROM PINEWOOD**

Mr Wight of Pinewood Studios explained that, following the granting of outline permission for the PSDF by the Secretary of State, detailed permission (Reserved Matters) for the first phase was approved by SBDC Planning Committee on 17 December 2014, subject to conditions several of which had now been discharged. The first phase will comprise five new soundstages with associated infrastructure, landscaping and ecological mitigation. Sir Robert McAlpine has been selected as the contractor for the work which would start in February. Initial work will include setting up the site offices with temporary construction access, reptile fencing, tree protection and other ecological measures, followed later by soil stripping.

Further details of the work were provided by Peter Munn of Sir Robert McAlpine particularly in relation to the ecological study. Although a lot of activity would be taking place on the site during the 1<sup>st</sup> phase a majority would not be visible or audible to local residents. However to avoid any misunderstandings both Peter Munn and Kerry Mills (who would be on site from February to deal with communication issues) reiterated a commitment to engage in effective communication to ensure that residents were kept informed of the nature of the work in progress and planned. Further details with plans would be submitted to the next meeting and made available electronically.

**4. AGENDA ITEMS FOR NEXT MEETING**

The next meeting was arranged for 19 February at 6pm at the offices of SBDC with the agenda to include the following items:

- Progress report particularly on infrastructure, landscaping and ecology
- Communications Strategy