

Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

A G E N D A

(Pages)

1. **Apologies**
2. **Election of Chairman**
To elect a Chairman in accordance with the Liaison Group's Terms of Reference a copy of which is attached. **(1 - 4)**
3. **Minutes**
To confirm the minutes of the meeting held on 7 April 2015. **(5 - 8)**
4. **Progress Report**
To receive an update report from Sir Robert McAlpine in relation to:
 - (a) Construction
 - (b) Community
 - (c) Communications
5. **Reports from Representatives**
To receive reports from representatives on any issues they have pursued on behalf of residents.
6. **Agenda Items for Next Meeting**
7. **Date of Next Meeting**
To agree dates for futures meetings

**PLEASE BRING YOUR DIARY WITH YOU SO MUTUALLY
CONVENIENT DATES CAN BE IDENTIFIED**

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Terms of Reference for the Pinewood Community Liaison Group as agreed at the meeting on 29 January 2015

The key aim of the community liaison group is to act as a link between Pinewood and the community before, during and after the construction of the Pinewood expansion proposals agreed in 2014 by the Secretary of State.

1. This will be achieved by:

- 1.1. Identifying the needs and aspirations of local communities and reconciling competing interests where necessary.
- 1.2. Assisting Pinewood to engage with the community and with local views to help balance priorities.
- 1.3. Coordinating community consultation and putting in place a continuing process of planned engagement and involvement.
- 1.4. Sharing information and keeping communities informed of issues which affect them.

2. Membership

- 2.1. The group will include representatives from:
 - Pinewood, the developer and its contractors
 - Parish Councils
 - South Bucks District Council
 - Buckinghamshire County Council

3. Reporting and Minutes

- 3.1. Agendas will be agreed prior to the meetings. All representatives will be invited to submit items for the agendas.
- 3.2. Minutes will be issued following each meeting and it is the responsibility of each organisation's representatives at the meeting to ensure they share these with the people/groups they represent.
- 3.3. Agreed minutes will be published on the South Bucks District Council website.

4. Frequency, Date and Timings of Meetings

- 4.1. Timing and dates of meetings will be agreed by the community liaison group at each meeting. The first meeting is expected to take place following the delivery of full planning permission.

5. Chairing

- 5.1. The Chairman will be appointed from [to be discussed: options from the membership of the community liaison group/named individual/independent Chair].
- 5.2. The Chairman will:
 - Encourage respect and motivation
 - Ensure all members of the group are heard
 - Ensure the group adheres to its terms of reference

6. Public Attendance and Questions

- 6.1. The public and press are welcome to attend all meetings unless the business is defined as confidential under the provisions governing Local Government.
- 6.2. Questions must be about matters which affect the area or its residents and must not be defamatory, frivolous or offensive. Similarly any question which requires the disclosure of confidential or exempt information will not be accepted.

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7. Behaviour and Code of Conduct

- 7.1. Members of the community liaison group should conduct themselves with mutual respect for each other and for guests at meetings.
- 7.2. All members will have equal opportunity to voice and advance their views.
- 7.3. The spirit of the group is that of mutual support and constructive collaboration.
- 7.4. Where applicable, members of the community liaison group are expected to abide by the code of conduct of their organisation.

8. Review and Monitoring

- 8.1. The effective operation of this body will be reviewed as necessary every six months.

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Pinewood Community Liaison Group: Membership

	Organisation	Name
District Councillor	Leader: SBDC Iver Heath Wexham and Iver West Iver Village and Richings Park	Cllr Adrian Busby Cllr Damon Clark Cllr Malcolm Bradford Cllr Emma Burrows
County Councillor	Iver Denham	Cllr Ruth Vigor-Hedderly Cllr Roger Reed
Parish Councillor	Fulmer Iver Wexham	
Developer	Director: Pinewood Planning Consultant (Turleys) Contractor	
Community	Iver Residents Association	TBA
Officers	BCC Highways SBDC Chief Executive SBDC Director Planning (+ tree, ecology and environmental health as appropriate) (+ Committee support)	Alan Goodrum Bob Smith

PINEWOOD COMMUNITY LIAISON GROUP**Meeting - 7 April 2015****Present**

South Bucks District Council
Councillor Busby (Chairman) - Leader
Councillor Reed - Deputy Leader
Councillor Sullivan –Iver ward
A Goodrum – Chief Executive
Bob Wearing – Democratic and Electoral Services Officer
Pinewood Studios
Andrew Smith – Director of Strategy and Communications
David James – Group Development Manager
Sir Robert McAlpine
Steven Higgins – Construction Manager
Kerry Mills – Community Liaison
Peter Munn – Project Manager
ARUP
Austin Brown
Zoe Webb
Vectos
David Bird
Parish and Organisations Representatives
Wendy Matthews - Iver Parish Council
Ronnie Lamb – Fulmer Parish Council
Ann Mayling - Iver Heath Residents Association
Carol Gibson – Colne Valley Park

Apologies – Councillor Bradford**12. MINUTES**

The minutes of the meeting held on 19 February 2015 were agreed subject to Minute 5 being amended to clarify that Kerry Mills would act at the point of contact at Pinewood Studios for construction issues only with Kevin Bowen having responsibility for operational issues.

13. COMMUNICATIONS STRATEGY

In introducing the item Kerry Mills emphasised the fluid nature of the Communications Strategy which would change as interaction with residents progressed. The meeting's attention was particularly drawn to the timeline which showed the development phases.

Responding to a question from Wendy Matthews in relation to the Section 106 Obligations and in particular the arrangements Pinewood had made to advertise the five apprenticeships, Andrew Smith explained that the five vacancies had been advertised on their website and had all been filled by local people in accordance with the agreement to use reasonable endeavours to enhance opportunities for local people.

14. **PROGRESS REPORT**

The meeting received two PowerPoint presentations; one from Steve Higgins of Sir Robert McAlpine providing a construction update the other from

During the presentations and the questions that ensued a number of issues were highlighted/clarified including the following:

- Car window screen stickers had been created indicating the parking arrangements on the site and stressing not to park in residential areas - electronic version of the sticker to be sent to representatives so that residents can identify abusers;
- Seventy two parking places were already available on site and more spaces would be provided - sub-contractors would be encourage to use the bus shuttle service;
- A HGV route planner had been agreed indicating the mandatory routes for vehicles using the A412 and Pinewood Road and avoiding residential areas;
- Travel Schemes had been introduced to reduce site traffic;
- A newsletter from Sir Robert McAlpine was available on the Pinewood website which also contained a construction hotline telephone number;
- Monthly Liaison meetings were being held with the Residents Association;
- A Communications Strategy (see minute 13 above) had been developed;
- Work had start to establish the site including hedgerow removal, tree protection and reptile fencing;
- Planned construction works for earthworks and drainage were due to commence from 20 April 2015;
- Consultations were continuing with Iver Parish Council;
- A Construction Traffic Management Framework had been agreed with Bucks County Council which amongst other things contained provision for temporary car parking, location of temporary construction access on to Pinewood Road, management of construction traffic and site visits through a booking system with 30 minute slots, construction working hours, safety and noise reduction measures and protocols to enforce the behaviour of contractors and suppliers by using yellow/red card system:
- Arrangements for wheel cleaning and road sweeps were in place;
- Site deliveries would be managed through a booking control system with 30 minute slots thus avoiding traffic bottlenecks;
- Design work for a new roundabout was underway;
- Re-designing the five points roundabout had not yet commenced.

15. **REQUESTS FROM IVER PARISH COUNCIL**

At the request of Iver Parish Council the meeting revisited the issues of the Chairmanship and the venue for meetings.

Mr Busby expressed his disappointment at the request given that the issue of the Chairmanship had been discussed and agreed at the first meeting when the Terms of Reference were agreed and that the issue of venue had been discussed at the last meeting when it was confirmed that the venue should remain at Capswood. Mr Reed also expressed his disappointment repeating the point he had made at the last meeting that issues relating to Pinewood were not confined to Iver. Andrew Smith also pointed out that Pinewood's obligations extended beyond Iver and involved Slough and Hillingdon.

Alan Goodrum felt that there were very good operations reasons for holding the meetings at Capswood where staffing and other resources were available and argued that having the Leader of

Pinewood Community Liaison Group - 7 April 2015

the Council as Chairman and acting as a mediator provided the Group with clout /influence given the levers he could pull.

Mr Busby concluded the discussion by saying that if representatives remained dissatisfied with the agreed arrangements they would be at liberty to raise them at the next meeting when the issue of election a Chairman would be the first item on the agenda.

16. REPORTS FROM REPRESENTATIVES

There were no reports from representatives.

17. AGENDA ITEMS FOR NEXT MEETING

No items were identified for the meeting on 28 May 2015 other than election of Chairman.

18. DATE OF NEXT MEETING

Confirmed for 28 May 2015 at 6pm at Capswood.

19. ANY OTHER BUSINESS

Vote of Thanks

Andrew Smith thanked both Adrian Busby and Alan Goodrum for their work in supporting the Liaison Group and wished them well in their separate retirements as District Councillor and Chief Executive.

The meeting terminated at 6.52pm

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