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**SOUTH BUCKS**  
District Council

## **Pinewood Community Liaison Group**

**Tuesday 9 October 2018 at 6.00 pm**

**Room 6, Capswood, Oxford Road, Denham**

### **A G E N D A**

Item

1. Evacuation Procedure
2. Apologies for Absence
3. Minutes of Last Meeting (*Pages 3 - 6*)

To approve the minutes of the last meeting held on 9 July 2018.

4. Presentation on hydraulic monitoring of southern ponds by Hydrock
5. Terms of Reference for the Pinewood Community Liaison Group (*Pages 7 - 8*)

*Appendix 1 (Pages 9 - 12)*

6. Pinewood Update
7. Introduction to Sir Robert McAlpine (SRM) Community Liaison Manager
8. Update on Phase 2 (SRM)
9. Phase 3 Planning Applications
10. Attenuation ponds: update on the additional swale

11. Agenda Items for Next Meeting

12. Date of Next Meeting

6pm, Monday 14 January 2019 in Meeting Room 6, Capswood, Denham

**Note:** All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

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**PINEWOOD COMMUNITY LIAISON GROUP****Meeting - 9 July 2018**

<b>South Bucks District Council</b>
Cllr. R Bagge - Chairman
Cllr. W Matthews
Steve Bambrick – Director of Services
<b>Pinewood Studios</b>
Kathryn Donovan – Group Community Liaison
<b>Buckinghamshire County Council</b>
Mark Kemp – Director of Growth Strategy and Highways
Christine Urry – Head of Highways Development
<b>Parish and Organisations Representatives</b>
Carol Gibson – Colne Valley Park
Ann Mayling – Iver Parish Council
Alan Wilson – Iver Heath Residents Association
Lorraine French – Iver Heath Residents Association

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. L Sullivan and Andrew Smith.

**2. MINUTES OF LAST MEETING**

The minutes of the meeting held on 24 April 2018 were approved subject to Minute 40 bullet point 2 being amended to read: "It was proposed that two temporary entrances to the site be opened which could separate construction vehicles from everyday Pinewood traffic to mitigate the effect on the surrounding areas".

### 3. HIGHWAYS UPDATE

With the agreement of the Chairman, an update from Bucks County Council representatives was added to the agenda. Mark Kemp, Director of Growth Strategy and Highways, and Christine Urry, Head of Highways Development, gave a verbal update to the Group which covered the following key points:

- The Section 106 agreement with Pinewood had been signed a number of years previously and since that time BCC had been consulting with the Iver Members Liaison Group to decide how the money would be spent.
- £500,000 had been received for sustainable travel; however the spending of this money had been paused whilst discussions took place around progressing either the Five Points Roundabout scheme or the Seven Hills Road option favoured by residents.
- Modelling was taking place based on current traffic data and updated traffic surveys, looking at the impact on the Five Points Roundabout and Seven Hills Road. BCC were reviewing the results of the survey and hoped to have a resolution by the end of August, with feedback being given to the Iver Members Liaison Group in September.
- An ecology contribution of £68,000 had been received.
- Additional S106 contributions had been received for sustainable transport but these could not be spent until 50% occupation of the site had been reached. It was predicted that this would occur in the 2019/20 financial year.
- The current contract for the shuttle bus would expire in September and was out to tender. The shuttle bus route would be reviewed when Crossrail was completed. Discussions around use of the shuttle bus outside of peak hours had taken place, however it was advised that this would need to be a private arrangement between Pinewood and the Iver Heath Residents Association.

Kathryn Donovan, Group Community Liaison, Pinewood Studios, advised that the possibility of using the shuttle bus for local residents had been discussed but it was not considered viable by Pinewood. Alan Wilson, representative for IHRA, advised that use of the shuttle bus would only be viable if funding was available, but stressed that Pinewood would not be expected to contribute funding.

In the discussion which followed, the below points were made:

- The trigger point for the release of the original S106 funding had been reached and a fully designed scheme for the signalisation of the Five Points Roundabout had been produced. The scheme had been put on hold due to ongoing discussions with local resident groups.
- Options for the cycleway scheme were being discussed, and it was noted that the recently uncovered footways could be wide enough to accommodate a cycleway.
- In response to a question raised regarding the potential for a park and ride service, it was advised that BCC were considering a range of sustainable travel options.
- Concerns were raised that the signage for speed limits on Pinewood Road was illogical and it was felt that limits should be reduced to 30mph with the increased volume of heavy goods traffic.
- Traffic surveys had included Pinewood Green as well as the Five Points Roundabout, Seven Hills road and other areas. Standalone junction models had been used, with ANPR allowing analysis of the number of journeys related to Pinewood traffic. The modelling had taken into account all committed development in the area, as well as infrastructure projects such as the M4 smart motorway and Western Rail Link to

Heathrow. Anticipated growth had been taken into account, with models based on forecasts for 2034.

- In relation to alleviating traffic pressures, it was advised that the key issue was reducing journey times and attempting to make preferred routes more attractive to drivers. Evidence submitted by Network Rail would be assessed however BCC would be using the County-wide model to predict what likely impacts would be.
- A concern was raised that the County model was not appropriate for Iver and that the impacts produced by the modelling carried out by Jacobs were not representative. Concerns would be fed back to the transport modelling team at BCC and any anomalies would be looked at.
- Pollution monitoring commissioned by IHRA had produced data which could feed into the modelling. It was requested that the data be sent to Christine Urry ([curry@buckscc.gov.uk](mailto:curry@buckscc.gov.uk)) to feed back into discussions.
- It was advised that, once a review of the modelling work had taken place, representatives from BCC would return to present their findings to the Group.

The chairman expressed thanks to Mark Kemp and Christine Urry for their contribution, which was echoed by the Group.

#### 4. PROGRESS FROM PINEWOOD

Kathryn Donovan gave an update to the Group which covered the following points:

- In relation to the proposed temporary construction access at Saul's Farm, it was advised that this entrance would now not be used as it was not supported by BCC. There would only be one entrance for construction access located on Pinewood Road. This had meant that the presentation given by representatives from Sir Robert McAlpine at the previous meeting was now out of date.
- Although SRM had been appointed as the preferred contractor for the works, a contract with Pinewood had not yet been signed.
- A summary of the ecological survey findings had been circulated with the agenda pack.
- There had been issues with residents on Pinewood East dumping waste in ditches and taking down fences. It was advised that the perimeter was being patrolled and that pictures were being taken as evidence. A letter would be sent to residents asking them to stop this activity. IHRA were happy to assist.
- A detailed operations plan would not be circulated to residents as timescales were subject to change. In response to the main concern of ragwort management, it was advised that ragwort had been cut and cuttings would be mulched. A replacement for the missing manhole cover had been installed.
- In relation to the sale of Alderbourne Farm, it was noted that contracts had been exchanged and the land would eventually be used for commercial operations.
- An update on community engagement events carried out by Pinewood since the last meeting in April was circulated to the Group.
- A revised quote for the attenuation pond monitoring was being reviewed.
- Tree planting would take place in October.
- It was requested that communications between local residents and Pinewood employees be conducted in a respectful manner.

In relation to a question raised on promoting Pinewood vacancies to local residents, it was noted that vacancies were advertised in "In and Around Iver".

**5. ECOLOGY UPDATE**

The Group were pleased to note the report and a suggestion was made that the ecological work could be of use in academic research.

**6. AGENDA ITEMS FOR NEXT MEETING**

In addition to the standing update from Pinewood Studios, the following items were requested:

- Highways update from BCC (if available)
- Update from contractors (if available)
- Attenuation Ponds – update on the additional swale

**7. DATE OF NEXT MEETING**

It was agreed that the next meeting would take place on Tuesday 9 October 2018 at 6pm in the South Bucks District Council Offices, Capswood, Oxford Road, Denham, UB9 4LH.

The meeting terminated at 6.55 pm

<b>SUBJECT</b>	<i>Pinewood Community Liaison Group Terms of Reference</i>
<b>CABINET MEMBER/ CHAIRMAN</b>	<i>Councillor Nick Naylor, South Bucks District Council Leader</i>
<b>RESPONSIBLE OFFICER</b>	<i>Joanna Swift, Head of Legal and Democratic Services</i>
<b>REPORT AUTHOR</b>	<i>Charlie Griffin 01494 732011; charlie.griffin@chiltern.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>Not ward specific</i>

## 1. Purpose of Report

The Pinewood Community Liaison Group is asked to review the terms of reference for the Group that have been in place for 4 years.

### RECOMMENDATION:

- That the Group note the report and consider whether any revisions should be made to the Terms of Reference and membership attached at Appendix 1.**

## 2. Reasons for Recommendations

To ensure the Group's terms of reference remain relevant and fit for purpose.

## 3. Content of Report

The Pinewood Community Liaison Group was established to act as a link between Pinewood Studios and the community before, during and after the construction of the Pinewood expansion proposals agreed in 2014 by the Secretary of State.

The first meeting of the Group was held on 29 January 2015 and draft terms of reference agreed, together with membership from the local community, local organisations and Pinewood Studios. The terms of reference and current schedule of membership are attached at Appendix 1.

## 4. Consultation

Not Applicable

## 5. Corporate Implications

- Financial - there are no financial implications arising directly from this report
- Legal - none specific
- Risks issues - none specific
- Equalities – none specific

## 6. Links to Council Policy Objectives

There are no direct links to the policy objectives, but an effective decision-making process accords with best practice and good governance generally.

<b>Background Papers:</b>	None
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**APPENDIX 1****Terms of Reference for the Pinewood Community Liaison Group**

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 the membership of the community liaison group.
- 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.

**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.

**Pinewood Community Liaison Group: Membership 2018/19**

	<b>Organisation</b>	<b>Name</b>
<b>District Councillor</b>	South Bucks District Council Leader Stoke Poges Iver Heath Wexham and Fulmer Iver Village and Richings Park	Councillor Nick Naylor Councillor Ralph Bagge (Chairman) Councillor Luisa Sullivan Councillor Malcolm Bradford Councillor Dr Wendy Matthews
<b>County Councillor</b>	Iver Denham Stoke Poges	Councillor Luisa Sullivan Councillor Roger Reed Councillor Ralph Bagge
<b>Parish Councillor</b>	Fulmer Iver Wexham	Councillor Christine Owen, Councillor Susie Simkins Councillor Ann Mayling Councillor Malcolm Bradford
<b>Developer</b>	Pinewood Studios Group Director Group Community Liaison  Planning Consultant (Turleys) Contractor	Andrew Smith Kathryn Maidment
<b>Community</b>	One member from residents associations	Carol Gibson – Colne Valley Park Alan Wilson, Lorraine French - Iver Heath Residents Association John Rosetti – Iver Heath Fields Liaison Committee
<b>Officers</b>	Buckinghamshire County Council Highways  SBDC Chief Executive SBDC Director of Services (+ planning/ tree/ ecology/ environmental health officer(s) as appropriate) (+ Democratic Services Officer)	Christine Urry (Head of Highways Development Management)  Bob Smith Steve Bambrick

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