

## **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 agreed in 2014 by the Secretary of State.

### **1. This will be achieved by:**

- 1.1. Assisting Pinewood to engage with the community and 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
- A representative from Fulmer, Iver, Wexham Parish Council
- Buckinghamshire Council – four Members (following the Council on 26 May 2021 the following Members were appointed; Ralph Bagge, Paul Griffin, Wendy Matthews, Luisa Sullivan

External organisations will also be encouraged to attend such as Iver Health and Fulmer Residents Associations (Chairman, Member of Secretary) and Colne Valley Park and Iver Heath Fields Association

### **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 10 clear working days in advance of meetings
- 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 Buckinghamshire 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 by the Leader of Buckinghamshire Council.
- 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

- 6.2. Questions must be about PSDF 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 year.

**Pinewood Community Liaison Group: Invitees**

	<b>Organisation</b>	<b>Name</b>
<b>Buckinghamshire Councillor</b>	Iver  Stoke Poges and Wexham	Councillor Luisa Sullivan Councillor Wendy Matthews Councillor Paul Griffin  Councillor Ralph Bagge
<b>Parish Councillor representatives</b>	Fulmer	Councillor Susie Simkins Councillor Finan Councillor David Brackin Councillor Charles Lawson Gray
	Iver	Councillor Julie Cook Councillor Peter Stanhope Councillor Ciaran Beary Councillor Kevin Brown
	Wexham	Councillor Melvin Pearce
<b>Developer</b>	Pinewood Studios Group Director Group Community Liaison Development Manager	Andrew Smith  Dan Burton Jason Turner Matt Wright
<b>Community</b>		Carol Gibson – Colne Valley Park Alan Wilson, Lorraine French - Iver Heath Residents Association Ann Mayling – Iver Heath Fields Liaison Committee
<b>Officers</b>	Buckinghamshire Council Head of Planning and Development Localities Communications (+ Democratic Services Officer)	Christine Urry  Katie McDonald/Simon Garwood Rachel Prance Clare Gray