

Terms of reference – Old Kent Road construction phase

1. Purpose:

- 1.1 To provide a good neighbour liaison during the construction phase of the Integrated Waste Management Facility at Old Kent Road, provide reassurance and channels of communications.
- 1.2 To inform members of the various stages of construction and the effects it will have throughout the various phases.
- 1.3 For members to represent the interests of groups rather than attend as individuals. Therefore members are expected to discuss the issues with the group they are representing and bring their views to the meetings.
- 1.4 To inform Veolia's plans for wider consultation to ensure that the consultation process reaches people who will want to find out more and voice an opinion.
- 1.5 To ensure ongoing and a regular channel of communication to provide information and a forum for discussion in the following six areas: Noise, smell and health concerns, traffic, environmental impact, education centre and technologies.

Note : The aim of the group is not to change peoples' minds or achieve consensus. Membership does not imply support for Veolia, the facility or for Southwark's waste management strategy.

2. Membership:

- 2.1 To represent a cross section of views, including
 - local residents
 - local schools, churches, businesses
 - Tenants and residents associations
 - Community councils
 - Friends of the Earth and other environmental groups
 - Environment Agency
 - Veolia
- 2.2 Size of the group: Maximum 30 to allow effective discussions but also a good balance and representation from local residents.
- 2.3 Other interested groups besides those formally invited may be permitted to join the group upon request.

3. Operation:

- 3.1 Southwark Council will chair the meetings however they will be planned by Veolia Environmental Services. Veolia will present information and suggest an agenda for

meetings, taking into account what the group has requested and what is feasible to cover in the agreed time.

- 3.2 Duration and frequency of meetings. Meetings will take place during the first 6 months of construction and may be continued beyond this if necessary. The six topics stated above will be covered over four meetings. Further topics/meetings may be arranged if requested by the group or deemed necessary by Veolia. Meetings will be 1.5 to hrs long, starting at 6 to 7.30pm in a venue to be confirmed.
- 3.3 Ground rules for behaviour at the meetings are agreed by the group to ensure the meetings go smoothly. Currently these rules include:
 - Mobiles off when in the meeting
 - One person speaks at a time in the meeting
 - Listen as well as talkbut the list is open and can be added to and reviewed as needed.
- 3.4 Local administration to be undertaken by Veolia – they will make the necessary logistical arrangements for the group.
- 3.5 The construction of the Old Kent Road facility is part of the partnership between VES and Southwark Council As such all communications will be produced in line with the agreed brand guidelines and communications protocols.

4. Communications:

- 4.1 Reports of the meeting will be produced by Veolia and made available via the website as well as being circulated to members. If additional information is requested to be included with the report by the group, it will be included as an appendix or clearly differentiated within the report as being added afterwards and not at the meeting.
- 4.2 Veolia may keep the press up to date with the process of the group, , but point journalists to the meeting reports if they want to know more about specific contents.
- 4.3 Reports from meetings will be made available to the public by posting them on the internet as well as circulating them to interested parties.
- 4.4 Informal communication. Members are expected to discuss the issues raised at the meetings with their groups as others and bring their views to the meetings. This is part of their responsibility as representatives of other people in the community.