

## TERMS OF REFERENCE

*(Discussed and amended by the group on 25 October 2006)*

### 1. Purpose:

- 1.1 To share information and engage in “balanced” discussions about the issues regarding Veolia’s application for permission to build and operate an Energy Recovery Facility at Rufford Colliery, without prejudice to peoples’ positions on an application.
- 1.2 For members to represent the interests of groups rather than attend as individuals. Therefore members are expected to discuss the issues with others and bring their views to the meetings.
- 1.3 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.
- 1.4 To meet at least 4 times before planning application in Autumn 2007.
- 1.5 The aim of the group is not to change peoples’ minds or achieve consensus. Membership does not imply support for Veolia, the planning application or energy recovery / incineration in general.

### 2. Membership:

- 2.1 To represent a cross section of views, including
  - local residents
  - local schools, churches, businesses
  - Parish, district and county councillors
  - Wildlife Trust & other environmental groups
  - Environment Agency, Natural England
  - Forestry Commission
  - Landowners
  - Veolia
- 2.2 Size of the group: Maximum 30 to allow effective discussions but also a good balance and representation from local residents.

### 3. Operation:

- 3.1 The meetings will be independently facilitated by 3KQ. That means that 3KQ ‘chair’ and plan the way that the meetings are run. 3KQ will suggest an agenda based on their understanding of what the group has requested and what is feasible to cover in the agreed time. 3KQ will meet with Veolia to inform planning & make sure that the right information is available for the meetings.
- 3.2 Duration and frequency of meetings. Meetings will be roughly every 6 weeks, between 1.5-2hrs long, starting at 6-6.30pm in Rainworth Village Hall.
- 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
  - Watch the wall record, as it becomes the report of each meeting
  - Listen as well as talk
- but 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.

#### **4. Communications:**

- 4.1 Reports of the meetings (produced by 3KQ). The content of the full meeting report will be transcribed by 3KQ from notes made in full view of the group on flip charts. Comments will not be attributed to individuals or organisations without clear agreement. If additional information is requested to be included with the report by the group it is included as an appendix or clearly differentiated within the report as being added afterwards & not at the meeting.
- 4.2 3KQ do not intend to produce summaries or press releases. 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 conversations that went on.
- 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 others and bring their views to the meetings. This is part of their responsibility as representatives of other people in the community.