MERIDEN SITE LIAISON COMMITTEE

CONSTITUTION AND ORDERS OF REFERENCE

The constitution of the Meriden site liaison committee (the Committee) shall be as follows;

1. **Membership of the Committee**

   The Committee shall consist of the following representatives

   - One member from Solihull MBC
   - Two members from Meriden Parish Council
   - One member from Hampton in Arden Parish Council
   - One Hampton in Arden Local Resident representative
   - One Meriden Local Resident representative
   - One Local Neighbourhood Co-ordinator
   - Two officers from Solihull MBC highways dept.
   - One officer from Solihull MBC planning dept.
   - One officer from the Environment Agency
   - One representative from NRS Wastecare
   - One representative from Colemans
   - One representative from Tarmac Building Products
   - One representative from Hope Readymix Concrete
   - One Representative from Harworth Estates
   - One representative from Packington Estate Enterprises
   - Two representatives from Lafarge Tarmac (operations and estates)

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No person shall be entitled to attend a meeting of the Committee after he or she ceases to be a member or representative of the appropriate authority or organisation.

2. **Chair, Vice Chair and Secretary**

The Chair, Vice Chair and Secretary of the Committee shall be elected for a term of 12 months from amongst the Committee membership and may be re-elected for future years.

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3. **Quorum**

The quorum shall be nine members, of which at least one shall be a representative of Meriden Parish Council or local residents and at least one shall be a representative of Hampton in Arden Parish Council or local residents.

4. **Meeting Frequency**

Ordinary meetings of the Committee shall be held at three monthly intervals.

The Secretary shall call an extraordinary meeting of the Committee within 14 days of a written request to do so from any Committee member, such request to set out in detail the matter(s) to be discussed.

5. **Terms of Reference**

The terms of reference of the Committee shall be to discuss matters pertaining to the operations undertaken at the site and the associated affects on the local community and environment.

The Committee will have no executive powers, but will provide a formal forum for;

- Company representatives to provide operational updates
- Parish Council and Resident representatives to raise any concerns or issues arising from site operations on the local community
- Officers to provide technical advice to the Committee as required.

For the avoidance of doubt, it is not the intention, nor is it in the power of the Committee to impose binding obligations on the site operators over and above those set out in the planning permissions, environmental permits and associated legal documents for the operations.

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6. **Agenda**

The agenda for the ordinary meetings of the Committee shall be determined by the Chair of the Committee

The agenda for any extraordinary meeting of the Committee shall include any item(s) specified in the written request referred to in (40 above.

7. **Decisions**

The Committee may recommend a course of action or procedure only if the recommendation is approved by a majority of Members attending the meeting at which the matter is considered.

8. **Officer Representatives**

Officers from Solihull MBC and the EA should attend the meeting in an advisory capacity.

The Chair of the Committee shall be authorised to invite any person to attend a Committee meeting to give advice as and when necessary.

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9. **Public Attendance**

Committee meetings will be closed to members of the public unless a full quorum agree in the preceding meeting that the following meeting will allow members of the public to attend for observation purposes only.

10. **Secretary**

The provision of secretarial services for the Committee will be considered at the first meeting of the Committee.

11. **Constitution Amendments**

This Constitution may be amended at any time in accordance with the wishes of the Committee by a majority of those in favour of such amendment.

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