

## **Draft Terms of Reference for the Shepperton Studios Community Liaison Group**

The key aim of the community liaison group is to act as a link between Shepperton Studios and the community before and during the construction of the Shepperton expansion proposals agreed in 2019 by Spelthorne Borough Council, not the day to day operation of the studio.

The Group is excluded from commenting formally on planning applications which are dealt with by other means.

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

1.1 Coordinating community consultation and putting in place a continuing process of planned engagement and involvement.

1.2 Sharing information and keeping communities informed of issues which affect them.

### **2. Membership**

2.1. The group will include representatives from: • Shepperton Studios, the developer and its contractors • Resident Associations from Littleton, Shepperton, Charlton and Laleham • Spelthorne Borough Council • Surrey 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 Spelthorne Borough 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 prior to 'ground breaking'.

### **5. Chairing**

5.1. The Chair will be appointed By Spelthorne Borough Council.

5.2. The Chair 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. Any questions to the Group from the general public should be submitted to their local RA chair or ward councillor prior to the meeting. 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.

6.3 Decisions or recommendations of the Group are advisory and not in any way binding of Shepperton Studios or Spelthorne Borough Council or any other party.

## **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.

### **9.1 Pinewood Community Liaison Group: Membership**

1. Cllr Maureen Attewell (Chair of committee and ward Cllr)
2. Cllr Mary Madams (ward Cllr)
3. Cllr Dick Smith-Ainsley (ward Cllr)
4. Cllr Richard Walsh, (SCC ward councillor)
5. Chairs of Littleton RA, Shepperton RA, Charlton RA and Laleham RA
6. Andrew M. Smith, Director, Shepperton Studios & Corporate Affairs Director, Pinewood Group Limited
7. Matthew Wright, Senior Development Manager, Pinewood Studios Group and/or Elizabeth Slesso, Senior Project Manager, Pinewood Studios Group
8. Kathryn Maidment, Senior Community and Education Outreach Manager, Pinewood Studios Group
9. Sara Dufield (as/when needed)
10. Consultants – Ecological/Traffic etc (as/when needed)
11. Construction Representative/s

Members of the Group are appointed because of the positions they hold rather than a personal capacity.