

Condition 34: Liaison Committee

In accordance with the requirements of Condition 34 of Planning Permission ref. P2022/0448, Cheshire & North Wales Sand & Gravel Ltd propose to establish a Local Ballswood Quarry Liaison Group (BQLG).

Terms of Reference:

- 1 The purpose of this Group is to allow the quarry operator to provide information on the progressive development of mineral extraction and the restoration of the Site, and new proposals, together with enabling a forum for local residents and elected representatives to ask questions of the operator, or to raise any concerns and opportunities.
- 2 The initial meeting is to be held in May 2023, with subsequent meetings to be held once every six months. Additional meetings may be arranged, if required, at the discretion of the Chair, on a three-monthly basis.
- 3 The BQLG Chair shall be a local Wrexham Borough County Council Councillor for the area.
- 4 The Liaison Group is to meet in person at a local venue, unless previously agreed.
- 5 The matters for discussion will be related to the activities on this site only and future proposals, as well as any issues relating to the transport of materials.
- 6 The following parties will be invited to attend:

Resident / Group Organisation	Number
Residential Representatives from Properties off Gegin Lane / Mount Alyn	3-5
Residential Representatives from the Fern Meadow Dol Rhedyn / Maes Y Rhedyn area of Llay	2
Wrexham County Borough Council – Councillors for Llay Ward	2
Wrexham County Borough Council – Councillors for Rossett Ward	2
Wrexham County Borough Council – Officers	2
Cheshire & North Wales Sand & Gravel Ltd	1-3

Note A. Representatives can pass on their right to attend the meeting or send a substitute member, but this should be notified to the Chair at least 1 day prior to the scheduled BQLG meeting.

Note B. Individual representatives from Homestead Garage and Deepdale Concrete to be invited to attend (if and when required) by BQLG.

Note C. The Quarry Liaison Committee can invite up to two number guest speakers per meeting when it is considered that either expert or informal advice is required to help inform the meeting. Nominations to be tabled a month in advance of the actual committee date.

- 7 In addition to the formal members, Cheshire & North Wales Sand & Gravel Ltd and Wrexham County Borough Council will from time to time, determine individual (officers and representatives) who will attend the liaison meeting to either observe or present specific information and / or ask specific questions.

- 8** All councillors and residents' representatives will be expected to represent the views and concerns of members of their local communities and be responsible for disseminating information.
- 9** Cheshire & North Wales Sand & Gravel Ltd will be responsible for the provision of a Secretary and secretarial services for the BQLG, to include the collation and dissemination of the minutes, preparation and circulation of the agenda and any other materials requested.
- 10** A sample Agenda has been provided below. The general agenda and format to be agreed at the first Liaison Meeting for use at all future meetings.
- 11** The agenda for the Liaison Meeting to be circulated 10 working days prior to the Liaison Meeting. If any additional agenda items are requested by representatives, they should be supplied 5 working days prior to the programmed Liaison Meeting.
- 12** Minutes of the Liaison Meeting to be circulated to Committee Members within 10 working days post the Liaison Meeting.
- 13** The Liaison Meetings are not public meetings. Summary notes to be prepared by the Operator which are to be circulated to attendees (by email) within one week of the meeting and assumed agreed unless any comments are received within a further week. Any associated clarification / changes to be made. The agreed minutes can be publicly shared unless otherwise agreed by all the committee.
- 14** Members of the local media will not be invited to attend and communication with the media by BQLG members on matters relating to the BQLG activities and deliberations must be agreed jointly between the Chair and the operator.
- 15** No views of the Liaison Committee shall be binding upon the Quarry Operator or the Local Planning Authority. All agreed Liaison Committee minutes will be included within any future planning application.

The terms of reference are to be reviewed on an annual basis, together with the nature and make of the committee. The above Terms of Reference should only be amended if the Liaison Committee, Cheshire & North Wales Sand and Gravel Ltd and the Mineral Planning Authority agree.

Sample Agenda

- A Date
- B Names of Liaison Committee Members (present / absent)
- C Names and role of any invitees
- D Planning Matters
- E Environmental and Health Matters
- F Operational Matters
- G Any concerns / clarifications required
- H Future Ballswood Quarry proposals
- I Items to be actioned
- J Date of next meeting