

# Hunterston Marine Yard

## Liaison Committee: Terms of Reference

### **Background**

Planning Application N/17/01273/PP was approved on 25<sup>th</sup> April 2018 by North Ayrshire Council “to allow use of the site for decommissioning of large marine structures”.

Condition No.8 requires the submission of a draft Code of Practice which:

*“Shall include the formation of a liaison committee, which shall comprise of local councillors, local community group members, the site operator and interested parties; and shall include the timescales for the meetings of the liaison committee. The development shall thereafter be undertaken in accordance with any Code of Practice as approved by North Ayrshire as Planning Authority”.*

### **Membership**

The members of the Liaison Committee to be limited to the following:

- North Ayrshire Council – 2 named Local Councillors and their nominated deputies when they are unable to attend in person;
- Cumbrae Community Council – a named representative and their nominated deputy when they are unable to attend in person;
- Fairlie Community Council – a named representative and their nominated deputy when they are unable to attend in person;
- West Kilbride Community Council – a named representative and their nominated deputy when they are unable to attend in person;
- Peel Ports/Operator – up to 3 representatives between the landowner and the site operator. Attendees flexible subject to matters to be discussed;
- Chairperson – the appointment of a named independent chairperson;
- Secretariat – Peel Ports to act as secretariat.

### **Meetings**

The meetings of the Liaison Committee are expected to only take place once the Hunterston Marine Yard is fully consented and there is an operator secured by Peel Ports on a contractual basis and business has been secured for the facility enabling the facility to become operational.

Meetings to take place bi-annually in April and September.

Meetings to be held at the Marine Yard site offices or other venues that may be suggested subject to approval by the Chairperson.

Agenda to be co-ordinated between Chairperson and Secretariat. Members may submit items for consideration 7 days before the publication of the Agenda.

## **Minutes**

Draft minutes to be circulated to Members by the Secretariat within 5 working days from the date of the meeting inviting any comments within a further 5 working days.

The Chairperson will have the final sign-off of the Minutes prior to final issue.

Minutes of the meetings may be published/circulated by any or all of the constituent Membership attendees.

## **Press & Publicity**

Members of the Press are not entitled to attend the meetings.

The Liaison Committee is strictly for the Membership listed above and is not a public meeting.

Any press releases or requests for quotes to be co-ordinated between the Secretariat and Chairperson.

## **Limitations**

The formation and role of the Liaison Committee is limited to the activities associated with the decommissioning of large marine structures at the Hunterston Marine Yard and for no other purpose.

## **Confidentiality**

The Liaison Committee is not intended to discuss or have influence over matters of a commercial and confidential nature such matters are solely between Peel Ports and the site operator.

**19<sup>th</sup> November 2018**