



Protos
Community Forum

Constitution

Revised June 2018

PROTOS
COMMUNITY FORUM

Peel Environmental is committed to open transparent dialogue and communication with all the local communities affected by the development. Peel recognises community concerns about health and safety issues and will ensure that these questions are discussed regularly and fully.

STANDING ORDERS

1. TITLE

The Forum's title is the Protos Community Forum

2. TERMS OF REFERENCE

The Forum's Terms of Reference are:-

To:

- (i) to provide an effective forum for the discussion of all matters concerning the development and subsequent operation of the development at Protos;
- (ii) consider and respond to any question in connection with the development and operation of Protos as it affects the communities represented or the amenities of the neighbourhood;
- (iii) make suggestions to the management of the park and the operators on any matter connected with the administration, development and operation of the park which could further the interests of the communities represented;
- (iv) stimulate the interests of the local population in the development of Protos;
- (v) have regard to the interests of Protos users;
- (vi) protect and enhance the interests of the community and surrounding areas.

3. CONSTITUTION AND MEMBERSHIP

- 3.1 The purpose of the Forum is to provide a direct means of communicating issues of concern that the community might have to the developers and thereby attempt to resolve them quickly.

Consultation should be seen as a positive and interactive process through which the concerns of interested parties can be taken into account with the object of allowing the efficient operation of Protos while moderating its impact on local communities. It should be seen as a means of keeping all interested parties adequately informed of matters affecting them, of providing an opportunity to reconcile differences of view that may arise and for resolving difficulties through agreed voluntary action. Consultation is not meant to detract from the responsibility of Protos management to manage the park.

The Forum's purpose should not be to debate issues surrounding whether Protos and associated facilities should or should not be located at this site.

- 3.2 The Forum consists of Members appointed to represent the organisations and interests listed in the Appendix.
- 3.3 The Forum will review the membership at its Annual Meeting.
- 3.4 Applications for Membership will be submitted to the Forum by the Secretary for consideration.
- 3.5 A Member may resign at any time by written notice to the Secretary who will report the resignation to the Forum.
- 3.6 A member unable to attend a meeting may nominate a substitute by notice to the Secretary at least one clear working day before the meeting, and the substitute may then vote on any matter considered at the meeting for which he or she is nominated.
- 3.7 If a member fails to attend four or more successive meetings, a report will be sent to the nominating institution who will be invited to nominate a new representative if they do not find the reason for the absences satisfactory.
- 3.8 The Forum can co-opt members if they feel they have a particular level of expertise.

4 CHAIRMAN

4.1 The Chairman will be elected by the voting members of the Forum.

The Chairman shall be independent of Peel Holdings and of any other interest or affected by, Protos and its operation.

5 MEETINGS

5.1 The Forum will meet initially monthly and then dependent on the level of business, not less than four times every year at such places and times as the Forum may determine.

5.2 The Forum will hold an Annual Meeting in June.

5.3 The Secretary and Chairman will agree the agenda which will be circulated to every Member of the Forum at least seven working days before each meeting, specifying the business to be considered.

5.4 Urgent business may be considered without notice at the discretion of the Chairman.

5.5 For a meeting to be quorate a third of the voting Members entitled to vote must be present.

6. PROCEDURE AT MEETINGS

6.1 Order of Business

The normal order of business, which may be varied by the Chairman at his discretion will be:

- (i) Appointment of a Member to preside in the absence of the Chairman and Vice-Chairman.
- (ii) To approve the minutes of the previous meeting as a correct record.
- (iii) To consider any outstanding business from the previous meeting.
- (iv) To receive any announcements from the Chairman.
- (v) To receive any minutes of Sub-Committees.
- (vi) To consider the business specified on the agenda.

6.2 Minutes

- (i) The Secretary will record the decisions of the Forum and submit them to the next meeting as minutes.
- (ii) Minutes of the previous meeting will be circulated to members within seven to ten working days after the last meeting to ensure that members have the chance to consider them as a true record of the meeting.
- (ii) The Forum will decide whether the minutes are a correct record of the previous meeting and the Chairman will then sign them.
- (iii) Apart from Matters Arising no other issues can be raised about the minutes.
- (iv) The minutes will be circulated by the Secretary to a wide range of organisations and interests that might have an interest in the park and its operation.

6.3 Regular Agenda Items

The Agenda of all Forum meetings must contain the following items:

- Progress Report
- Complaints Register
- Community Benefit Fund

6.4 Notice of Items for Agendas

Any items submitted to the Secretary and Chairman by a Member at least eight working days before a meeting will be included on the agenda for that meeting.

6.4 Voting

- (i) All business will be decided by a majority of Members present by show of hands unless before a matter is put to the vote a majority of Members decide to hold a ballot.
- (ii) If the votes are equal, the Chairman may vote to decide the matter.
- (iv) If a Member asks for this, the Secretary will record his or her dissenting vote or abstention in the minutes.
- (v) If three or more Members ask for a recorded vote for the Chairman shall require that the minutes taken record the votes cast for and against any motion as well as any abstentions.

6.5 Disclosure of Personal and Prejudicial Interests

- (i) If a Member has a personal interest (whether financial or otherwise) in any Forum business, he or she must inform the Secretary before the matter is discussed, and where a member has a personal interest in any business of the Park they also have a prejudicial interest in that business where the interest is one which a member of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members judgement of the public interest.
- (ii) All Members shall apply The Cheshire West and Chester Code of Conduct: Guide for Members in relation to the Forum and the conduct of its business and in particular with regard to need to disclose personal and/or prejudicial interests.
- (ii) It is a matter of discretion for the Chairman to determine whether or not to permit a Member who declares a prejudicial interest is to be permitted to remain in the room, participate in any debate.

6.6 Interpretation

Any question about the interpretation of these Standing Orders will be decided by the Chairman whose decision cannot be challenged.

7. SUB-COMMITTEES AND PANELS

- 7.1 The Forum may appoint Sub-Committees to assist its work with such membership and powers as the Forum may decide.

8. INFORMATION FOR THE PUBLIC

- 8.1 In order to secure the widest possible public interest in the business of the Forum:
 - (i) Peel Holdings will circulate agendas reports and minutes to the press and interested bodies when they are distributed to Members of the Forum.
 - (ii) Peel Holdings with the agreement of the Chairman may issue press releases at any time about the business of the Forum.
 - (iii) The Forum will have its own webpage linked to the Protos website.
 - (vi) The Forum will also be able to submit copy to relevant publications Peel Holdings might produce in respect of Protos. It will also be able to determine its own means of external communication.

- (vii) The Forum also has the right to communicate directly through the Chair to any of appropriate regulatory authorities should it feel necessary to do so..

8.2 The Annual General Meeting of the Forum will be open to the public and press.

8.3 Public Questions

- (i) Questions from members of the public should be submitted through their elected representative on the Forum and presented by that representative.
- (ii) 3 clear working days notice of questions must be given to the Secretary. Questions will be dealt with at the beginning of the meeting, or immediately prior to any particular item on the agenda to which they relate. The 3-day rule is flexible only at the discretion of the Chairman of the Forum.
- (iii) The Chairman or other external expert shall respond if required. Supplementary question(s) will be permitted. A written response may be given if it is not possible to provide the necessary information at the meeting.
- (iv) If necessary, an item shall be placed on the agenda of the next appropriate Forum meeting in order to deal with issues raised in the questions procedure.
- (v) The time allocated to questions at any meeting shall not exceed 30 minutes. The Chairman shall have discretion to vary any of these procedures, if it helps the effective conduct of the business of the meeting.

APPENDIX

Members of the Forum

Voting Members

3 Councillors from Cheshire West and Chester Council representing the following wards: Frodsham, Helsby, Gowy Rural. (amended June 2018)

2 Councillors from Elton Parish Council

1 Councillor from Frodsham Town Council

1 Councillor from Helsby Parish Council

2 Councillors from Ince Parish Council

1 Councillor from Little Stanney and District Parish Council

1 Councillor from Thornton-le-Moors Parish Council

Local MP (Ellesmere Port & Neston) or representative

Non-voting Members – Advisory Capacity

Environment Agency

Peel Holdings + relevant parties ie construction companies

Officers from Cheshire West & Chester Council – as appropriate to agenda