



MVV Environment Devonport Limited
Deptford Chambers, 60/66 North Hill, Plymouth, Devon PL4 8EP

MVV Environment Devonport Limited

To all volunteers for the Local Liaison Committee

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Date: 15th March 2011

Dear Sir/Madam

Thank you very much for putting forward your name as a possible member of our proposed Local Liaison Committee (LLC). Our proposal for this committee is contained in the draft Terms of Reference set out below; these were included in our proposals to the South West Devon Waste Partnership (SWDWP). The LLC is intended to be a forum not just for the planning stage but, if consent is granted, for the construction and entire operational periods. The membership of the LLC will clearly change over time but it is always the intention to have a balanced composition, with no undue bias in favour of one group or another. However, we do recognise that different groups on the committee may have common ambitions. In addition to local community representatives there would be representatives from MVV, SWDWP, MOD, Environment Agency and possibly Plymouth City Council, as well as an independent chairperson.

So far we have received more than 30 volunteers which, given a total committee membership of 20, is clearly more than the number we had imagined coming from the local community. The volunteers so far include several members of Incineration is Wrong, individual representatives of other bodies in the area, plus non affiliated individuals.

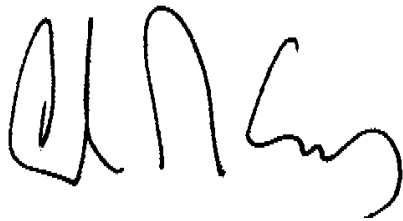
To determine the final composition of the committee we are therefore inviting all volunteers to a preliminary meeting with MVV and SWDWP at which we hope to agree the initial membership of the committee. We will also discuss the operation of the committee and the proposed terms of reference. Preference would be given to those representing the community from the area within a few miles of the site, although we would also like to include volunteers from outlying areas, including Torpoint and Saltash.

The meeting will be held between 5pm and 7pm, at either the St Budeaux Community Centre on 29th March, or the Main Hall, Tamar View Community Centre on 31st March. I should be grateful if you could indicate which of those dates you could attend. We will then hold the meeting on the

date that most volunteers can attend. Following agreement on the composition of the LLC, we would then agree a date for its first formal meeting, which we hope would be in early April. We would also hope to elect a chairperson. At this stage we do not have a volunteer but we hope that someone can be identified who can be seen to be independent of MVV and any particular group.

Please let me know by the end of the day on 21st March which of the two dates above best suits you (if both, please say so) and we will then email all volunteers again within a few days to confirm the date of the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Paul Carey', with a stylized, cursive script.

Paul Carey

Managing Director

MVV Environment Devonport Limited

Draft Local Liaison Committee Terms of Reference

Objective

The objective of the LLC is to encourage discussion between interested parties of issues relating to the construction and operation of the EfW Facility including recommendations for the equitable distribution of MVV's community fund and sponsorship programme.

Scope

The LLC may raise issues with MVV and will be kept informed by MVV. The LLC will also have an advisory steering role in respect of the distribution of the community fund and sponsorship programme but recognising that this may not be at the sole discretion of MVV.

Role

The role of the LLC will be to:

- Provide a vehicle for communication and engagement with the local community;
- Advise on arrangements for the distribution of the community fund and sponsorship programme;
- Provide a forum to discuss the joint development and implementation of waste awareness initiatives to support for example, waste collection and recycling schemes, education and awareness programmes, specific local programmes and to promote a wider understanding of waste issues.
- Promote and improve understanding of the operation of the EfW Facility.

Membership

Membership of the LLC will be comprised of interested parties, and may ordinarily include the following:

- A representative of the SWDWP;
- Relevant local authority ward members (councillors);
- Relevant officials from local authorities;
- Representatives from the waste management operator/s;
- Representatives from the local community, residents or environmental groups;
- A representative of the Environment Agency;
- Representatives of MVV, usually from MVV's senior management team.

The Chairman will be appointed annually and have a term of 1 year, through discussion and agreement amongst LLC members. The Chairman has the right to invite other people to attend the Committee as required. Members of the Committee may send a substitute to meetings they cannot attend in person. In the event that a member of the Committee fails to attend two consecutive meetings (without sending a substitute or apologies) their place will be offered to another suitable person.

Organisation

Total membership of the Committee will be limited to 20 people. Membership will be reviewed annually. The venue for meetings will, where possible, be the Community Area [*to be built within the proposed facility*] when it becomes available or a nearby community facility. Minutes will be recorded and distributed by MVV. Meetings will be held quarterly for the first year and thereafter as required and agreed by LLC members. An agenda will be prepared for each meeting and agreed with the Chairman prior to the meeting. All points to be raised at a meeting should be submitted in writing to the Chairman 14 days before the meeting (at the discretion of the Chairman), to allow time for all parties to prepare.