

Liaison Panel Protocol for minerals and waste sites in Hampshire

Version 3 – June 2021

(Draft for consideration by the Regulatory Committee)

1) Introduction to the Protocol

This Protocol has been prepared by Hampshire County Council to provide guidance on the establishment of Liaison Panels for minerals and waste sites in Hampshire. It contains information and example templates to help facilitate the set up and organisation of the panels.

2) When is this Protocol relevant?

This Protocol is relevant where a Liaison Panel has been requested by Regulatory Committee as a result of Hampshire County Council granting planning permission for a development as Minerals and Waste Planning Authority. This Protocol can also be used for Liaison Panels which have been set up voluntarily by the operator but should only be considered as purely advisory in such circumstances.

3) What are Liaison Panels?

Liaison Panels are set up to support the operation of minerals or waste developments in Hampshire. The Liaison Panels ensure continued communication and co-operation between the Hampshire County Council, local communities (including neighbouring communities outside of Hampshire), the operator, the relevant Hampshire District or Borough Council and other interested parties following planning permission being granted for minerals and waste developments. Liaison Panels are informally constituted bodies of Hampshire County Council.

Liaison Panels are not public meetings, but for representatives of local communities, operating companies and regulatory authorities to discuss on and off-site operations and development progress, particularly with regards to working and restoration, and to foster understanding of the needs of the different parties affected by the operations.

Hampshire already has many Liaison Panels which allow local communities to be actively involved in the construction phase, operation of minerals or waste sites as well as the restoration and after-use of quarries and waste development sites. More information on Hampshire's panels can be found [here](#).

4) When will Liaison Panels be required by Hampshire County Council?

'Hampshire County Council expects all 'major' minerals and waste developments¹. It will be a requirement included in permissions granted for all 'major' developments.

5) How should the panels be established and managed?

Liaison Panels should be established and managed by the relevant operator of a site.

Other minor minerals and waste developments may also benefit from the establishment of liaison panels, and these may be set up as and when required. For many of Hampshire's existing panels, the local County Councillor chairs the panels, although an alternative chair can be agreed by the Panel.

During the Covid pandemic Liaison Panels were held virtually and this option remains open should the Panel members consider it beneficial.

Terms of reference should be set up and agreed prior to the establishment of a Panel. They should be reviewed regularly by the Chairman.

6) Membership of the Liaison Panels

On the establishment of a Panel, its make up and participants should be discussed and agreed between the Chairman and the Operator, in conjunction with Planning / Monitoring Officers.

The membership of the panel can be reviewed at any time by the Chairman.

The basic membership should include the operator, the County Councillor, District and Parish Councillors, County Planning Officers and representative or the other regulatory bodies (the Environment Agency, Environmental Health, Highways) as appropriate.

The Chairman's decision on the membership of the panel is final.

In some instances, the Chairman may decide on who represents other community areas who may lie close to a site but are not within the same administrative area (ward, parish, town etc). For example, the local County Councillor or Parish may be invited to represent those areas.

It is suggested that the first Liaison Panel meeting is restricted to local District and Parish Councillors who can then suggest representatives from amongst the neighbours or residents groups to attend future meetings.

New members can be added to the Panel at any time if a clear justification for their attendance is provided. This would be subject to the agreement of the Chairman.

Members of the panel should be respectful and courteous. Any offensive language, aggression, obstructive or libellous comments are not acceptable and may result in members being removed from the Panel. The Chairman has the power to remove members at any time and only has to provide a reason, in accordance with this Protocol, for removal.

¹ Paragraph 5.59 of the adopted Hampshire Minerals and Waste Plan (2013):

<http://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

7) What additional guidance is available to help set up a Panel?

The following are included for guidance and use when establishing or organising a Liaison Panel:

- a. Terms of Reference, Constitution and Administrative Arrangements;
- b. Procedure for servicing Liaison Panel; and
- c. Useful templates (e.g. Attendance Sheet, Agenda Sheet, Notes Template).

A. Terms of Reference, Constitution and Administrative Arrangements

1	Title	The Panel shall be known as the [Site Name] Site Liaison Panel and shall act in an advisory capacity only.
2	Terms of Reference	For representatives of local communities, operating companies and regulatory authorities to discuss on and off-site operations and development progress, particularly regarding working and restoration, and to foster understanding of the needs of the different parties affected by mineral and waste operations.
3	Membership	<p>The Panel shall consist of an elected Member(s) (Regulatory Committee and/or Local Member) and officers of the County Council, representatives of the relevant district and parish councils, the operator(s), other regulatory authorities and other representatives of local communities.</p> <p>The Membership of the Panel is determined by the Chairman in line with the measures outlined in section 6 of the Protocol.</p>
4	Chairman	The Chairman of the Panel shall be appointed by the County Council's Regulatory Committee or subsequently appointed by members of the Panel.
5	Protocol	All members of the Panel shall use their best endeavours to resolve any outstanding differences and agreement at Panel meetings will normally be by consensus. Liaison Panel meetings, the major issues and any outstanding matters will be reported to Regulatory Committee in the Monitoring & Enforcement Update Report.
6	Officer Support	The principal adviser to the Panel on minerals and waste planning issues will be the Head of Strategic Planning. District Council and Environment Agency officers shall be responsible for supplying advice and reports on regulatory matters within their areas of responsibility.
7	Secretarial Support	Secretarial support for the Panel shall be provided by the operator.
8	Quorum	A quorum for meetings of the Panel (where constituted by the County Council) shall be three, of whom at least one shall be a Member of the County Council as Mineral and Waste Planning Authority.
9	Powers to Commit Expenditure	The Panel shall have no power to commit expenditure.

B. Procedure for servicing Liaison Panel

	Timescale	What needs to be done
1	Approximately 6 weeks before meeting	Confirm availability of Chair, Hampshire County Council monitoring officer, operator and venue. If appropriate, additional significant attendees can also be confirmed. Suggested minimum requirement: Hampshire County Council Chair, Hampshire County Council Monitoring/case officer, Operator, Residents or District/Parish Councillors
2	4 weeks before meeting	Assuming no changes, circulate reminder of date, agenda and previous notes. Alternatively, amend date and circulate new date, agenda and previous notes. Try to give at least 1 months notice of meetings, particularly if dates have been changed. The Agenda can be amended as required.
3	At the meeting:	Circulate the Attendance List – This is useful for health and safety purposes at some venues, for updating changes to contact details as well as a record of who attended. Notes – To be taken by operator. Would advise making copious notes at the time, these can always be reduced later.
4	After meeting	Draft notes should be put in to Notes format using template for circulation. Draft notes to be circulated to Hampshire County Council officer for checking, officer to confirm within 5 working days if any queries. Circulate notes to panel 2-4 weeks after meeting
5	At anytime between meetings	The Chairman can review the membership of the panel at anytime if new members are proposed or if issues outlined in section 6 of the Protocol occur.

C. Useful templates

Templates provided:

- Attendance Sheet;
- Agenda Sheet;
- Notes

Be aware that under the General Data Protection Regulations 2018, information containing contact details for members of the Liaison Panel is protected. It is to be used only for contacting the members and circulating information related to the specific Liaison Panel for which it was provided if they have given you permission to use this information in this manner.

Under no circumstances should this information be passed to a 3rd party without the express permission of the individuals whose information is contained within it.

Draft Agenda

[site name] Liaison Panel

Date:

Time:

Venue:

1	Welcome, apologies and introductions
2	Notes of previous meeting
3	Planning Update
4	Environment Agency Update
5	Operational Update
6	Date of the Next Meeting
7	A.O.B

Notes of the [meeting] held on [date]

Present: Add list of attendees

Circulation: All members of the Liaison Panel

Action

- 1 Apologies**
- 2 Notes of previous meeting**
- 3 Planning Update**
- 4 Environment Agency Update**
- 5 Operational Update**
- 6 Date of the Next Meeting**
- 7 A.O.B**