

## **SOUTH WEST WATER LIAISON GROUP**

### **TERMS OF REFERENCE**

#### **Purpose**

- (i) To facilitate the exchange of information relating to the operation of the permitted waste water treatment works operated by South West Water at Countess Wear, Exeter, between management of South West Water, Councillors & officers of Exeter City Council (the Council), designated residents from residential areas adjoining the plant and the Environment Agency (Regulator)
- (ii) To report upon and examine instances of complaints arising from the site or the carriage of materials to and from the site, or other relevant occurrences that come to the attention of the parties; to foster a mutual understanding of the reasons for these instances and occurrences, and the impact on residents.
- (iii) To examine reasonably practicable means of preventing or mitigating any negative impact from these instances and occurrences, and to develop an effective monitoring and reporting system concerning these matters.
- (iii) To make suggestions for the improvement of the environmental conditions relevant to the operations of the permitted process having regard to the current Sector Guidance note.

#### **Constitution**

- (i) One Councillor drawn from each of the following wards – Priory and Topsham wards respectively, to represent the residents of within those wards.
- (ii) The Chair to be chosen from one of these two Councillors.
- (iii) Representatives from South West Water
- (iv) Up to 2 local residents from each of the wards of Priory and Topsham, to be nominated by the Ward Councillors serving each of those wards (N.B. nominations may be put by all ward Councillors, and no more than 4 nominated residents may sit on the Group in total). Nominated residents shall represent their ward for at least a 12 month term.
- (v) Officers from Environmental Health and Licensing of Exeter City Council.
- (vi) Officers from the Environment Agency who are the regulator of the site
- (vii) The Portfolio Holder for Place at his or her discretion
- (viii) The Group has the discretion to nominate additional members to the group, as appropriate, by a majority decision (the Chair having a casting vote).
- (ix) The Group will meet no less than twice a year, and may convene additional meetings as it deems appropriate.
- (x) Meetings will take place at Countess Wear waste water treatment works unless agreed otherwise by the Group.
- (xi) The Council will provide secretarial support to the Group including the timely distribution of agendas and minutes.