



The Moors at Arne Project Stakeholder Liaison Group

AGREED TERMS OF REFERENCE

General Purpose of the Group

The purpose of the Stakeholder Liaison Group is to share the latest information and updates on Project progress, provide a forum for facilitated comment and discussion where questions can be raised and answers provided, and to clarify the next stages of the Project. The Group is an advisory group, not a decision making body but it is able to influence certain elements of the project. Members of the Group will ensure the decision making process is transparent and understood in the wider community. This Group is being established to run until planning application is submitted, once planning permission has been determined, the membership and terms of reference for the Group should be updated to reflect new priorities and challenges of the implementation phase.

Membership

The Group will consist of interested parties and organisations who may have an interest in the project's delivery. It will seek to include representation on flood risk, boating, business, access, recreation, landscape, birds and wildlife, and the local community. Members should be willing to commit time to attend meetings and to communicate with their networks of interest groups, before and after each meeting. Members will be invited on a voluntary basis. Should a member wish to leave, the need for an appropriate replacement will be discussed within the group and a replacement then determined by the relevant organisation.

The Group

The Group will share information and engage in discussions about the issues and opportunities regarding the construction of a managed realignment scheme at Arne Moor.

Members will represent the interests of groups, organisations and local communities, rather than attend as individuals, and will use their knowledge and experience to highlight concerns, impacts and opportunities. Group members will commit to keep in touch with individuals and groups that they have links with and keep them updated throughout the project.

No more than two representatives from any locally based community organisation expressing an interest in participating shall attend. This is considered to be the most effective method of disseminating information throughout the local community.

Representatives from local community organisations expressing an interest to participate in the Group shall attend subject to the agreement of the existing members of that organisations Group committee.

The Group will inform the Project's plans for wider consultation to ensure that the consultation process reaches people who want to find out more and voice an opinion.

Project members from the Moors at Arne Project will attend all meetings and will participate in discussions. During discussions, it is expected that members of the Group will make their views known by raising questions, points of concern and alternative suggestions. The Project team (along with their specialist consultants) will respond to these.

The Aims of the Group

- To provide clarity on the Project's aims, structure, and timescale.
- To share updates on the Project's progress and latest findings.
- To provide a forum in which to listen to and understand the views of stakeholders from within the local community, and interested organisations representing key sectors affected by / benefiting from the Project e.g. flood risk, wildlife, access & recreation, etc.
- To offer ideas and local perspective for the public elements of the scheme (access, recreation enhancements etc.)
- To communicate with the wider community and interest groups to keep as many people involved and appraised as possible.
- To help all parties understand the local community's aspirations for the scheme.
- To clarify the forthcoming work and stages of the Project (what happens next).
- To provide information to the public on the status of the Project and stakeholder liaison.

Operation

The meetings will be independently facilitated by a Chairperson (the 'chair') appointed by the Project Team. The chair will plan the way that the meetings are run, and at the inaugural meeting, will establish the ground rules, expected behaviours and ways of working of the group.

The chair will be responsible for producing an agenda in advance of each meeting, in liaison with the Project Team. The Project Team will be responsible for ensuring this agenda and all relevant information is circulated sufficiently in advance of each meeting. Each meeting agenda will cover as minimum:

- Review of minutes / actions from the last meeting.
- A report by the Project Team of recent work, findings and progress, and notification of forthcoming events, scheduled work and reporting.
- Roundtable discussion of the Project Team's report by all members.
- Questions from the group on other areas.
- A summary of outstanding questions or points to be addressed.

Communications

The content of the meeting will be summarised and actions noted by a member of the Project Team. The project team will make this summary available to the general public on the Project webpage:www.dorsetcoast.com/groups/the-moors-at-arne-coastal-change-project

Members are expected to discuss the issues raised at the meetings with others and bring their views to the meetings. This is part of their responsibility as representatives of other people in the community.