

Foxton to Shelford Enhanced Local Representatives Group for East West Rail

Terms of Reference

What are Enhanced Local Representative Groups?

- As part of our commitment to effective community engagement and communication, EWR Co has recently restructured the LRGs to more closely reflect the section areas presented at the November 2024 – January 2025 Non-Statutory consultation. As a result, there are now Enhanced LRGs and a Community LRG.
- The Enhanced LRGs are made up of those wards and parishes which fall within the red line boundary (the draft Order Limits) and will allow for more focused and effective communication and collaboration between EWR Co and local stakeholders in these parishes and wards.
- The Group will meet throughout the planning, building, and running of the new railway and will offer an open forum for discussions – a place to share information and have two-way conversations about any issues affecting the local communities.
- EWR Co will listen and carefully consider all opinions and as well as answering questions. We will bring any supporting information and expertise that will help the conversation.

Who can join this Group?

- Parish and Town Councils – One representative from each Parish or Town Council.
- Local Authority councillors – Representatives of the Wards and Electoral Divisions.
- Representatives who cannot attend can arrange cover by an elected person of their choice.
- EWR Co – We will provide relevant specialists and representatives to attend meetings. We will also open and close meetings and ensure they run effectively.
- We will also keep the following people informed about the Group and send them supporting materials:
 - o Members of Parliament (MPs)
 - o Leaders of unitary councils/county councils/district councils
 - o CEOs of unitary councils/county councils/district councils

How many Local Representative Groups are there?

- There are nine Enhanced Local Representatives Groups across the route, stretching from Oxford to Cambridge. You can find more information about the Foxton to Shelford Enhanced LRG Group [here](#), including a map and the Parish and Ward Membership list.

How often will we meet and through what format?

- The Group will meet four times a year. The frequency of additional meetings will be dependent on the topics and information needed to be discussed. Additional meetings may be held at significant stages of the project. A degree of flexibility in relation to the timing of meetings will be required to ensure all meetings are informative and an efficient use of time.

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- Meeting's will be held either in-person or virtually depending on the topics being covered, accessibility requirements and attendance numbers. If fewer than 5 people RSVP to attend in person, the meeting will switch to being held virtually.
- Meetings will start at between 5:30-6:30pm where possible.
- Dates will avoid public holidays, school holidays and half terms, as well as local elections or Councils' meeting dates where possible.
- Meetings will start with standing items followed by more in-depth discussions on selected topics.

Who will manage the Group?

- East West Rail will provide administrative support. This will include organising meetings, providing agendas and materials, as well as compiling all meeting notes.
- EWR Co will send agendas no less than 48 hours in advance of the meeting.
- For meetings held virtually, a video recording will be taken and uploaded to the Community Hub together with a transcript and copies of any presented slides will be sent within 10 working days following the meeting.

Is there a code of conduct?

- Yes, it is important that the Group always treat each other with courtesy and respect. We want everyone to be able to speak freely and honestly.
- We encourage all members to disclose any roles, employment, memberships or affiliations to other organisations, charities or groups that could result in a conflict of interest for them.
- Members should not act, in or out of the meetings, in a way which could disrupt the running of the Group – or restrict attendance by any members.
- If anyone does not follow these guidelines, they may be suspended from the Group or removed. This decision would not be taken lightly and would have to be agreed by the Group, or by the agreement of EWR Co.

How will any disputes be resolved?

- If an issue arises resulting in disrespectful behaviour, or if discussions are not making headway, the EWR Co Manager may call for the meeting to move on or end. They will then look to resolve any outstanding issues in another forum.

Where can I find information about the meetings?

- We will keep details of meetings on a dedicated section on our website – [Community Hub](#). There, you will find everything – including agendas, approved meeting notes and presentation materials for this Group and others.

Any media requests relating to this Group and its membership, please send them to press@eastwestrail.co.uk, addressed to our Media Manager.