

## **Preston New Road Exploration Works**

### **Community Liaison Group (CLG)**

#### **Terms of Reference**

##### **1. Objective**

Lancashire County Council and Cuadrilla shall convene a Community Liaison Group (CLG) to provide a forum for communication between Cuadrilla and interested local parties, including local residents, regarding the construction and operation of the Preston New Road shale gas exploration site.

##### **2. Remit**

The CLG will provide a forum for two-way dialogue between Cuadrilla and the local community regarding the construction and exploration operation of the Preston New Road site. Meetings will provide CLG members with an opportunity to raise matters with Cuadrilla. In turn, the community representatives will be able to feedback Cuadrilla's responses to the wider community in addition to direct communication such as letters and newsletters that Cuadrilla will send out.

The CLG will seek to provide the following:

- A better understanding of the views of the local communities in a structured way
- An opportunity to further develop the local community's understanding of Cuadrilla's operations
- A mechanism to address comments or concerns raised by the CLG
- A mechanism to feedback a summary of the CLG's discussions and conclusions to the local community.

The CLG will have no decision making function and its purpose is purely to facilitate the flow of information between the operator and the local community and to allow questions and complaints to be addressed. CLG members are encouraged to discuss the matters raised at the meetings with other members of the local community and bring their views to the meeting. A group email contact for the CLG (not individual contact details) will be publicised to allow members of the local community to engage with the CLG members.

### 3. Membership and recruitment

Membership of the CLG for community representatives is voluntary and places will be allocated as follows:

<b>Organisation</b>	<b>Representatives</b>
County councillor for Fylde West	1
Ward councillors for Warton and Westby	2
Westby-with-Plumpton Parish Council	1
One member to represent Kirkham Town Council, Medlar-with-Wesham Town Council and Greenhalgh-with-Thistleton Parish Council, with the invitation rotating between the three town/parish councils	1
Representatives of the local community to comprise local residents who are residing within the Parish boundary to be nominated by Westby-with-Plumpton Parish Council (see Section 7)	Up to 6
<i>Maximum total of community representatives</i>	<i>11</i>

### 4. Other attendees

Cuadrilla will provide attendees with expertise relevant to the CLG agenda. Lancashire County Council will be invited to nominate an officer of the development control team. Industry regulators such as the EA and HSE will be invited to attend. Lexington Communications, consultants to Cuadrilla, will provide secretariat support to the CLG, including arranging the scheduling of meetings.

It is noted that the British Geological Survey (BGS) will be undertaking independent environmental monitoring projects at the Preston New Road site, however as this is a completely independent of Cuadrilla's own monitoring it will have its own public reporting mechanism in place and will not form part of the CLG.

### 5. Arrangements for the Chairing of the CLG

The role of Chair will be filled by the sitting County Councillor for Fylde West. In the event that the Chair is unable to attend a meeting of the CLG his/her place to be taken by one of the sitting Ward Councillors

for Warton and Westby or the representative of Westby-with-Plumpton Parish Council, to be decided by the Chair.

## **6. The Role of the Chair**

The role of the Chair shall be to:

- chair the meeting impartially and without favour to any member
- ensure that the meeting runs to the allotted two hours per meeting in accordance with Section 11
- to ensure that each member of the committee is provided an equal opportunity to address the meeting
- to ensure that all members of the CLG and members of Cuadrilla or other Bodies attending the CLG are afforded normal standards of respectful behaviour in accordance with Section 9
- Agreeing an agenda with all Members for circulation in accordance with Section 11.

## **7. Recruitment of community representatives**

Westby-with-Plumpton Parish Council will be invited to nominate up to six representatives who are residing within the Parish. Criteria for selection shall include:

- Proximity to the site
- A reasonable gender and age mix
- People whose membership of other organisations can help to broaden the reach of the CLG.

## **8. Waiting list**

Should membership of the CLG become oversubscribed, the contact details of interested parties will be held on a waiting list held by LCC until space becomes available.

## **9. Repeated non-attendance and standards of conduct**

In the event of a member failing to attend two consecutive meetings, their place will be offered to a person on the waiting list or advertised as appropriate. Exceptional circumstances will be given consideration at the Chair's discretion. All participants in the CLG are entitled to normal standards of respectful behaviour from all other CLG members. Any serious or repeated breaches of basic standards of behaviour will result in the termination of CLG membership.

## **10. Time keeping**

In order to facilitate the involvement of members of the community with family and other commitments, the duration of each meeting shall be limited to a maximum of two hours.

## **11. Organisation**

Meetings will be held on a monthly basis.

An agenda will be circulated five working days before each meeting and Group members should submit any additional items for discussion to the secretariat at least two working days before the meeting.

Minutes shall be kept as a record of the meeting by Lexington Communications. Meeting minutes will be circulated to CLG members within five working days and will be checked for accuracy by members at the next meeting before being approved.

The venue for the meetings will be selected by Cuadrilla in agreement with LCC at a venue reasonably close to the Preston New Road site. Cuadrilla will be responsible for the costs of administering the meetings.

The meetings shall be closed to members only and those parties listed in section 4. The meetings shall not be open to the media but all documentation in relation to CLG meetings, including meeting minutes, will be made available online at [www.cuadrillaresources.com](http://www.cuadrillaresources.com).

## **12. Terms of Reference**

Any changes to these terms of reference must be agreed in writing by LCC and Cuadrilla