

KM-8 Community Liaison Group

Terms of Reference

Aims

The aim of the group is to build an open and constructive relationship between the local community and Third Energy by:

- Involving local stakeholders in the planning and operations of the proposed hydraulic fracturing project in Kirby Misperton
- Be a focal point for members of the community to raise questions on regulation and compliance
- Supplement Third Energy's other communication activity by acting as a two-way channel between the local community and project team
- Provide a forum where members can ask in-depth technical questions about the project
- Provide a mechanism for discussion and information exchange with other similar groups

Group Membership

1. The maximum number of members will be 12, plus a Facilitator, made up of:
 - Kirby Misperton residents' representatives x 2
 - Kirby Misperton Parish Council x 1
 - Great and Little Barugh residents' representative x 1
 - Great and Little Barugh Parish Council x 1
 - Great Habton residents' representative x 1
 - Great Habton Parish Council x 1
 - Ryedale District Councillor for Amotherby ward
 - North Yorkshire County Councillor for Malton Division
 - Farming Community x 1
 - Tourism Business x 1
 - Third Energy x 2
 - Other x 1
2. The Chairman will be elected via confidential ballot by the members of the group
3. Membership of the group will be by Third Energy invitation but Third Energy is open to recommendations for new group members
4. Members attending do so as representatives of a local community or other interest group. Members, therefore, have a responsibility to act as a two way communication channel with the community or interest or group that they represent
5. Members of the Group will declare any conflicts of interest as they arise

6. Group members are invited to join the group to represent and communicate with their community or area of specialist interest and undertake to do so to the best of their abilities. However, there may be occasions when group members may be asked to step down. Reasons for being asked to leave the group include: lack of confidence in the individual from the group or the community; attendance record at meetings; poor communication with their community; conflict of interest; disruptive behavior; change in personal circumstances

Community Members – Roles & Responsibilities

Community Members are expected to:

1. Liaise with local community stakeholders on behalf of Third Energy developer and facilitate two-way communications channels :
 - a. Canvas their community in advance of meetings for items they would like raised
 - b. After meetings feedback information and decisions to their community
2. Provide regular and timely information and project updates to the local community and relevant stakeholders
3. Identify and feedback to the Third Energy any grievances or issues developing within the local community
4. Provide feedback to relevant stakeholders on issues raised with Third Energy
5. Contribute to Community meetings and engage with attendees
6. Be prepared to engage with media roles if requested by Third Energy. Group Members are not entitled to represent the Group in the media without Third Energy's prior approval

Third Energy – Role & Responsibilities

1. Provide timely response to Community members Energy to questions and asked and issues raised
2. Be transparent and open (within bounds of commercial sensitivity)
3. Support Community Members by providing materials, training and technical support as necessary / requested

Meetings

1. The Group is expected to meet six weekly until the hydraulic fracturing operations and associated activity is complete. The ongoing requirement for the KM-8 Community Liaison Group beyond this time will be discussed with the members and determined by Third Energy
2. The Group will meet on specified dates or in response to issues arising
3. The Facilitator will arrange dates, venues, agendas, minutes and generally ensure that meetings run smoothly but will have no decision making powers
4. Meeting agendas will be proposed by Third Energy and agreed with the Chairman and normally be available before the meeting. Members can ask for items to be included on the Agenda

5. The Facilitator will work with Third Energy to help plan_workshop activities and presentations in advance of the meetings where required
6. Speakers can be invited to present to the group from time to time e.g.Third Energy technical specialist, academics, Environment Agency, Health & Safety Executive, DECC
7. A quorum for the meeting will be the Facilitator, one Third Energy Representative and three other members
8. The Chairman will manage the meeting. In the absence of the Chairman, the group will select a substitute for the duration of the meeting
9. All members of the Group are entitled to express their opinion at meetings. The Chairman will facilitate question and answer sessions.
10. The media will not be invited to group meetings. All media enquiries should be referred to Third Energy.
11. If commercially sensitive information, or information received under a non-disclosure agreement from other parties is to be discussed at the meeting, members may be required to sign a non-disclosure agreement.
12. Minutes of the Meeting will be taken and agreed by members before the next meeting. Comments will not be attributed to individual members. Agreed minutes will be published on the Third Energy website and sent to Members and any other person that requests them.
13. The meeting minutes will be used as a formal record and may be referenced in any future planning applications