



**Balcombe-2Z 7-Day Flow Test**  
**Community Liaison Group (CLG)**  
**Terms of Reference**

**1. Objective**

West Sussex County Council (“WSCC”) and the Licence Operator (Angus Energy Weald Basin No.3 limited, “Angus Energy” or the “Operator”) shall convene a Community Liaison Group (“CLG”) to provide a forum for communication between the Operator and interested local parties, including local residents, regarding the flow testing and monitoring operations to take place at the Lower Stumble, Balcombe exploration site.

**2. Remit**

The CLG will provide a forum for two-way dialogue between the Operator and representatives of the local community regarding the testing operations at the site. Meetings will provide CLG members with an opportunity to raise matters with the Operator. In turn, the community representatives will be able to feedback the Operator’s responses to the wider community in addition to any direct communication that the Operator may send out.

The CLG will seek to provide the following:

- An understanding to the Operator of the views of the local communities in a structured way;
- An opportunity to further develop the local community’s understanding of the operations;
- A mechanism for the Operator to address comments or concerns relevant to the testing operations raised by the CLG;
- A mechanism for community representatives to feedback a summary of the CLG’s discussions and conclusions to the local community.

The CLG will have no decision-making function, its purpose is to facilitate the flow of information between the Operator and the local community and to allow questions and issues to be addressed. CLG members are encouraged to discuss any matters raised at the meetings with other members of the local community and bring their views to the meeting.



### 3. Membership and recruitment

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

Organisation	Representatives
County Councillor for Worth Forest (Chair)	1
Ward Councillors for Ardingley and Balcombe	2
Balcombe Parish Council	1
Representatives of the local community	Up to 4
Licence Operator (Angus Energy)	Up to 2

Others To be decided by WSCC (see section 7)

### 4. Other attendees

The Operator may, with the approval of the Chair, provide additional attendees with technical expertise relevant to the CLG agenda. WSCC will be invited to nominate an officer of the development control team to attend. Industry regulators such as the Environment Agency and the Health and Safety Executive may be invited by the Chair to attend. A representative from Sussex Police may be invited by the Chair to attend the CLG meetings. Lexington Communications, consultants to the Operator will provide secretariat support to the CLG, including arranging the scheduling of meetings.

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

The role of Chair will be filled by the sitting County Councillor for Worth Forest (to be appointed). 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 Ardingley and Balcombe or the representative of Balcombe Parish Council.

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

The role of the Chair shall be to:

- chair the meeting impartially and without favour to any member or invited representative;
- 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 the Operator 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**

WSCC will be invited to nominate up to four representatives based on application by people who are residing within the Balcombe Parish. Criteria for selection shall include:

- Proximity to the site
- A reasonable gender and age mix
- Representing a range of local opinion

## **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 WSCC 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 with at least one meeting prior to commencement of operations. Meetings will cease one month after the completion of operations.

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 WSCC at a venue reasonably close to Balcombe with due regard to convenience, safety and security of all members attending. The licence Operator 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 (location to be agreed).

## **12. Terms of Reference**

Any changes to these terms of reference must be agreed in writing by WSCC and the Operator.