

IFA2 Community Liaison Group

Revised terms of reference (31.07.2018)

Objective

National Grid IFA2 Ltd intends to convene a Community Liaison Group (CLG) to provide the local community with a forum for discussion, information exchange and feedback relating to the project during the construction phase. This includes providing a means for National Grid IFA2 Ltd to keep the local community and interested parties informed about IFA2 and disseminate information alongside existing communications networks, and also as a means for the local community to raise issues and ask questions. The CLG will form an important link between National Grid IFA2 Ltd and the community with an interest in IFA2.

The terms of reference will provide a framework for the conduct of CLG meetings and activities. These will be presented in draft form at the first meeting of the CLG for approval.

Remit

The CLG is intended to provide an opportunity for dialogue between National Grid IFA2 Ltd and the local community's representatives in relation to IFA2. The local community is defined here as people living in the vicinity of the interconnector in the UK, principally those neighbouring the converter station, cables and connection point and who have shown an interest during the development phase of the project. The CLG can only cover issues within the control of National Grid IFA2 Ltd and not developments owned or controlled by other companies or organisations locally and at Solent Airport, Daedalus, including those being determined by the local planning authority; unless there is a clearly defined link between IFA2 and these projects.

CLG meetings will enable members to raise issues with National Grid IFA2 Ltd and its project partners and obtain feedback. They will also help National Grid IFA2 Ltd to better understand the views of the local community. More specifically the CLG will provide a forum for National Grid IFA2 Ltd to update interested parties about various aspects of the construction and operation of IFA2. It is not intended to be a forum to discuss matters that have already been determined under a previous planning permission, for example, the decision on where to locate the converter station.

While the CLG will not have any decision-making powers, it may make recommendations to National Grid IFA2 Ltd for consideration. It will not have power to intervene directly in, or halt work being carried out by National Grid IFA2 or its contractors.

The CLG will look to:

- Provide a structured framework to exchange views and better understand issues.
- Focus on issues and debates to matters that are directly related to the project.
- Find opportunities to develop CLG members' understanding of National Grid IFA2 Ltd's operations through presentations from 3rd parties and site visits.
- Ensure there is a mechanism to address and report back on the comments and concerns raised by the CLG.

- Communicate about planning condition discharge and obligations under the Section 106 agreements, and construction progress.

The CLG will remain active throughout the construction phase to keep the community updated on construction progress, key milestones and community initiatives which members of the CLG may wish to promote to their local communities. National Grid IFA2 Ltd will review the need for the CLG during the operational phase before this begins.

Membership composition

The core membership of the CLG is drawn from local councillors and community groups with an interest in IFA2.

Core membership

The core membership of the CLG is as follows:

- Councillor from Hill Head ward
- Councillor from Stubbington ward
- Councillor from Warsash ward
- Lee on Solent Residents Association Representative
- Peel Common Residents Association Representative
- Warsash Residents Association Representative
- Hill Head Residents Association Representative
- National Grid project team
- Newgate Representative

Meeting attendance

All meetings will be closed forums. Should representatives of other local groups wish to attend, or present at a CLG meeting, this must be agreed in advance with the respective Chairperson and National Grid IFA2 Ltd. Each request will be considered based on the forthcoming meeting agenda, existing representation and the number of group members.

Fareham Borough Council officers will be kept up to date on meetings and invited to attend as observers/present as appropriate e.g. at key points in the planning process. Other statutory advisers on planning matters may be invited to present.

Organisation of the CLG

An interdependent Chairperson will be selected by the Core Membership for the CLG. National Grid IFA2 Ltd will appoint Newgate Communications as the secretariat to provide support to the CLG meetings.

The CLG will agree the Group's Terms of Reference.

Role of the Chairperson

The meetings will be independently facilitated by a Chairperson selected by the membership of the CLG, who will plan and manage meetings accordingly. They will put forward an agenda based on what the group has requested. Meetings will be managed in accordance with the TORs. An agenda will be circulated five days before each meeting and group members should submit additional items for discussion to the Secretariat as early as possible or at least two days before the meeting.

In the absence of the Chairperson, the CLG will select a substitute for the duration of the meeting.

Role of the Secretariat

The secretariat's role is to prepare the agenda, invitations and minutes, and to administer the membership of the CLG.

Terms of appointment

The term of appointment is 22nd March 2018 until at least a year after the IFA2 projects "go live" date.

Substitutes

Members who are unable to attend a meeting will be entitled to nominate a substitute to represent their organisation. This must be agreed in advance of the meeting with permission of the appointed Chairperson. The secretariat should be informed of the substitution no fewer than **two working days** before the meeting is held.

Resignation

If a member resigns from the CLG, Leaders of the respective local authorities, Chairperson of each Residents' Association, can invite a replacement to join the CLG.

Publication of meeting minutes

Minutes of the meeting will be taken by the Secretariat and circulated to CLG members within 10 working days for comment. Comments will be attributed to individual members. They will be formally approved by members at the next meeting. All documentation in relation to CLG meetings, including meeting minutes, will be available online at www.ifa2interconnector.com and sent to any other person that requests them.

Frequency

It is anticipated that initially meetings will be held on a quarterly basis **or more frequently if required**.

An extraordinary meeting of the group can be called if requested by four or more members of the group should urgent business arise as long as National Grid IFA2 agrees there is benefit in such a meeting taking place. The frequency of meetings may decrease by agreement with CLG members.

The frequency of meetings and membership structure will be reviewed in advance of the next phase of work.

Costs

Any reasonable costs incurred through the organisation of Group meetings (e.g. venue hire, administration) will be met by National Grid IFA2 Ltd.

Publicity

The meetings will not be public and the media will not be invited to group meetings. All media enquiries should be referred to National Grid.

Disbanding the CLG

National Grid IFA2 limited seeks to facilitate the CLG for the benefit of the local community via the representation appointed to each CLG. If any members or National Grid IFA2 feel that any aspect of the CLG is not operating for the benefit of local community, or judges that the terms of reference are not being met, then members of the CLG will have the opportunity to vote to dissolve the group based on a majority of 75% of its core membership.

Likewise if any member does not agree with the operation of the CLG they may terminate their further involvement at any time through written notice to the secretariat.