

TITLE: Terms of Reference for the Frodsham, Helsby and District Working Group on the unconventional extraction of oil and gas.
This is an informative, and if requested advisory, group to Frodsham Town Council, Helsby Parish Council and the Parish Councils of the surrounding communities.

PURPOSE: This is a community based group led in a consensus manner on behalf of local communities and is committed to identifying the position to be adopted by first tier local authorities in their response to any submission to Cheshire West and Chester Council, as the relevant Minerals Authority, of any planning application in respect of unconventional oil or gas extraction.

By being as clear, open and inclusive as possible with our communities this Group will foster and develop informed decision making and enhance trust in our elected representatives. It will also demonstrate effective and collaborative partnership working and community consultation.

This approach will provide for an effective framework for co-operation and the formulation of an informed and considered response to planning applications in an area that provides much to be considered.

OBJECTIVES:

- 1.1 To provide a forum for discussion and dissemination of information regarding the development of a site for natural gas exploration near Frodsham;
- 1.2 To monitor changes in the wider context, e.g. in policy, planning or legislation, that are potentially relevant to Frodsham;
- 1.3 To inform and consult with residents about UEOG as it may affect Frodsham;
- 1.4 To liaise with other local councils/councillors for mutual benefit in building capacity to act effectively in relation to UEOG on behalf of residents in Frodsham and the surrounding area;

MEMBERSHIP: Membership of the Group is open to the elected representatives of Frodsham Town Council, Helsby Parish Council, any other adjoining or interested nearby Parish Councils the Frack Free Residents Group and any interested residents.

There will be a core membership comprising representatives from the Town and Parish Councils, the Frack Free Residents Group.

In order for any meeting to be quorate there must be **at least ..?..** members present.

Individuals or representatives of interested parties may be invited to attend a meeting or meetings to speak on a particular topic or subject. This will be by invitation of the Chair following approval of the Group.

ACCOUNTABILITY: This Group shall, through its Chair, report to the appropriate Town or Parish Committee.

This Group has no determined budget and is operated on a purely voluntary basis.

REVIEW: There will be no formal review period for this Group. It will cease to operate on determination of the Group when it is felt it can offer no further assistance or support on this issue.

WORKING METHODS: The Chair of any meeting of this Group will be the **Chair of the Frodsham Town Council Environment Committee** or in the absence of that person a nominated Deputy. That Deputy to have named by the Chair.

Each member of the Group will receive by electronic means a number of relevant publications and documents for discussion at the next meeting. Any document to be circulated must be approved for circulation by the Group.

No sub-group or groups shall be formed to discuss the business of the Group other than those that form part of an existing body. These existing bodies are permitted to discuss matters under consideration by the Group in order to achieve the ultimate purpose of the Group.

The Group will seek to recognise and draw upon the various skills and areas of knowledge within its members providing for opportunities for learning and development.

Decisions will be made on a consensus basis in the first instance followed by a simple majority vote. In the event of stalemate the casting vote will be that of the Chair.

MEETINGS: Meetings will be held on a regular basis. The date of each meeting to be determined at the conclusion of the preceding meeting. It is anticipated that in the first instances, given the likelihood of imminent activity, these meetings will be held on a fortnightly basis.

The meetings will be held at a venue determined by the Group though it is acknowledged and appreciated that Frodsham Town Council has offered to provide accommodation for the meetings of this Group without prejudice to any outcomes.

The Chair of Group Meetings will be determined at the commencement of the re-formation of this Group.

The Agenda for the meeting will be drawn up by
(to be determined)

The format for each meeting will be determined by the business to be conducted and may include;

- Formal presentation
- Formal discussion on a given topic
- Informal discussion around planning
- Break out groups to discuss a given topic or area of expertise.

Outside Speakers will be permitted subject to the approval of the Group in order for invited guests to speak on a given topic.

Secretariat facilities will be provided by **Frodsham Town Council.**

All material including Agendas and Minutes will be shared publically on the websites of the Councils participating in the Group unless determined 'confidential' by the Group.