



Meeting Minutes

Subject	South Hook LNG Community Liaison Group (CLG) Meeting CLG-MTG-026	Date	15th October 2015
Facilitator	Frank Thomas – (FT) – Shipping Adviser	Time	18:00
Location	South Hook LNG (SHLNG), Security Gatehouse	Scribe	Mariam Dalziel (MD)
Attendees	Henry Lloyd (HL) - Herbrandston Community Council Eric Harries- (EH) –Hakin Ward representative, Milford Haven Town Council Alun Byrne- (AB)- Hubberston Ward, Milford Haven Town Council Ged Davies -(GD) - Natural Resources Wales (NRW)	Frank Thomas – (FT) – Shipping Adviser Daniela Davies – (DD) – Health, Safety, Security, Environment & Quality Manager Mariam Dalziel – (MD) – Public Relations Manager	
Apologies	Hamad Al Samra – (HAS) –Deputy General Manager Stephen Joseph -(SJ)- Mayor of Milford Haven Reg Owens -(RO) - St Ishmaels County Councillor Danny Richards – (DR) – Angle Community Councillor		

Key Points Discussed		
No.	Topic	Highlights
1.	Safety Moment	(DD) delivered the safety moment, which focused on driving conditions and vehicle preparation during Winter months
2.	Introductions and Welcomes	(FT) welcomed everyone to the meeting, with apologies having been received from the above mentioned Members.
3.	Review of last CLG meeting minutes	(ALL) No Comment
4.	Matters Arising	<p>Operations Update:</p> <p>(FT) updated Members as to the continued steady operation of the Terminal; including the discharge of the 63rd vessel to visit SHLNG in 2015, which had occurred that week.</p> <p>The continued focus for all at SHLNG is the safe and reliable operation of the Terminal, with the outlook for cargo figures being dependent on market conditions.</p> <p>(FT) informed Members that Planning Applications were in the process of being prepared, for submission to the relevant Authority. The Applications will seek permission to extend and or modify a couple of the buildings at the Terminal, creating improved office accommodation for personnel, removing temporary ‘portakabin’ offices. The Applications will be submitted to Pembrokeshire Coast National Park Authority in the coming weeks.</p> <p>(FT) confirmed that the quarterly test of the COMAH Alarm</p>



Meeting Minutes

Key Points Discussed		
No.	Topic	Highlights
		<p>had taken place on Tuesday 6th October 2015 with no concerns being raised by local residents. The annual posting of 'fridge magnets' to the PIZ, detailing the COMAH Alarm test dates for next year will be happening before the end of the year.</p> <p>(MD) updated Members of a recent meeting of the Haven Energy Forum (HEF), where a communication exercise was held in conjunction with local Agencies.</p> <p>(MD) also informed Members of a Pembrokeshire County Council visit to the Terminal, which had been held earlier that week. The Chairman, Cllr Wynne Evans, Deputy Leader Cllr Keith Lewis, Chief Executive Ian Westley and Director of Development, Dr Steven Jones had visited SHLNG as an opportunity to familiarise themselves with the Company's operational activities, as well as community engagement initiatives.</p> <p>Health, Safety, Security & Environment Update:</p> <p>(DD) reminded Members that SHLNG will be holding a COMAH exercise at the end of November 2015. It will be a large scale exercise, including representation from the emergency services and other external agencies, including Pembrokeshire County Council and Natural Resources Wales.</p> <p>Members were encouraged to let their communities know about the date of the Exercise (Thursday 26th November) so as to limit concern amongst residents, if they observe increased activity at the Terminal.</p> <p>It was agreed that SHLNG would provide a brief notice regarding the Exercise that could be placed in the community by way of information and also provided to Members.</p> <p>(DD) updated Members as to a series of visits to the Terminal by Mid & West Wales Fire & Rescue Service (MWWFRS) personnel, as part of a familiarisation programme. The visits have included an overview of Terminal operations and topography.</p> <p>(DD) informed Members of a new regulatory requirement - the Energy Savings Opportunities Scheme (ESOS), which requires SHLNG to consider opportunities for energy savings at the Terminal. Several possible opportunities are being considered as a means of assisting us in continually seeking to improve our environmental performance.</p>



Meeting Minutes

Key Points Discussed		
No.	Topic	Highlights
		<p>(DD) informed Members that the Agreement with Pembrokeshire Coast National Park Authority to dedicate the coastal footpath to the West of the SHLNG site as a public right of way had been fully signed by all parties.</p> <p>Progress is continuing with regards the Northern Footpath, with a survey having been undertaken by Pembrokeshire Coast National Park Authority.</p> <p>Community Update – CLG Members:</p> <p>Nothing to report</p> <p>NRW Update:</p> <p>(GD) confirmed that the opportunity for NRW to be involved in SHLNG’s forthcoming COMAH Exercise was welcomed by the Agency.</p> <p>Community Engagement Update:</p> <p>(MD) updated Members as to recent funding applications, supported through the Community Fund Panel, in conjunction with Pembrokeshire Association of Voluntary Services (PAVS). (MD) also informed Members that a review of partnership was underway, following its first year.</p> <p>(HL) requested that consideration be given to a more simplified application process as a part of the review, as it is felt to be very detailed and could perhaps be more flexible in assisting smaller organisations who may be seeking to apply for more moderate funding.</p> <p>(MD) informed Members of the SHLNG Community Day, which had been held in September 2015. People from across the business had provided ‘hands on’ assistance to several local community/voluntary projects – painting offices at Pembrokeshire Care Society in Haverfordwest, assisting with a Beach Clean at Druidstone with Neptune’s Army of Rubbish Cleaners (NARC) and also general gardening clearance at the Support the Boardwalk project in Broad Haven.</p> <p>Members were updated as to the launch of the annual Calendar Competition with local schools. (MD) informed the meeting that SHLNG had this year, linked with Milford Haven Museum and the Port of Milford Haven in celebration of the Haven Waterway. By covering the transport and entry cost of</p>

Meeting Minutes

Key Points Discussed		
No.	Topic	Highlights
		school trips to the museum, SHLNG is encouraging local schoolchildren to research the history of the Waterway, and submit artwork that depicts the importance of the Haven through the years. The calendar will be launched early in the New Year.
5.	AOB	<p>(GD) informed the meeting that NRW had submitted a consultation report to Welsh Government, regarding the water quality of the Haven.</p> <p>The date of forthcoming meetings was discussed, with the request being put forward by members of Milford Haven Town Council, for meetings to be held during the last week of the month, as opposed to the first, given potential clashes with other meetings.</p> <p>Members agreed that going forward, the CLG meetings would continue on a Quarterly basis, but at the end of the month (January, April, July and October).</p>

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.	COMAH Exercise poster – to be placed in Herbrandston Post Office and provided to Members for information	SHLNG	Monday 23 rd November 2015
2.			
4.			

Relevant Documentation: N/A

Date of Next Meeting: Thursday 28th January 2016

Other Information: N/A