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| **Subject** | **South Hook LNG Community Liaison Group (CLG) Meeting CLG-MTG-019** | **Date** | | **23rd January 2014** |
| **Facilitator** | Hamad Al Samra, Operations Manager | **Time** | | 18:00 |
| **Location** | South Hook LNG (SHLNG), Conference Room 1 | **Scribe** | | Mariam Dalziel (MD) |
| **Attendees** | Yvonne Southwell (YS) – Mayor of Milford Haven  Henry Lloyd (HL) - Herbrandston Community Council  Eric Harries (EH) – Hakin Ward, Milford Haven Town Council  Alun Byrne (AB) - Hubberston Ward, Milford Haven Town Council  Danny Richards (DR) – Angle Community Council  Ged Davies (GD) - Natural Resources Wales (NRW) | Hamad Al Samra – (HAS) – Operations Manager and Chairman  Daniela Davies – (DD) – Health, Safety, Security, Environment & Quality Manager  Mariam Dalziel- (MD) - PR Manager | | |
| **Apologies** | Reg Owens (RO) - Herbrandston Community Councillor and St Ishmaels County Councillor | |  | |

| Key Points Discussed | | |
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| No. | Topic | Highlights |
| 1. | **Safety Moment** | (DD) delivered the Safety Moment, which focused on precautions to be taken during winter weather – from challenging driving conditions to safety at home |
| 2. | **Introductions and Welcomes** | (HAS) welcomed everyone to the meeting, and introduced Daniela Davies as SHLNG’s recently appointed Health, Safety, Security, Environment & Quality (HSSEQ) Manager.  (DD) gave a brief background as to her experience in the Industry, having previously been based at ExxonMobil in Germany, but having also worked across Europe and the US |
| 3. | Review of last CLG meeting minutes | (ALL) No Comments |
| 4. | Matters Arising | **Operations Update:**  (HAS) informed the Meeting that operationally, the Terminal is running in a steady-state, with safety remaining the absolute priority.  The meeting was also informed that SHLNG was approaching the New Year with a continued focus on matters of safety and operational effectiveness.  **Health, Safety, Security & Environment Update**:  (DD) updated the meeting as to the finalisation of the Company’s Emergency Response review, which has sought to further strengthen the Company’s approach in this area. The review has taken place in liaison with the Emergency Services and as part of the process of continual improvement, a series of exercises and drills for this year will be planned in the coming weeks.    (DD) updated the meeting as to the strike action being undertaken by the Fire Brigade Union, which had implications for the response of local stations, including Milford Haven. Whilst there is no further indication of imminent strike action, SHLNG is continuing to liaise closely with Mid and West Wales Fire and Rescue Service (MWWFRS) to ensure that the Company is informed and able to evaluate emerging activity alongside management of operations.  In terms of Environmental Regulation, (DD) informed the meeting that SHLNG had recently responded to two Consultations – one in respect of the Regulator, Natural Resources Wales’ (NRW) future planning strategy and the other, the Welsh Government’s Environmental Bill - White Paper. Through both Consultations, SHLNG promoted the long-term role that Natural Gas has to play in the delivery of sustainable and cost effective energy.  (DD) also confirmed that January is a busy month for SHLNG’s Environmental team in regarding to the annual reporting obligations that form compliance with the Terminal’s Environmental Permit.  **Community Update – SHLNG:**  **(**MD) informed the Meeting that in line with COMAH Regulations refreshed Safety Information and Emergency Instructions had been circulated to the SHLNG Public Information Zone (PIZ) just before Christmas. The information had previously been shared with the members of the CLG for input and included fridge magnets reminders of the COMAH Alarm test dates.  A further edition of the SHLNG ‘Seasons’ Newsletter had also been provided to the community, with updated news relating to the Company’s activities and ongoing community support projects.  (MD) also informed the Meeting that earlier in January, winners of the SHLNG 2014 Calendar Competition had attended a prize-giving at the Torch Theatre. The theme of the Calendar this year is Safety in all manner of situations. From safety at the seaside and on the roads to safety in the countryside and on the Internet, the Calendar features drawings from school children across the County. **(Copies of the Calendars were given to Members of the CLG)**  **Community Update - CLG Members:**  (HL) confirmed that no complaints/feedback about ship noise or any other topic had been received by Herbrandston Community Council.  (MD) confirmed that he Charterers and Owners of the vessels visiting South Hook LNG continue to make significant progress in the upgrade programme. Only a further four vessels are scheduled to be upgraded throughout this year. Whilst subject to possible changes of timing, if operational or commercial constraints demand, the current plan is for all thirty two vessels within the Qatargas fleet to have been upgraded by the end of 2014.  During the last quarter of 2013, SHLNG had not received any complaints relating to this matter.  **NRW Update:**  (GD) gave the meeting an update in relation to NRW responsibilities, which include all regulation and monitoring of activities to ensure compliance with SHLNG’s Environmental Permit. NRW also regulate against COMAH Regulations as part of the Competent Authority along with the HSE.  NRW is continuing to progress an initiative with a number of other organisations to seek funding through the Welsh Government for a partnership project that would seek to protect the water quality of the Haven (Nutrient Offsetting Scheme), working closely with Industry, where appropriate.  As the plans progress, NRW will be keeping the Haven Energy Forum updated.  **Community Engagement:**  (MD) informed the meeting that SHLNG was continuing the partnership with the British Heart Foundation and the Wales Ambulance Service, locating around 20 Defibrillators in communities across Pembrokeshire. Two devices were shortly to be publicized as having been installed in Milford Haven – one at Tesco and one at the Spa in Charles Street.  (HL) requested an update as to when the Herbrandston Defibrillator would be installed in the Village.  (MD) also updated the meeting as to the recent clearance of South Hook beach, running underneath of the SHLNG jetty. Given the significant storms, a great deal of rubbish and debris had been washed up onto the beach, which SHLNG teams had removed to ensure the ongoing safety of the community when using the coastal path. |
| 5. | AOB | (YS) The Mayor of Milford Haven thanked HAS for SHLNG’s continued contribution and support to the town and surrounding area, for which HAS was very grateful. These comments would be passed to the SHLNG General Manger.  (MD) updated the meeting as to the current situation with the South Hook CHP Project, having received an update from the Company. The update focused on timeline associated with the Development Consent Order, the recent visit to site by the Planning Inspector and the ‘Topic Specific Hearing’ that had been held during mid-January.  (EH) reiterated to the meeting the points that Milford Haven Town Council had stressed during the Topic Specific Hearing, in relation to concerns about increased construction traffic driving through Milford Haven. Whilst there is a general welcome for the development of the South Hook CHP Project, the Town Council urges use of an upgraded Bulford Road in order to avoid additional traffic through the Town.  Following concerns raised by a SHLNG employee, high-visibility vests were given to Herbrandston Community Council representative (HL) to pass on to the local football team to assist in keeping them safe during training runs on the SHLNG access road and Dale Road. |

| Action Plan | | | |
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| No. | Action Item(s) | Owner | Target Date |
| 1. | Information to Herbrandston Community Council in relation to the Defibrillator Project | SHLNG | 21st March 2014 |
| 2. |  |  |  |
| 4. |  |  |  |

**Relevant Documentation: N/A**

**Date of Next Meeting: Thursday 3rd April 2014**

**Other Information: n/a**