

**WOOLLEY HILL WIND FARM**  
**COMMUNITY LIAISON GROUP**  
**TERMS OF REFERENCE**



**1. Role of the Liaison Group**

1.1 The Group will be known as the Woolley Hill Community Liaison Group (hereafter referred to as the CLG).

1.2 The CLG membership will comprise:

- Ellington Parish Council - 2 Representatives
- Barham & Woolley Parish Council - 2 Representatives
- Spaldwick Parish Council - 2 Representatives
- Alconbury Parish Council - 2 Representatives
- Alconbury Weston Parish Council - 2 Representatives
- Easton Parish Council - 2 Representatives
- Leighton Bromswold Parish Council - 2 Representatives
- Huntingdon District Council - Ward Councillors
- Cambridgeshire County Council - Division Councillor
- Shailesh Vara MP - Member of Parliament  
(North-West Cambridgeshire)

1.3 Membership of the CLG is not dependent on support or objection to the wind farm.

1.4 The aim of the CLG is to provide a forum for the exchange of information in regards to the preparation, construction and operation of the RES wind farm.

1.5. The CLG will operate as an avenue for the creation and maintenance of channels of communication between representatives of RES, the local community and their elected representatives.

1.6 The local community is defined as those living or working in the vicinity of the wind farm.

1.7 Discussions undertaken by the CLG are restricted to matters relating solely to the RES wind farm.

**2. Group membership**

2.1 The founding members of the CLG will be based on elected representatives of the immediate local community.

- 2.2 Additional community representatives can be identified by existing members or put themselves forward for membership. However, there will be no more than 6 additional members at any one time.
- 2.3 Should any member of the CLG step down, a new member will be nominated and agreed with the existing membership.
- 2.4 Members of the general public are welcome to attend the CLG in an observational capacity.
- 2.5 Questions can be submitted by the public in advance of a CLG meeting and will be addressed at the next meeting, or at a suitable subsequent meeting (for example where a detailed technical response is required).

### **3. Chairperson**

- 3.1 The CLG will identify a Chair and Vice Chair from within its membership at the inaugural meeting
- 3.2 The Chair and Vice Chair are responsible for the orderly running of meetings, adherence to the agenda and enforcement of the CLG's Terms of Reference.

### **4. RES commitments**

RES commits to undertake the following responsibilities in relation to the CLG:

- 4.1 To undertake administrative duties necessary to organise the meetings
- 4.2 To cover the cost of venue hire and advertising
- 4.3 To provide scribing services so that proceedings are fully recorded
- 4.4 To provide agendas and minutes relating to CLG meetings
- 4.5 To publish the confirmed minutes on the project website
- 4.6 To respond to questions arising during CLG meetings in a timely manner
- 4.7 To provide relevant, project specific speakers to answer questions relating to the Woolley Hill Wind Farm

### **5. CLG member commitments**

CLG members commit to undertake the following:

- 5.1 To make representation on behalf of the communities they represent
- 5.2 To disseminate responses and outcomes of meetings back to their communities

- 5.3 To advertise the CLG meeting dates via community and parish noticeboards, websites or publications using information provided by RES
- 5.4 To work with RES to identify key topics of interest to the local community that might be the subject of 'themed' CLG meetings or additional workshops

**6. Meeting arrangements**

- 6.1 The frequency of meetings will be agreed among the membership
- 6.2 The CLG shall meet in Ellington Village Hall.