

The Nant y Moch Wind Farm
Community Liaison Group
(CLG)

TERMS OF REFERENCE

Terms of Reference for the Nant y Moch Wind Farm Community Liaison Group

1 Official Name or Title of the Community Liaison Group

The Community Liaison Group's official name or title is "The Nant Y Moch Wind Farm Community Liaison Group" (in this document it is often abbreviated as "the CLG")

2 Contact details

The CLG can be contacted through the Community Liaison Officer at the address below:

Eluned Lewis
Airtricity
Y Plas
Machynlleth
Powys
SY20 8ER

Tel: 01654 720702
Mob: 07814020097
Fax: 01654 720702
Email: eluned.lewis@airtricity.com

3 Objectives

The principal objectives of the CLG are:

1. to agree and approve a Community Engagement Plan that Airtricity will implement throughout the lifecycle of the development of the Nant Y Moch Wind Farm Development
2. to discuss community benefits arising from the development and to agree with Airtricity a set of community benefit commitments
3. to periodically review and monitor implementation of the Community Engagement Plan
4. to co-sign with Airtricity a Statement of Community Involvement confirming that Airtricity has satisfactorily implemented those activities of the Community Engagement Plan that are required to be undertaken prior to submission of a planning application (as per Object 1 above).

It should be noted that it is not an objective of the CLG to discuss the merits or demerits of wind farm development which itself is a planning matter. The operation of the CLG is strictly not conflicted with the planning process. It should be noted in this context that by CLG Members agreeing to these Terms of Reference this does not in any way compromise the signatory or organisation represented to the impartiality they will take with respect to the planning process nor does it indicate support for the Nant Y Moch Wind Farm Development.

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4. Active and Non-Active Members of the CLG

The Active and Non-Active (observer status) Members of the CLG are as follows:

a) Active Members of the CLG have decision-making powers and shall comprise the following:

One Named Representative from each of the following Community Councils:

Cadfarch Community Council
Ysgubor y Coed Community Council
Llancynfelin Community Council
Ceulanamaesmawr Community Council
Trefeuring Community Council
Melindwr Community Council
Blaenrheidol Community Council

One Named Representative from each of the following economic regeneration partnerships:

Pentir Pumlumon
Menter Abersytwyth
Ecodyfi

One Named Representative from Airtricity

b) Non-Active Members of the CLG have Observer Status only and no decision-making powers and shall comprise the following:

One Named Independent Facilitator, who will be chosen and elected by the CLG ideally at the inaugural meeting.

One Named Representative from Powys County Council

One Named Representative from Ceredigion County Council

One Named Representative from Forestry Commission Wales

One Named Representative from Dulas Ltd

The Community Liaison Officer

c) Every Active Member of the CLG shall register such membership by signing the Register of Members contained within this document (see Section 16 below). These Terms of Reference and, in particular, the Register of Members contained herein shall be

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kept up to date by the Community Liaison Officer, as appropriate to accurately reflect the current membership of the CLG.

d) Where an Active Member is a nominee of an unincorporated association or body (a 'Nominated Active Member'), their name, and the name of the unincorporated association or body that has nominated them shall be entered in the Register of Members contained within this document (see Section 16). Copies of minutes demonstrating their nomination to sit on the CLG by their prospective Community Councils / Groups will be required to be presented to the CLG and filed and recorded by the CLO.

e) Community Councils / Groups will be able to nominate an Alternate Active Member to attend CLG meetings when the Nominated Active Member is unable to attend. This is to ensure representation of the Active Members at CLG meetings. It is incumbent on the Active Members to ensure a representative attends the CLG meetings if he/she is unable to attend. If such an Alternate Active Member nominated replacement is not appointed the Active Member organisation will not be able to participate in the meeting or the decision making process.

f) Code of Conduct – Each Named / Alternate Active Member of the CLG will be expected to comply with the rules set out in this document and to fairly represent their constituent Community Councils / groups.

g) Non Attendance – if a Nominated Active Member of the CLG does not attend a meeting of the CLG and their respective Alternate Active Member is also not present at such meeting then an Active Member of the CLG or the CLO will write on behalf of the CLG to the constituent Community Council / group informing them of this and requesting that another nomination for membership to the CLG is made.

5. Secretariat

Airtricity through the Community Liaison Officer will provide the secretariat services for the CLG. This includes making the necessary arrangements for the CLG meetings, including circulation of the agenda and minutes and venue and catering arrangements. The Community Liaison Officer will also provide additional secretarial, administrative and consultative support to Members of the CLG in between meetings of the CLG as required.

6. Observer Status (Non- Active Member) Advisors

The CLG will have Observer Status Non-Active Members present at CLG meetings who will act as advisors, which will include representation from Forestry Commission Wales, Ceredigion County Council and Powys County Council. In addition to these specified advisors others may be sought and invited by the CLG to attend CLG meetings for specific information or purposes considered desirable and as decided by Active CLG members.

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7. Independent Facilitator

The Independent Facilitator of the CLG is to be elected by the Active Members ideally at the inaugural meeting of the CLG or otherwise at a subsequent CLG meeting. The Independent Facilitator will be entirely independent of vested interests related to the Nant Y Moch wind farm development or to any vested interests of any particular Community Council or regeneration partnership that is represented on the CLG. The Independent Facilitator will have experience of Chairing meetings along with a sound knowledge of the locality and communities which encompass the area represented by the Active Members of the CLG. The Independent Facilitator will be required to act as Chairperson at CLG meetings, to ensure that minutes of previous meetings are approved, agreed agenda items are efficiently considered and that the Terms of Reference of the CLG are upheld. The Independent Facilitator will be required to hold order and discipline at CLG meetings in accordance with the requirements of the agreed agenda and to stimulate discussion and steer the meetings towards required decisions achieved where possible through the process of reaching agreement through discussion by Active Members.

8. Decision-Making by the CLG

Decision making by the CLG will be undertaken through a process of reaching agreement where possible, through discussion, with every Active Member on the CLG participating. If agreement is not reached this way the Independent Facilitator will employ a majority voting system, where every Active Member has one vote. To carry a decision no less than three quarters of the Active Members present will be required to vote in favour of the decision.

9. CLG Meetings

CLG meetings shall be convened Quarterly and approximately every three months, however such meetings will be suspended during the time from when a planning application for the Nant Y Moch wind farm development is submitted and throughout the time when such planning application is processed and until such time as the planning application is determined. The CLO shall send out a Notice of the CLG meetings a month in advance, with the minutes of the previous meeting and agreed agenda for the forthcoming meeting attached. CLG meetings are closed meetings and solely for the Active and Non-Active Members and any other Named Advisors. CLG meetings will take place in a location deemed by the CLG to be central to the geographical representation of the Active Members and the dates and times of CLG meetings will also be discussed at the inaugural meeting and agreed then or at a subsequent CLG meeting.

10. Quorum at meetings

Meetings of the CLG will require at least half of the Named Active/Alternate Members present in order to proceed.

11. Bilingualism

The CLG places a high priority on bilingualism and the necessary arrangements will be discussed at the inaugural meeting. As a standard practise the CLG meetings will have simultaneous translation facilities and the Community Liaison Officer will produce bilingual

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minutes and agendas for the CLG meetings. In addition to this any correspondence sent out to the wider community from the CLG will be bilingual. Correspondence received on an individual basis will be responded to in the language it was initiated in. Active Members and Observers can opt to have the Agenda and Minutes in their preferred language to avoid unnecessary paper wastage.

12. Information provided at CLG meetings

It is accepted that information provided at CLG meetings will be fed back by the Active Member and Non Active representatives solely to their respective organisations and not to any other third party recipients. It is agreed that any wider disseminations of information made directly by the CLG to the press or to the general public will be undertaken by the Independent Facilitator or the CLO after agreement of the CLG. Where Active Member and Non Active representatives feed back information of CLG meetings solely to their respective organisations it is accepted that due to the fact that Community Councils and other CLG Member organisations are free to communicate with their constituents this information is likely to reach members of the public/ community.

13. Sensitive Information

It is accepted that from time to time information deemed sensitive by CLG Active Members will be discussed by the CLG and that this information will not be fed back to the representative organisations until agreed by the CLG.

14. Publicity and Media

The CLG will not normally directly engage with the media. However it may wish to do so from time to time as deemed appropriate by agreement of Active Members. Any comments, press releases or statements made to the media on behalf of the CLG will be agreed by the CLG in advance and through the Independent Facilitator or the CLO.

15. Code of Conduct

Named Active Member and Alternate Active Member representatives of Active Member Organisations of the CLG representing communities or regeneration partnerships must not have any vested interests in the potential wind farm development and will therefore be able to impartially represent the views of their respective Community Councils / partnerships. Named Active Member and Alternate Active Member representatives of Active Member Organisations of the CLG are duty bound to represent their respective Community Councils / Partnerships and it is expected that every Member of the CLG abide by the Terms of Reference set out in this document. If an Active Member is found to be in breach of these Terms of Reference the body he or she represents will be written to explaining the circumstances of the breach of Terms and requesting a replacement representative be nominated for representation on the CLG.

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16. Register of Members

We, the persons whose names and addresses are written below, agree to the Terms of Reference for the Community Liaison Group detailed in this document and hereby record our Active Membership of the CLG.

It should be noted that by CLG Members agreeing to these Terms of Reference this does not in any way compromise the signatory or organisation represented to the impartiality they will take with respect to the planning process nor does it indicate support for the Nant Y Moch Wind Farm Development.

Names of the Nant y Moch Wind Farm Community Liaison Group Active Members :

Dated:

Witness to the above Signatures:

Name:

Organisation:

Address: