

VIKING LINK Community Liaison Group

Draft terms of reference

Objective

National Grid Viking Link (NGVL) intends to convene four Community Liaison Groups (CLGs) to provide the local community with a forum for discussion, information exchange and feedback relating to the project. This includes providing a means for NGVL to keep the local community and interested parties informed about the progress of the project, to provide advance notice of key events and also as a means for the local community to raise issues and ask questions. The CLGs will form an important link between NGVL and the local community.

The terms of reference will provide a framework for the conduct of Group meetings and activities. These will be presented in draft form at the first meeting of the CLGs for approval.

Remit

The CLGs will and provide an opportunity for a two-way dialogue between NGVL and the local communities' representatives in relation to the project. The local community is defined here as people living in the vicinity of the landfall site, the interconnector cable route and those neighbouring the converter station. The CLGs would only cover issues within the control of NGVL and not developments owned or controlled by other companies, including those being determined by the local planning authority; unless there is a clearly defined link between Viking Link and these projects.

Meetings will encourage information updates followed by discussion. They will allow members to raise issues with NGVL, obtain feedback and for NGVL to better understand the views of the local community. The CLGs will provide a forum for NGVL to update interested parties about various aspects of the design, construction and operation of Viking Link and any future consented applications for Viking Link. The CLG will be a forum to discuss new or ongoing issues relating to construction issues. It is not intended to be a forum to address matters that have been determined under the planning consents, for example, the location of the converter station.

While the CLGs will not have any decision-making powers, it may make recommendations to NGVL for consideration. It will not have power to intervene directly in, or halt work being carried out by NGVL or its contractors.

The CLGs will look to:

- Provide a structured framework to exchange views and better understand issues raised by local communities via members appointed to represent their concerns.
- Find opportunities to develop the CLGs' understanding of NGVL's operations
- Ensure there is a mechanism to address the comments and concerns raised by the CLGs.
- Communicate updates about the construction programme and to provide advance notice of major events that are likely to cause disruption

The CLGs will remain active throughout the construction phase to keep the community updated on construction progress, key milestones and community initiatives which members of the CLGs may wish to promote to their local communities. If the construction phase is completed within the area of the CLG, members will be asked if they wish to disband that particular Group.

NGVL will review the need for the CLGs during the operational phase before this begins.

Membership

The core membership of each CLG will be drawn from local authority and parish councillors and community groups with an interest in Viking Link. The local authorities shall appoint their named representative(s) to the CLGs. We will seek nominations from community groups where they represent the views of local residents.

The core membership of each CLG is suggested as follows:

- Local authority officers and members
- Affected parish councils
- Relevant community or residents' groups
- NGVL representatives
- Contractor representatives
- Education representatives
- Other third-party groups – i.e. Environmental, wildlife etc

Agree to split route into four sections to achieve appropriate coverage.

The CLGS will be split into four Groups, these are suggested as:

- Landfall site and nearby affected wards/parishes to the boundary of the Legbourne ward (ELDC)
- Hagworthingam, and Halton Hologate ward boundaries (ELDC)
- Sibsey and Stickney ward (ELDC)
- Swineshead and Holland and Five Village wards (BBC), Heckington Rural (NKDC), Donnington Quadring and Gosberton (SHDC)

The meetings will take place at an agreed venue convenient to members or will take place at different venue each time depending on the views of members.

Should representatives of other local Groups wish to attend, or present at a CLG meeting, this must be agreed in advance with the respective Chairperson and NGVL. Each request will be considered based on the forthcoming meeting agenda, existing representation and the number of Group members.

The frequency of meetings and membership structure will be reviewed throughout the construction phase.

Substitutes

Core Members who are unable to attend a meeting will be entitled to nominate a substitute to represent their organisation. This must be agreed in advance of the meeting with permission of the appointed Chairperson. The secretariat should be informed of the substitution no fewer than **two working days** before the meeting is held.

Organisation of CLGs

An independent Chairperson will be selected by the Core Membership for each CLG or alternatively, if preferred. NGVL will appoint their own agency to act as the chair and as secretariat to provide support to each of the CLG meetings.

The CLG will agree the Group's Terms of Reference.

Role of the Chairperson

The meetings will be facilitated by a nominated Chairperson as agreed by each CLG, who will plan and manage meetings accordingly. They will put forward an agenda based on what the Group has requested. Meetings will be managed in accordance with the TORs. An agenda will be circulated five days before each meeting and Group members should submit additional items for discussion to the Secretariat as early as possible or at least two days before the meeting.

In the absence of the Chairperson, the CLG will select a substitute for the duration of the meeting.

Role of the Secretariat

The secretariat's role is to prepare the agenda, invitations and minutes, and to administer the membership of the CLG.

Publication of meeting minutes

Minutes of the meeting will be taken by the Secretariat and circulated to CLG members within 10 working days for comment. Comments will be attributed to individual members. They will be formally approved by members at the next meeting. All documentation in relation to CLG meetings, including meeting minutes, will be available online at <http://viking-link.com/> and sent to any other person that requests them.

Publicity

The meetings will not be open to the general public and the media will not be invited to Group meetings. All media enquiries should be referred to National Grid.

NGVL may wish to take photographs of the meetings, but this will be agreed with members in advance.

Frequency

It is anticipated that initially meetings will be held on a bi-monthly basis **or more frequently if required**.

An extraordinary meeting of the Group can be called if requested by four or more members of the Group should urgent business arise as long as NGVL agrees there is benefit in such a meeting taking place. The frequency of meetings may decrease by agreement with CLG members.

Any reasonable costs incurred through the organisation of Group meetings (e.g. venue hire, administration) will be met by NGVL. There will not be any recompense for attending the CLG meetings.

Disbanding CLGs

NGVL seeks to facilitate the CLGs for the benefit of the local community via the representation appointed to each CLG. If members feel that any aspect of the CLG is not operating for the benefit of local community, or judges that the terms of reference are not being met, then members of the CLG will have the opportunity to vote to dissolve the Group based on a majority of 75% of its core membership.

Likewise if any member does not agree with the operation of the CLG they may terminate their further involvement at any time through written notice to the secretariat.