

## Viking Link Community Liaison Groups

### Draft Terms of Reference

#### Objective

National Grid Viking Link Ltd (NGVL) intends to convene Community Liaison Groups (CLGs) to provide local community representatives and interested parties with information on the projects progress, key developments and upcoming milestones. The CLGs are intended to be a forum for discussion, information exchange and feedback relating to the project and a means for the local community to raise issues and ask questions. The CLGs will form an important link between NGVL and the community.

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

#### COVID-19

In light of COVID-19, NGVL has reviewed how the CLGs can be convened in the short term and has set up an online meeting of all four CLGs in the first instance. At this meeting the intention is to establish how the CLGs can be organised going forward. NGVLs preference is to have face to face meetings, but we are conscious that this may not be possible for some time and will seek the views of CLG members on how they would like future meetings to be arranged.

#### Remit

The CLGs provide an opportunity for dialogue between NGVL and local community representatives in relation to Viking Link. The local community is defined as people living in the vicinity of the interconnector in the UK, principally those neighbouring the converter station, cable route and landfall site. 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 CLG will be a forum to discuss new or ongoing issues relating to the construction of the interconnector. It is not intended to be a forum to address matters that are personal to an individual's circumstances or matters that have subsequently been determined under a planning permission, 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 its 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 community
- Communicate updates about the project and provide information about upcoming events

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.

## Membership

The core membership of each CLG is drawn from local councillors and community Groups with an interest in Viking Link. The core membership of each CLG is likely to be as follows:

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

## Geographical split of the CLGs

It is proposed that the CLGs will be divided into four groups based on the below geographical split:

- Group one – Landfall site at Sandilands to where the cable passes the A16 at Ulceby Cross
- Group two – Cable route from Ulceby Cross to East Kirkby
- Group three – Cable route from East Kirkby to Gipsey Bridge
- Group four – Cable route from Gipsey Bridge to the converter station site

Should representatives of other CLGs 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 CLG members.

Local planning authority officers will be kept up to date on meetings and invited to attend as observers/presenters as appropriate. Other statutory advisers on planning matters may be invited to attend.

The frequency of meetings and membership structure will be reviewed as and when required.

## 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

NGVL has appointed BECG to act as Chair and to provide secretariat support for the CLG meetings. Any questions about the organisation of the CLGs can be addressed to Viking Link using the contact details below.

## Role of the Chairperson

The meetings will be facilitated by a Chairperson appointed by NGVL, who will plan and manage meetings accordingly. They will put forward an agenda based on what the CLG has requested. Meetings will be managed in accordance with the Terms of Reference. An agenda will be circulated five days before each meeting and CLG members should submit additional items for discussion to the secretariat as early as possible or at least two working days before the meeting via the project email [vikinglink@communityfeedback.co.uk](mailto:vikinglink@communityfeedback.co.uk)

In the absence of the Chairperson, NGVL will provide 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. Comments made during the meetings 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 public and the media will not be invited to the CLG meetings. All media enquiries should be referred to National Grid.

### **Frequency**

It is anticipated that initially meetings will be held every four months or more frequently if required.

An extraordinary meeting of any CLG can be called if requested by four or more members of said CLG 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 CLG meetings (e.g. venue hire, administration) will be met by NGVL.

### **Disbanding CLGs**

NGVL seeks to facilitate the CLGs for the benefit of the local community via the representatives appointed to each CLG. If members feel that any aspect of the CLG is not operating for the benefit of the 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 CLG 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.

### **Contact us**

Members can contact the chairperson and secretariat as follows:

Freephone	0800 731 0561
Email	<a href="mailto:vikinglink@communityfeedback.co.uk">vikinglink@communityfeedback.co.uk</a>
Freepost	VIKING LINK FREEPOST