

Heydon Grange Windfarm Action Group

Meeting: Wednesday 02/06/2010 at 20.00

Location: Fowlmere Road, Heydon

Attendance Record:

Committee members attending: Alex Duffus Jnr. (**ADJ**), Jo Freestone (**JF**), Hannah Gregory (**HG**), Oliver Stracey (**OS**), Steve Wright (**SW**)

Committee member apologies: Edward Rudd (**EW**)

Guest attending: Annabel Wright (**AW**)

Minutes:

1. Action Group Structure

The Committee discussed the requirement for a formal, and transparent structure to the action group. It was agreed that the following positions were required, and nominations proposed or sought for the following;

- 1.1. **Chair:** It was acknowledge that ADJ has been acting chair for the Committee, for which all were grateful.

The Committee unanimously proposed ADJ to continue in position of Chair.

Representations of other nominations, or objections invited and must be made to the Committee within seven days of publication of the minutes. Representations will be discussed at the next Committee meeting, and subject to objections being resolved voted upon. A majority of one is required to carry the vote.

- 1.2. **Vice-Chair:** It was acknowledge that a single Chair may put too high a burden on an individuals time during the course of the Action Groups activity. The Committee agreed that Vice-Chair should be sought to divide Chair duties.

The Committee unanimously proposed Jason Cross for the position of Vice-Chair.

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- 1.3. **Secretary:** It was agreed that the Committee should seek a secretary to be present at all meetings, set agendas in agreement with the Chair and Sub-Committee Chairs, and circulate minutes in a timely and orderly fashion.

The Committee felt that it may be practical to seek two people for this position, to ensure that the burden on time is not too much on a single person.

OS agreed act as Secretary for the purposes of the meeting, and provide minutes for publication and circulation to the Action Support Group.

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- 1.4. **Treasurer:** It was agreed that the Committee should seek a Treasurer to be present at all meetings, account for the finances of the Heydon Grange Windfarm Action Group, and to establish and Chair the Finance Sub-Committee.

The Committee proposed Simon Bray for the position of Treasurer.

Representations of other nominations, or objections invited and must be made to the Committee within seven days of publication of the minutes. Representations will be discussed at the next Committee meeting, and subject to objections being resolved voted upon. A majority of one is required to carry the vote.

- 1.5. **Sub-Committees:** The Committee agreed that for more resource management and better communication, and visibility in the community Sub-Committees should be set-up.

Proposed Sub-Committees are listed below with , where applicable, proposed Sub-Committee Chairs. Nominations for Chairs and Sub-Committee members are invited for all Sub-Committees.

- a. **Treasury & Finance:** The committee is to oversee the management of Action Group finances. Ensuring best practices and accounting standards are maintained for Funds. Accounting for income and expenditure.

Proposed Chair – Simon Bray
Member nominations invited

- b. **PR & Communications:** The committee is to oversee the distribution of Action Group information to Supporters, Public and Press.

Proposed Chairs – Hannah Gregory & Oliver Stracey

Member nominations invited

- c. **Community Liaison:** The committee is to ensure effective communication with the Parishes affected by the proposed wind farm. A member is sought from each Parish to liaise, and inform the local Parish council and community groups of Action group activity.

Chair nomination invited

Member nominations invited

- d. **Research:** The committee is to oversee the collection of research information to ensure that the Action Group has 'best information' to assist in discussions on the suitability of the Heydon Grange Windfarm.

Chair nomination invited

Member nominations invited

The Committee is seeking Sub-Committee members who have expertise or knowledge in the following areas:

Socio economics

Climate change

Landscape and visual impact studies

Ecology

Cultural heritage

Transport

Hydrology and hydrogeology

Telecommunications

Aviation

- e. **Web:** The committee is manage the maintenance and updating of the Action Groups website. Liasing with other Sub-Committees for distribution of communications received through the website , content and updates.

Chair nomination invited

Member nominations invited

- f. **Fundraising:** The committee is to oversee the management of Action Group fundraising efforts to include events, collections, online and all other revenue generating channels.

Chair nomination invited

Member nominations invited

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2. Treasury & Finance

The Committee was updated by ADJ that a bank account is now open for the Action Group, and an email circulated to the Action Group Supporters.

The Committee discussed the idea that Supporters could be invited to set-up a monthly contribution. For the bank account details people should contact Committee members.

3. Website

The Committee reviewed draft copy. OS to meet with Carezza contact to have templated site for approval by next Committee meeting. Content to be circulated to HG as approver and Committee for comment.

4. Fundraising

The Committee discussed ideas for Fundraising. JF is to discuss with her contacts people that may assist with the Fundraising Committee.

It was agreed that a spectrum of events and methods of activities should be organised to maximise fundraising, and community awareness.

Initial activities discussed included: Door to door collections; Store tin collections, Shop loyalty card donations, ebay giving, Beer festival, Sausage Sizzle, Band Night, Murder Mystery, Bonfire Evening.

5. PR & Communications

Accessibility of the Committee was discussed. It was agreed that the Chair should not be the only point of contact, and it was proposed a duty rota could be set-up with the Committee having a mobile phone as point of contact. JF to organise a mobile phone for use by the Committee.

6. AOB

6.1. Landscape Architect: JF looking into contacts for Landscape Architect and getting specification of work and cost estimates.

6.2. Consultation Responses: OS updated the Committee that the Planning office has received a number of the responses to the planning consultation from Duxford, English Heritage, NATS. At present copies of the responses have not been circulated to Parish councils. OS was to try and get copies of the documents from South Cambridgeshire planning office.

6.3. **CGI Images:** JF updated the Committee on the requirements for CGI images to be produced to assist with communications and impact studies. A suitable photographer is now being sought to generate the images for use by the CGI designers.

7. Next Meeting

To be confirmed.