

**Terms of Reference**

# Parish Forum

April 2026

# Purpose of the Group

The Calderdale Energy Park Parish Forum has been established to provide a regular and structured mechanism for engagement between parish councillors and the project team. Its purpose is to promote open, two-way dialogue; ensure the project team can share updates and receive feedback; and create opportunities for councillors to raise questions, represent community views, and contribute to the ongoing development of the project.

The Terms of Reference has been reviewed and approved by members of the Parish Forum.

Calderdale Wind Farm Limited (CWFL) is bringing forward proposals for Calderdale Energy Park – a nationally significant onshore wind farm – at Walshaw Moor in Calderdale.

Under the Planning Act 2008, the proposals qualify as a Nationally Significant Infrastructure Project (NSIP). Accordingly, an application for a Development Consent Order (DCO) is to be made to the Planning Inspectorate (PINS), which will examine the DCO application on behalf of the Secretary of State (SoS) for Energy & Climate Change.

Calderdale Energy Park could play an important role in enabling an energy system that meets the UK's commitment to reduce carbon emissions and the Government's objectives to create a secure, reliable and affordable energy supply for consumers.

Alongside the generation of up to 240MW of renewable electricity, Calderdale Energy Park presents an opportunity to bring substantial economic and employment benefits to both Calderdale and the wider region.

The Calderdale Energy Park team is committed to working with parish and town councils across the area. This Forum will play a vital part in supporting that activity, strengthening dialogue, and helping guide meaningful, ongoing engagement as the project progresses through the NSIP process.

The core aims and objectives of the Forum are to:

- Bring parish councillors together to receive updates and provide local insight on matters relevant to their communities.
- Support clarity and consistency in the information shared with councils, helping reduce confusion or misinformation.

- Offer a structured forum for regular updates and discussion on project progress, including updates on planning, construction, environmental topics, and planned engagement activity.
- Provide a dedicated channel through which councillors can raise questions, seek clarification, and formally represent the views and interests of their councils.

## Chair and Secretariat

The group will be chaired by Jon Kimber, Chair of Wadsworth Parish Council. The Chair will (in coordination with the secretariat):

- Organise and circulate meeting agendas
- Lead the forum and facilitate discussion and participation by all members
- Invite external parties to address the group on an ad hoc basis as needed
- Ensure discussions and actions are relevant and within the forum's remit
- Review and approve draft minutes
- Attend all meetings or delegate the role if unable to attend
- Manage any disputes, if required

Summary minutes will be published on the project website in draft after they have been approved by the Chair.

## Invited Parishes

The following parishes are invited to nominate two parish / town councillors to represent them on the Parish Forum:

<b>Parish / Town Council</b>	<b>Nominated Representatives</b>
Wadsworth Parish Council	Cllr Jon Kimber – Forum Chair Cllr Jenny Shepherd Cllr Jonathan Salt
Heptonstall Parish Council	Cllr Susan Slater Cllr Colin Jackson
Blackshaw Parish Council	Cllr Jake Dyter Cllr Caroline Tiler-Ansell
Hebden Royd Town Council	Cllr K Butterick Cllr N Harvey
Oxenhope Village Council	Cllr Ken Eastwood Cllr Andrew Akhurst
Erringden Parish Council	Cllr Greenwood Cllr Gibbon
Haworth & Stanbury Village Council	Cllr Trudy Mahon Cllr Zoe Stead
Keighley Town Council	Cllr Andrew Judson Cllr Peter Kates
Trawden Forest Parish Council	Cllr Adrian Foulkes Cllr Jonathan Wiggins
Laneshaw Bridge Parish Council	Cllr Paul White Cllr Amanda Meachin
Briercliffe with Extwistle Parish Council	Cllr Pippa Lishman Cllr Roger Frost
Worsthorne with Hurstwood Parish Council	Cllr Scott Cuncliffe
Denholme Town Council	Cllr Paul Golding
Colne Town Council	Cllr Andy Bell Cllr David Cockburn-Price

# Membership

The membership of the Calderdale Energy Park Parish Forum will be drawn only from parish / town councillors representing the invited councils. Parishes are invited to nominate two councillor representatives. There is no set number of members, but the upper limit is 29 councillors, plus CEP project team representation.

There is no set term of service for councillors serving on the Forum, and no requirement for a quorum.

Members will:

- Attend Forum meetings.
- Share questions, views and feedback raised within their respective parish or town council areas.
- Provide advice and highlight opportunities identified through wider community engagement.
- Support awareness of consultation and engagement activities undertaken by the project team.
- Attend engagement activities where appropriate.
- Contribute constructively to Forum discussions.

Members should acknowledge the diverse experience and perspectives of others and show respect for differing viewpoints, even where these do not align with their own.

Members who do not attend two consecutive meetings of the Forum without giving apologies will have their place withdrawn and a replacement sought from within their respective parish / town council.

Members will give their time free of charge. No expenses will be paid to any members for their participation.

# Meeting Arrangements

Meetings of the Calderdale Energy Park Parish Forum will be held at least bimonthly at a suitable local venue. The frequency and timing of meetings will be reviewed periodically with input from Forum members.

Members unable to attend in person are able to join via MS Teams but the attendance of members in person is encouraged by the Chair.

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Meetings are not open to the general public and are exclusively for nominated parish and town councillors. Subject specialists may be invited to attend specific meetings,

Meetings are generally expected to last around 90 minutes.

The Chair will invite councillors to propose agenda items prior to each meeting, and time will be allocated accordingly to allow for appropriate discussion within the meeting schedule.

Formal minutes will be prepared by the Secretariat for each meeting and will include attendance, apologies, key discussion points and agreed actions. Draft minutes will be reviewed and approved by the Chair before being circulated. Any requested amendments must be submitted to the Secretariat and will be considered and addressed at the next meeting.

Discussion topics raised within the Forum are for information and advisory purposes. The Forum is not required to reach a consensus, and differing views will be recorded where relevant. If discussions cease to progress, the Chair may move the meeting forward or bring the item to a close, setting out a suitable process or timeline for further consideration outside the meeting.

## Decision Making

The forum in its current constitution is an advisory body, not a decision-making body. All actions will be agreed by consensus and where there is any disagreement, a final position will be taken by the Chair.

## Annual Review

The Chair will lead the group in preparing an annual review of their work and activities, which will be published on the project website and be sent as part of a newsletter to the wider local community.