

## Westmill Wind Farm Co-operative Ltd.

### **Minutes of Board Meeting at Low Carbon Hub, Oxford**

**Thursday 15 March 2018 at 1900 hrs**

Present:

Directors: Eoin Lees (Chair), Mark Luntley, Martin Crane, Annette Heslop (Company Secretary), Sarah Heath, Martin Crane, Richard Lord (by phone for part of meeting)

Advisor: Mike Blanch

Absent : Stephen Andrews (advisor), Crisp Matson, Ruth Conchie, Mike Pickering

<p><b>1. Minutes and declarations of interest</b></p>	<p>Apologies noted from Annette, Stephen and Richard. Welcomed Sarah Heath as new director. Mark reminded the board of his role with E4All and Westmill Solar. Agreed the notes of the minutes of the previous as an accurate record.</p>	
<p><b>2. Matters arising not on the agenda</b></p>	<p>Repairs to site tracks - agreed that cost shared Adam 25% other 37.5% each for WWF and Westmill solar. Based on quotes obtained WWF liable to maximum of £1,700. Adam has requested that we inform all our contractors to stay on the track. Rabbit proofing of substation still outstanding EL to organise a WWF board session on longer term development options both technical and financial. ML and MP to talk further on demonstrating Co-op principal (for FCA and wider reasons). AH indicated a positive response from FCA regarding West Solent PV doing a 'sleeving' arrangement with Co-Energy to supply electricity to shareholders. <i>(Note added post meeting : 'Sleeving' is a contractual arrangement that seeks to link small generator to customers, with a Licensed electricity supplier offering the sleeving service which negotiates all the electricity supply industry's process for putting power into the network and then delivering it to customers).</i> ML – Co-Energy offering finder's fee and trail fee for up to 5 years for customers. ML to circulate paper he wrote for E4All board on sleeving. AH is ok with this being circulated. Innovate project - RL and EL to meet with them 17 April; WWF expenses to be reimbursed by Twin Wind.</p>	<p><b>EL</b>  <b>ML &amp; MP</b>  <b>ML &amp; MP</b>  <b>RL &amp; EL</b></p>
<p><b>3 Operational</b> <b>3.1 Health and Safety information</b></p>	<p>No incidents to report. MB sent round WWF's original H&amp;S policy document and reports on how this had been translated into guidance for WWF and WeSET.</p>	

	<p>MB to check whether WWF have made the correct requirement of contractor's H&amp;S policy within the current O&amp;M contract and to include in our revised H&amp;S policy.</p> <p>AH of the view a WWF director rather than MB should sign H+S policy.</p>	<p>MB</p> <p>EL</p>
<p><b>3.2 Production</b></p>	<p>Down on budget due to poor turbine output. AH said that turbine availability down to 78%.</p> <p>T4 - £30k insurance claim of which £16k will go to Jacobs for their cost. AH putting in claim for T3</p> <p><i>Note for the record on change of Board decision at December 2017 to retender for O&amp;M contract. The Board was split at the last meeting, but subsequent to the meeting, 2 members who had not been present at the meeting voiced their concerns about the decision taken. A compromise position was reached to extend Jacob's contract by 6 months to allow them to demonstrate that they could solve the performance problems of the turbines and to carry out the 10 year service which Jacobs has been planning.</i></p> <p>.</p> <p>RL (on phone) Baffled by the ongoing problems, as are Jacobs. T4 has been examined (remote review of SCADA data) by Siemens and they could not identify any problems from the data.</p> <p>Main problems with T2 and T4 are intermittent faults with electrical controls which were installed by Siemens 10 years ago. MB suggested getting Siemens involved. The Board asked MB to approach Martin Elliot re new control systems to Siemens for advice and site visit.</p> <p>EL asked about yaw drives. The failed ones include the ones that were replaced 2 years ago. Seek to get Siemens onto site prior to T1 yaw boxes being replaced to see if they have any views on the cause of failure. Might also be worth asking Siemens if removing lower speed option at low wind speeds as they did with one of the other turbines might help.</p> <p>Mike has established that there are 296 Siemens SWT-1.3-62 turbines in the UK &amp; Ireland on 24 sites. Gathering them by owner, Mike has found 12 owners (including one managed by RES for the owners) of whom RES, SSE Renewables, Scottish Power Renewables and EoN are responsible for 216 turbines; the remaining ones are more like us in having only a few turbines each.</p> <p>MB writing to other owners about exchanging information on turbine problems encountered. (RL mentioned this had been hard to gain any traction with others last time this was attempted although that request also included the idea of a common holding of spares which is</p>	<p>AH</p> <p>AH</p> <p>MB</p> <p>MB</p> <p>RL &amp; MB</p>

	<p>more complicated).</p> <p>Board needs a contingency plan for O+M contract due end 20 Sept, in case we wish to retender or Jacobs does not want to continue as the current problems are losing them money. We need to decide at least 3 months before this date if WWF is to retender. Next Board meeting is 15 May 2018.</p> <p>ML to continue seeking information from other owners of similar turbines in Europe.</p> <p>MC to ask Jacobs as to the differentiator between the turbine types and the different control systems installed.</p> <p>MB asked about the potential increase in insurance premium – EL indicated that after the last claim, the following year’s premium increased by nearly the amount of the insurance paid out in the previous year.</p>	<p>MB</p> <p>ML</p> <p>MC</p>
<p><b>4. Financial information</b></p>	<p>Assuming historic production from beginning March 2018, our profit for the year is likely to be at best £148k. Site maintenance out turn forecast to increase to £1700 to cover repairs to tracks. ROC recycle - EL thinks figure may be high, AH says £4/MWh being suggested in market.</p> <p>The new PPA was awarded to Co-op Energy who offered highest price for 2 year supply from T4 &amp; T5.</p> <p>EL indicated that service contract for E4All was under discussion and progressing smoothly.</p> <p>Loss of 5 members over winter</p>	<p>AH</p> <p>EL,RC &amp; SH</p>
<p><b>5. WWF’s communication strategy</b></p>	<p>SH presented her outline communications strategy. This included changes to increase the impact of the <b>WWF website</b> e.g.:</p> <ul style="list-style-type: none"> <li>• improve the access to the good videos on the site.</li> <li>• ‘come and visit us’ box as on solar website</li> <li>• what we’ve achieved over 10 years.</li> <li>• bit more on co-operative values etc.</li> <li>• who our members are, their values</li> <li>• suggest remove gallery and spread pictures across site.</li> <li>• schools page- suggestion from Lorraine @ E4A re Edinburgh Solar who have a teacher on the board</li> </ul> <p>MB to send email introducing SH to WeSET.</p> <p>MB said WeSET are working on educational resources. Year 6 curriculum has lots of wind related topics. WeSET developing lesson plans for teachers to use.</p>	<p>MB</p>

	<p>General agreement to make member site unlocked apart from voting, change of address, other personal details etc. which will need to remain locked</p> <p>SH to work with Lorraine at E4All to progress all the suggestions.</p> <p><b>Newsletter</b> – aim to produce regular newsletter to members and local community. Email to members and some printed copies for local distribution. (WeSET have facebook page but no regular newsletters and are renewing their webpages.)</p> <p>Who should the newsletter be sent to? eg 10:10. Action on everybody to think who would be interested in receiving the newsletter.</p> <p>.</p> <p><b>WWF 10 year celebration</b> Sarah to liaise with WeSET re 10<sup>th</sup> anniversary to be held Sat 16<sup>th</sup> June on site. Board members must attend if possible.</p> <p>First newsletter post AGM to promote 10<sup>th</sup> anniversary event.</p> <p>MB report on WeSET of planning for 10<sup>th</sup> event – cycle ride to site.</p> <p>Who to invite as special guest for 10<sup>th</sup> - suggestions?</p> <p>‘Education event’ as per last year or more ambitious?</p> <p>Offer 250 shares each to 5 local schools that named the turbines.</p> <p>Board agreed WWF to buy these shares next time shares are available.</p> <p>Board to think of ideas for schools involvement.</p> <p>In conclusion, the Board agreed that we should start with website as this can be done internally by Lorraine Bilton at E4All, so a refresh should be fairly quick and easy. The next priority would be the 10<sup>th</sup> anniversary event and ideas exchanges between Sarah and WeSET was needed. If time permits, the newsletter after the AGM would carry the new WWF style.</p> <p>The Board complimented Sarah on the development and coherence of the new communications strategy and asked AH to also thank Lorraine for her help.</p>	<p>AH</p> <p>SH</p> <p>ALL</p> <p>All</p> <p>SH</p> <p>All</p> <p>AH</p> <p>All</p> <p>SH &amp; LB</p> <p>SH &amp; MB</p> <p>AH</p>
<b>6. AGM</b>	<p>The venue, exhibitors, final programme and timings of joint AGM on 19<sup>th</sup> May 2018 were approved by the Board. If there is an enthusiastic photographer in the WWF Board attending the event, then s/he would be most welcome to capture some shots for our website news etc.</p>	<p>All</p>
<b>7. Dates of future meetings</b>	<p><b>Next board meetings</b></p> <p>6 September; 6 December</p> <p>All meetings at LCH Oxford</p>	
<b>8. AOB</b>	<p>Mike Smyth (chair E4All) to attend next WWF board meeting.</p>	

	<p>MB working to have scope to get planning extend beyond the agreed 25 year period. MB writing to local politicians to try to get WWF beyond 25 years into the neighbourhood plan. The localities around WWF have opted not to have neighbourhood plan which makes it hard to get the presumption of ok to wind included. Need to check planning docs in directors hand book to confirm when the permitted 25 year started.</p> <p>MB to write to defence Estates regarding the possibility of taller turbines in the future.</p> <p><b>Adam Twin has got outline planning for battery storage. He wants to organise a meeting in the near future with the energy storage coop he has formed and the chairs of WWF and Westmill Solar but without the battery developer.</b></p> <p>Meeting closed at 20:55.</p>	<p>MB</p> <p>MB</p> <p>MB</p> <p>EL</p>
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