



Burwell Solar Farm Community Liaison Group

Terms of Reference

1. Role of the Liaison Group

1.1 The group will be known as the Burwell Solar Farm Community Liaison Group (hereafter referred to as the CLG).

1.2 The aim of the CLG is to provide a forum for the exchange of information relating to the further development and construction of Burwell Solar Farm.

1.3 The CLG will remain active throughout the further development and construction of the project, however, the group have requested that meetings do not cease upon completion of construction and continue if required thereafter.

1.4 The CLG will operate as a forum for the exchange of information and maintenance of channels of communication between representatives of EDF Renewables (the developer and operator), the local community and their elected representatives.

1.5 Questions can be submitted by the public in advance of a CLG meeting and will be addressed at the next meeting, or at a suitable subsequent meeting (for example, where a detailed technical response is required).

2. Group Membership

2.1 Membership will be drawn from:

- EDF Renewables
- Landowners or their representatives
- Burwell Parish Council
- Reach Parish Council
- East Cambridge District Council District Councillors representing Burwell ward
- East Cambridge District Council District Councillors representing Bottisham ward
- Cambridgeshire County Council representing Burwell ward
- East Cambridge District Council Planning Officer
- Representative of the local business community
- Representative of the local voluntary sector

2.2 In the event that the nominated representative is unable to attend a CLG meeting, a substitute can attend.

2.3 From time to time, additional community group representatives or members of the public with an interest can be co-opted on as full members of the CLG.

2.4 Should any member of the CLG step down, a replacement member may be nominated and agreed with the existing membership.

2.5 At the point that construction begins on the Burwell Solar Farm, the CLG membership will also include additional representatives from:

- EDF Renewables' Tier 1 construction contractor
- Additional officers from the local authority monitoring construction activity (e.g. Highways)

3. Meeting arrangements

3.1 EDF Renewables will provide the secretariat for the meetings and the group will elect an independent chair.

3.2 The Chair is responsible for the orderly and timely running of meetings, adherence to the agenda and enforcement of the CLG's terms of reference.

3.3 An agenda will be provided in advance and CLG members will be invited to submit agenda items for each meeting.



3.4 Minutes shall be kept as a record of the meetings and these will be agreed at the following meeting.

3.5 Meetings will be arranged at suitable locations within the community.

4. EDF Renewables' Commitments

4.1 EDF Renewables will administer the meetings and meet all related costs, such as venue hire.

4.2 EDF Renewables will provide relevant, project specific speakers to answer questions relating to the development and construction of Burwell Solar Farm.

4.3 EDF Renewables shall undertake a risk assessment in advance of each meeting and take measures to mitigate against risks, including any risks relating to public health and Covid-19.

4.4 EDF Renewables will publish the approved minutes of each meeting on the Burwell Solar Farm page of the EDF Renewables website.

5. CLG Member Commitments

5.1 CLG members will make representations on behalf of the communities they represent.

5.2 CLG members will disseminate responses and outcomes of meetings back to their communities.

5.3 CLG members will work with EDF Renewables to identify key topics of interest to the local community that might be the subject of 'themed' CLG meetings or additional workshops.

6. Meeting Arrangements

6.1 The frequency of meetings will be agreed among the membership in response to the progress of development and the level of activity.

6.2 In general, the meetings are working meetings for the exchange of information, and as such external guests can join by invite-only (for the purposes of presenting or sharing expertise), and meetings will not be open to members of the public who are not official representatives (as listed in 2.1).

The first meeting of the Burwell Solar Farm Community Liaison Group took place at 1.00pm, Wednesday 29th June 2022 at Gardiner Memorial Hall, Burwell.