

Tye Lane Solar Farm Community Liaison Group

Terms of Reference

1. Role of the Liaison Group

1.1 The group will be known as the Tye Lane 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 Tye Lane Solar Farm.

1.3 The CLG will remain active throughout the further development and construction of the project.

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 UK (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 UK
- Bramford Parish Council
- Mid Suffolk District Councillor representing Bramford ward
- Mid Suffolk District Councillor representing Blakenham ward
- Mid Suffolk District Council Cabinet Member for Planning, Heritage and Enforcement
- Suffolk County Councillor representing Gipping Valley division
- Mid Suffolk District Council Planning Officer
- Mid Suffolk District Council Planning Enforcement Team
- Suffolk Police
- 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 Tye Lane Solar Farm, the CLG membership will also include additional representatives from:

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

3. Meeting arrangements

3.1 EDF Renewables UK will provide the secretariat for the meetings.

3.2 A Chair will be elected at the inaugural meeting. 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 UK's Commitments

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

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

4.3 EDF Renewables UK shall undertake a risk assessment in advance of each meeting and take measures to mitigate against risks.

4.4 EDF Renewables UK will publish the approved minutes of each meeting on the Tye Lane Solar Farm page of the EDF Renewables UK website <https://www.edf-re.uk/our-sites/Tye-Lane/>.

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 UK 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 Tye Lane Solar Farm Community Liaison Group will take place at 6.30pm, Tuesday 23 April 2024 at the Parish Room, Bramford, IP8 4AN.