

**Proposed Terms of Reference
Staveley Solar Farm
Community Liaison Group**

<p>Project Overview</p>	<p>Bluestone Energy working with TotalEnergies & Anglian Water, are proposing a solar farm south of Pilton, in Rutland. Staveley Solar Farm would have a power output of 40Mw of renewable electricity.</p> <p>If Staveley Solar Farm is granted consent, it would help to provide clean, sustainable energy to Rutland’s and the region’s water supply, contributing to local and national net zero targets.</p> <p>A formal planning application has now been submitted to Rutland County Council. Members of the public have had the opportunity to comment on the proposal on the Council’s website before a decision is made, likely to be later this year.</p> <p>Once completed, Staveley Solar Farm will be operated by TotalEnergies.</p> <p>Further information on the project can be found at www.staveley solarfarm.co.uk</p>
<p>Introduction</p>	<p>The Community Liaison Group (CLG) will bring together representatives from the community to meet with the project team at regular intervals.</p> <p>The meetings will be facilitated by representatives from Staveley Solar Farm - TotalEnergies and Anglian Water (the Secretariat) with an independently appointed chairperson.</p> <p>Meetings will continue for the life of the development, from planning to construction, should planning permission be awarded and then during the operational phase.</p> <p>This will help to establish an open dialogue with the communities who would be hosting the development.</p> <p>The Community Liaison Group will ultimately be the forum that will manage the Community Benefit Fund. The details of how this will be implemented can be found in the Community Benefit Charter – www.staveleysolarfarm.co.uk.</p>
<p>Purpose and Function</p>	<p>The aim of the CLG is to provide a forum for the exchange of information and maintenance of channels of communication between representatives of Staveley Solar Farm and the local community.</p> <p>The CLG will play a role in highlighting areas where communities require information and engagement, as well as the best methods to make this happen.</p>

	<p>This includes best practice when communicating key project updates and relevant information, advising on groups to include in consultation, and identifying any existing communications lines we can contribute to.</p> <p>It is expected that members of the CLG will effectively represent their community's interests and will accurately relay information from the meetings to their respective communities.</p> <p>During the planning and construction phase, the main aims of these meetings are to:</p> <ul style="list-style-type: none"> • Provide a forum of discussion for the duration of the development • Allow for regular sharing of information on the project's progress • Deliver key project updates to the community • Give the communities we serve regular opportunities to engage with the project, outside of consultation.
<p>Structure and Membership</p>	<p>Membership of the CLG is on an invitational basis. We will extend invitations to representatives from a cross section of the community, who may have an interest in the project's approach and delivery.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Parish Councils • Local conservation and environment groups • Local community organisations and networks, including youth groups. <p>One representative from each group is invited to attend (with the option of one nominated substitute) and all representatives are expected to represent their respective group rather than individual views.</p> <p>If more than two meetings in a row are missed, this will open a discussion on continued membership of the CLG. Representatives are expected to serve on a 3 year basis.</p> <p>The meetings will be managed by the appointed independent chair. The matter of selecting a chair will be discussed at the first meeting, which will be chaired by the Secretariat.</p> <p>The purpose and scope of the CLG will be revisited at key points during the life of Staveley Solar Farm in particular on completion of construction and during commissioning.</p>
<p>Expectations</p>	<p>To ensure the smooth running of the meeting and to make sure everyone is able to have the opportunity to provide input, we have set out some basic expectations.</p> <p>Out of respect for all those attending, we ask everyone to:</p> <ul style="list-style-type: none"> • Cooperate with the Chair's instructions on taking part in any open discussions and wait your turn to input or ask questions

	<ul style="list-style-type: none"> • Be polite to fellow members and the project team • Participate in accordance with the role for which you have been invited, instead of in a personal manner • Attend meetings regularly
<p>How the meeting will run</p>	<p>The CLG will meet at intervals agreed at the first meeting, with additional meetings held as requested by either the CLG or Staveley Solar Farm.</p> <p>Meetings will be held at various venues within the project area on a rotational basis.</p> <p>An agenda will be provided to all attendees a week in advance of the meeting.</p> <p>The Staveley project team will be responsible for the coordination of the meetings and will act as Secretariat for all meetings. This will include preparation of agendas, meeting minutes.</p> <p>The Chair will be responsible for managing discussions, fielding questions and overseeing participation in the forum. The Secretariat will provide necessary meetings in order to allow the Chair to carry out meetings effectively.</p> <p>As a minimum, each meeting will cover:</p> <ul style="list-style-type: none"> • Review of previous meeting minutes • An update on progress • Discussion • AOB <p>Minutes will be kept as a record of the meeting and will be distributed within 21 days following the meeting. Once approved these will be available on the project website (having individuals names removed.)</p>