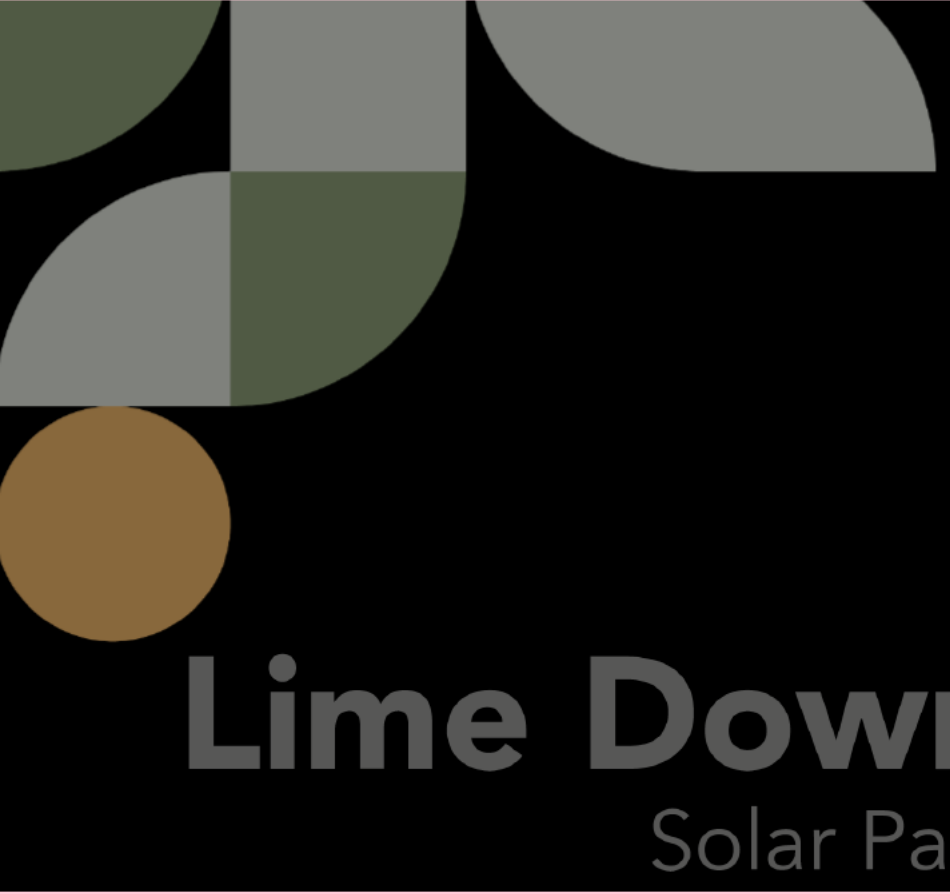




Lime Down

Solar Park



Outline Terms of Reference for the Community Liaison Group

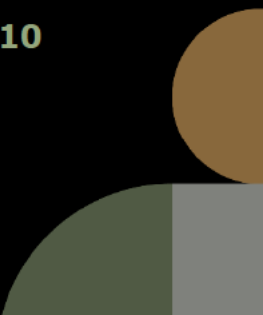
October 2026

Revision 1

Planning Inspectorate Reference: EN010168

Document Reference: EXAM/9.91

The Infrastructure Planning (Examination Procedure) Rules 2010



List of Contents

1	Outline Terms of Reference for the Community Liaison Group for Lime Down Solar Park	1
1.1	Introduction	1
1.2	Aims and objectives	2
1.3	Membership	3
1.4	Roles and responsibilities	6
1.5	Meeting arrangements	7
1.6	Handling of questions.....	8
1.7	Confidentiality	8
1.8	Advisory status.....	9
1.9	Review of Terms of Reference	9
Annex A	Extracts from made DCO for the Scheme.....	10
Annex B	Structure of the CLG and use of sub-groups	11

1 Outline Terms of Reference for the Community Liaison Group for Lime Down Solar Park

1.1 Introduction

- 1.1.1 This document sets out the Outline Terms of Reference (“ToR”) for the Community Liaison Group (“CLG”) that will serve to provide an open and structured forum for communication between the scheme undertaker (“the Undertaker”) and local community representatives during the pre-construction and construction phases of Lime Down Solar Park (“the Scheme”). In addition, the CLG will be in operation for one year following final commissioning of the Scheme, during peak replacement activities and at the decommissioning stage.
- 1.1.2 Requirement 4 ‘Community Liaison Group’ of the **Draft Development Consent Order (DCO) [REP6-005]** requires that prior to the commencement of the authorised development the Undertaker must submit to the relevant planning authority and receive approval for the ToR for a community liaison group. The final ToR will be substantially in accordance with these Outline ToR. (see **Annex A – Extract from the DCO made for the Scheme**).
- 1.1.3 In summary the DCO requires that:
- a. The ToR must be approved by the relevant planning authority in accordance with Requirement 4 of the **Draft DCO [REP6-005]**.
 - b. The CLG must be formed and operate in accordance with the ToR approved by the relevant planning authority with the purpose of facilitating liaison between the local communities and relevant organisations throughout the pre-construction and construction period, and for those phases where the CLG is reinstated during peak replacement activities and at decommissioning.
 - c. The CLG is administered by the Undertaker and will continue to meet for one year following final commissioning of the Scheme, unless otherwise agreed.
- 1.1.4 To ensure that the CLG is able to engage in design related matters, the CLG must be established prior to the submission of details for approval pursuant to Requirement 5 of the DCO.
- 1.1.5 To ensure effective and proportionate engagement, the CLG may also be supported by sub-groups focused on local areas, such as the Solar PV sites and the Cable Route Corridor. These sub-groups will be governed by the same ToR and will report into the over-arching CLG (see **Annex 2 – Structure of the CLG and use of sub-groups**).

- 1.1.6 The CLG will operate in accordance with requirements set out in the made Order for the Scheme.

1.2 Aims and objectives

- 1.2.1 The aim of the CLG is to provide a clear and constructive forum for exchange of information and engagement related to the construction, operation and decommissioning of Lime Down Solar Park.

- 1.2.2 The objectives of the CLG are to:

- a. Enable transparent, timely communication and engagement on construction activities, design, programme, phasing, traffic management, environmental management and mitigation for the Scheme.
- b. Provide an effective channel for community questions, concerns and feedback, ensuring these are directed to the appropriate Scheme team members or representative for consideration. The Undertaker will respond as required, as soon as practicable, whether within CLG meetings or outside them.
- c. Support early identification of issues and collaborative problem-solving.
- d. Maintain positive and constructive relationships with local communities and stakeholders throughout delivery of the Scheme.

- 1.2.3 To fulfil these objectives the CLG will:

- a. Facilitate regular dialogue between the Undertaker, representatives for local communities and key stakeholders on pre-construction and construction progress individually and collectively.
- b. Review the relevant sections of the Stakeholder Communications Plan¹ prepared in consultation with the CLG by the Undertaker.
- c. Review and discuss matters relating to environmental management, traffic and access, farming, equine, business and other community impacts, including community wellbeing, and corresponding mitigation, and other matters identified in the DCO and its management plans / control documents.
- d. Promote transparency by allowing public questions to be submitted in advance for discussion.
- e. Provide regular updates relating to the construction process and related timelines and agree timescales for providing additional technical information where required.

¹ As required by the Outline Construction Environmental Management Plan.

- f. Identify emerging issues early and work together on appropriate responses.
 - g. Maintain an action log recording a summary of any concerns, requests or feedback provided by the CLG, the Undertaker's response and any monitoring activities required, and make the action log available to the relevant Planning Authority on request.
 - h. Support themed meetings on key topics (e.g. design, transport, ecology, equine, construction phasing) where beneficial.
- 1.2.4 The CLG will remain active from pre-construction mobilisation through to one year following final commissioning of the Scheme, during peak replacement activities and at the decommissioning stage.

1.3 Membership

Membership composition

- 1.3.1 The CLG will include representation from the Undertaker for the Scheme, including the Community Liaison Manager, to whom any comments, concerns or complaints about the construction of the Scheme can be raised, either directly by members of the public, or via elected representatives on parish or town councils, councillors, and Members of Parliament.
- 1.3.2 The Undertaker will appoint an independent equestrian expert to undertake regular engagement and act as a key point of contact with equestrian receptors throughout the stages the CLG is in operation.
- 1.3.3 In addition, wider membership of the CLG is expected to include (but is not limited to) representatives drawn from the following categories, by nomination and subject to availability. A list of persons that will be invited to join the CLG will be annexed to the final ToR:
 - a. Relevant elected representatives as determined appropriate by host local authorities (or any successor authorities following local government reorganisation):
 - i. Wiltshire Council
 - ii. South Gloucestershire Council
 - b. Representatives from those parishes within or adjacent to the Order Limits for the Scheme and, where relevant, parish/town councils or equivalent community representatives in areas affected by construction, peak replacement or decommissioning related activity whether through the CLG or relevant sub-groups.

- c. Emergency services and statutory agencies as identified in the DCO (e.g. Fire & Rescue, Ambulance, National Highways) and other relevant authorities where appropriate.
- d. Representatives from local businesses in areas affected by construction related activities including but not limited to equine businesses and hospitality businesses.
- e. Co-opted members from relevant community organisations and special interest groups where appropriate, including those identified on an ongoing basis in response to emerging issues or topics, such as representatives of local cycling and walking groups.
- f. A representative from the contractor when construction works commence.

Representation

- 1.3.4 Participating organisations may nominate a named representative and, where possible, a deputy to support continuity of attendance.
- 1.3.5 Where a representative steps down or is unable to continue participating, a replacement may be nominated and agreed with the existing membership.
- 1.3.6 Membership will remain flexible and may be reviewed periodically (and at least annually) and updated by agreement of the Chair to reflect project needs and stakeholder interest.
- 1.3.7 Meetings are working forums for the exchange of information and engagement. Attendance is by invitation of the Chair, and additional participants may be invited to attend for specific items. For example, to present or share relevant information and/or experience.
- 1.3.8 Meetings are not public meetings and are intended for nominated or invited participants only.
- 1.3.9 Participation in the CLG does not create an obligation to attend all meetings. Where a named representative or deputy is unable to attend a meeting of the CLG, the participating organisation may arrange for a substitute to attend instead.

Member responsibilities

- 1.3.10 To support effective, respectful and constructive dialogue, the CLG will agree a Code of Conduct governing attendance, participation and behaviour at meetings. This Code of Conduct will be developed and agreed collectively by CLG members and will apply to all representatives equally.

- 1.3.11 All members are expected to:
- a. Share issues, questions and feedback from their communities or organisations relating to the aims and objectives of the CLG.
 - b. Disseminate CLG updates and outcomes back to their communities, and provide signposting to other organisations, such as mental health providers, if required.
 - c. Act constructively, respectfully and in the spirit of collaboration.
- 1.3.12 Help identify topics of interest that may be the subject of ‘themed’ CLG meetings or additional topic specific meetings.
- d. Avoid raising confidential matters or items outside the scope of the CLG.
 - e. Participate in meetings in accordance with the agreed CLG Code of Conduct
 - f. Engage in discussions professionally, respectfully and in good faith, recognising the role of the CLG as a collaborative and non-decision-making forum.
 - g. Acknowledge that persistent or serious failure to adhere to the agreed Code of Conduct may result in review of that organisations or individual’s membership of the CLG.

Undertaker commitments

- 1.3.13 The Undertaker will:
- a. Secure and facilitate an Independent Chairperson for the CLG throughout its operation.
 - b. Administer the CLG and ensure Secretariat support is provided.
 - c. Provide speakers and technical specialists as required.
- 1.3.14 Provide an overview of the post consent process to members of the CLG, once established, to assist understanding
- 1.3.15 Cover reasonable venue and accessibility costs and the costs of the Chair and Secretariat.
- 1.3.16 Undertake necessary meeting related risk assessments.
- 1.3.17 Use reasonable endeavours to provide timely and accurate information and updates, subject to legal, commercial confidentiality and regulatory constraints.
- 1.3.18 Shall be responsible for its own costs associated with participation in the CLG.

1.4 Roles and responsibilities

Chair

- 1.4.1 Independently chaired and facilitated by the Undertaker.
- 1.4.2 Operates in accordance with the Code of Conduct (as agreed collectively by CLG members), ensuring that the Chair acts impartially and independently.
- 1.4.3 Ensures transparent, orderly and timely meetings, adherence to the agenda and enforcement of the CLG Terms of Reference.
- 1.4.4 The Chair shall be appointed in consultation with the host local authorities and by agreement of the Undertaker. The Chair may be removed or replaced by agreement of the Undertaker, provided that notification of that change is communicated promptly to the CLG.

Secretariat

- a. Secretariat support will be provided by an individual appointed by the Undertaker.
- b. Responsible for meeting organisation, agenda preparation, draft and circulation of minutes.
- c. Coordinates follow-up actions and supporting documents.
- d. Liaises with the Chair and the Undertaker on notifications and exchange of information as required.
- e. The identity of the Secretariat provider may be reviewed or changed by agreement of the Undertaker, without requiring amendment to these Terms of Reference, provided that notification of that change is communicated promptly to the CLG.

Undertaker

- a. Provide updates on progress, construction schedules, phasing, and environmental management.
- b. Respond to questions and concerns raised by the CLG.
- c. Consider feedback received from the CLG in relation to its working practices, programme or commitments.
- d. Maintain the action log which captures a summary of any concerns, requests or feedback provided by the CLG, the Undertaker's response and any monitoring activities required, for review at the CLG meetings.

- e. Provide signposting to relevant wellbeing services and resources.

Local Authorities

- a. Provide planning and regulatory insight within their statutory roles and responsibilities.
- b. Communicate community concerns and local context to the CLG.
- c. Report back to their respective authorities and stakeholders.

Parish Councils / Meetings

- a. Communicate community concerns, local knowledge and context to the CLG.
- b. Provide feedback on the local effects of construction, peak replacement and decommissioning activity and emerging issues.
- c. Support two-way communication between the CLG and local communities.
- d. Report back to their respective communities.

Other stakeholders and interested parties

- a. Contribute relevant expertise, local knowledge and insight, or feedback aligned with their interests.

1.5 Meeting arrangements

Frequency and format

- a. Meetings will be held at least every two months, with additional meetings convened as required, subject to agreement by the CLG membership, to reflect the progress of the Scheme and level of activity.
- b. Meetings will take place at accessible community venues, with provision for online or hybrid attendance where appropriate.
- c. Meetings will typically be scheduled on weekday evenings to support accessibility for CLG members, unless otherwise agreed by the membership.
- d. Members are expected to commit to regular attendance and active participation in meetings, recognising the CLG as a key forum for engagement, with deputies attending where necessary.

Agenda and papers

- a. Members will be invited to submit agenda items for each meeting.
- b. Agendas and any supporting papers will be circulated at least one week in advance together with draft minutes of the previous meeting (where applicable).

Minutes and records

- a. Minutes will be drafted by the Secretariat, reviewed by the Chair and formally agreed at the next meeting.

1.5.1 Where appropriate and subject to commercial sensitivity, minutes may be published on the Scheme website. A process for redacting commercially sensitive information (where appropriate) will be included in the final ToR.

1.5.2 Prior to the first anniversary of the date of final commissioning of the Scheme, the CLG will discuss and agree whether it is appropriate and proportionate for the CLG to continue in operation in order to facilitate positive and constructive relationships with local communities and stakeholders for a further period of 12 months from the first anniversary of the date of final commissioning of the Scheme.

1.6 Handling of questions

1.6.1 Members of the public may submit questions via the CLG email address in advance of meetings.

1.6.2 Questions will be considered at the discretion of the Chair acting reasonably and in consultation with the Undertaker. Where appropriate and reasonably practicable, the Undertaker will provide a written response to the CLG within an agreed timeframe.

1.6.3 If technical or detailed responses are required, the Undertaker will provide a written update to the CLG within an agreed timeframe.

1.6.4 Where there are differing views or unresolved issues, the CLG will seek to address these through constructive discussion. Where appropriate, matters may be followed up outside of meetings or escalated with the Undertaker for further consideration and response. The escalation process will be set out in the final ToR.

1.7 Confidentiality

1.7.1 Members must respect confidentiality where information is commercially sensitive, security related, or otherwise restricted.

1.8 Advisory status

- 1.8.1 The CLG is a non-decision-making body. It does not replace regulatory processes or the statutory functions of planning authorities but acts as a transparent forum for communication, engagement and cooperation.
- 1.8.2 The CLG does not direct or manage Scheme communications or engagement activities, which remain the responsibility of the Undertaker.
- 1.8.3 For the avoidance of doubt, the CLG has no authority to bind or require the Undertaker to take or refrain from taking any action. The Undertaker will consider feedback received from the CLG, however, participation in the CLG does not give rise to any legal obligation or commitment on the part of the Undertaker and does not give rise to any duty of care to any third party.

1.9 Review of Terms of Reference

- 1.9.1 These Terms of Reference will be reviewed annually, or as required during the phases that the CLG is active, to ensure they remain aligned with the Scheme and the needs of the CLG.

Annex A Extracts from made DCO for the Scheme

Annex B Structure of the CLG and use of sub-groups

To ensure engagement remains proportionate, relevant and reflective of both the geographic spread and differing construction activities and programmes, the CLG may operate through a combination of full-group sessions and more focused sub-groups. All sub-groups will be established under the authority of the CLG and operate in accordance with the overarching ToR.

Over-arching CLG

The CLG acts as the primary forum for strategic communication for Lime Down Solar Park. Its purpose is to provide coordinated updates, support consistent engagement with local authorities, statutory bodies, parish councils and community organisations and provide a forum for the community to provide feedback to the Undertaker.

Scheme specific sub-groups

The Undertaker may convene Scheme-specific sub-groups. These sub-groups allow for detailed discussions on localised matters such as construction sequencing, parish or ward specific impacts, traffic management, land access, environmental mitigation or other topics, as relevant. Examples include:

- a. Cable route corridor sub-group for communities impacted by construction of the cable route.
- b. Local area sub-groups for parishes, wards or divisions.
- c. Topic-focused sub-groups, e.g. transport, construction phasing.
- d. Innovation Forum to discuss general technological advancements in solar PV and energy storage that may be applicable to Scheme peak replacement activities and decommissioning activities.

Temporal sub-groups (phase based)

To reflect the construction programmes, the Undertaker may convene phase-specific sub-groups. For example, pre-construction, design, active construction, post-construction. These groups will be activated only when relevant and help ensure that discussion remains timely and aligned with live activities.

Governance and reporting

All sub-groups are accountable to the CLG and will:

- a. Operate under the same ToR.
- b. Be chaired or facilitated by the Chair, Undertaker or Secretariat.
- c. Report key actions, issues and outcomes back to the full CLG.

- d. Meet only as required by programme progress or community need.
- e. Not make decisions or commitments on behalf of the Undertaker and shall operate for discussion, information-sharing and engagement purposes only.

Membership

Membership of sub-groups will be drawn from the full CLG membership but limited to those organisations, parishes or stakeholders directly relevant to the subject matter. Membership will be agreed with the Secretariat and Chair.

Review and adjustment

The structure and use of sub-groups will be reviewed periodically to ensure proportionality, efficiency and alignment with Scheme delivery and community requirements.