

September 2020

Bradwell B Community Forum

Terms of Reference



Bradwell Power Generation Company Limited (“**Bradwell B**”) is seeking to build a new nuclear power station, comprising two UK HPR1000 nuclear reactors, at Bradwell-on-Sea in Essex, together with associated development in the area (the “**Bradwell B Project**”).

1. Background and Purpose

- 1.1. The Bradwell B Community Forum (the “**Community Forum**”) is intended to provide a mechanism for ongoing dialogue and discussion about the development of the Project with local communities with an interest in the development of Bradwell B. The Community Forum will be used as a vehicle to share and receive information throughout the planning and construction phases and operation of the new nuclear power station.
- 1.2. The Community Forum is being established in addition to the stakeholder engagement activities being undertaken as part of the Project planning process (such as the stage one public consultation).
- 1.3. Community forums are a well-established means of sharing information with members of the community which allow for effective communication with specific stakeholders. These stakeholders are then able to disseminate the information discussed in the Community Forum to the communities that they represent. Stakeholders will also be able to collect questions from the community members that they represent and present them to the Community Forum.
- 1.4. The Community Forum will be managed and attended by Bradwell B personnel. Membership of the Forum will include, but not be limited to, representatives from local councils (county, district/city/borough and parish/town), local businesses, community organisations, public service organisations, and special interest groups.

Attendees from Bradwell B will include senior representatives, members of the communications team and technical experts (as required) who will present relevant information on the proposed development and respond to questions through the Chair.

2. Aims and Terms of Reference

- 2.1. The Community Forum shall:
 - a. update Forum Members (as defined below) on relevant Project issues;
 - b. enable Forum Members to ask questions and raise issues of concern to Bradwell B personnel;
 - c. help inform Bradwell B of key issues affecting the local community and find ways to minimise the impact and maximise the benefit of the Project to those living and working in the area; and

- d. act as a further communications channel to provide information and minimise misinformation.
 - e. lay the foundations for good community relations in preparation for Bradwell B entering the construction and operational phases.
- 2.2. Consideration of the principle of building a new nuclear power station is outside the scope of the Community Forum.

3. Membership

- 3.1. The initial list of invitees has been selected to balance the need to have Forum Members who cover a wide geographical and experiential range, but also to allow meetings to be focused and productive to encourage views to be openly and freely shared. The membership of the committee will be reviewed by the Chair on an ongoing basis.
- 3.2. To become a member of the Community Forum, individuals must be a member of a **“Qualifying Organisation”**. A Qualifying Organisation is an organisation which meets the following criteria:
- a. they:
 - i. are elected representatives of a geographical area which is in close proximity to Bradwell B or may be affected by the Bradwell B proposals;
 - ii. represent a community organisation which has over 20 members and is significantly interested in Bradwell B due the organisation’s geographical proximity to Bradwell B, or due to the nature of the organisation’s professional interest; or
 - iii. are statutory consultee organisation, such as the prescribed Statutory Environmental Bodies under the 2008 Planning Act, for the Bradwell B project.
- 3.3. An initial list of Qualifying Organisations can be found at appendix 1. These consist of:
- a. local councils (county, district/city/borough and parish/town);
 - b. local businesses;
 - c. community organisations;
 - d. public service organisations; and
 - e. special interest groups.
- 3.4. Each Qualifying Organisation has been allocated a place on the Community Forum, a list of which can be found at Appendix 1. Each Qualifying Organisation shall be informed of its allocation of Community Forum Members prior to the first meeting and asked to provide the Community Forum with the name(s) of their nominated representative(s) (the **“Forum Member(s)”**).
- 3.5. In addition to inviting the relevant elected ward or division councillor from Maldon District Council and Essex County Council, the administrations of these local authorities will be invited to nominate a relevant ‘lead’ on Bradwell B to also attend the Community Forum.
- 3.6. Organisations who are not listed in Appendix 1 but who wish to be considered a Qualifying Organisation to join the Forum should submit the following to the Chair for consideration:
- a. evidence that they meet the **“Qualifying Organisation”** criteria outlined in paragraph 3.2 above; and
 - b. a short statement outlining why their organisation should be represented at the Community Forum, including the impact that the Bradwell B project has on their organisation.

- 3.7. Qualifying Organisations will be reviewed on a monthly basis and shall be at the discretion of the Chair.
- 3.8. Maldon District Council and Essex County Council officers will be provided observer status.
- 3.9. In the event that a Member cannot attend a Community Forum meeting, a substitute from the Member's relevant Qualifying Organisation may be permitted to attend in their place at the discretion of the Chair and attempts must be made to notify the Chair of such changes at least one day before the relevant event. Forum Members will not extend the meeting invitations to any persons who have not been formally invited to attend the event, unless asked to do so by the Chair.

4. Chair and Secretary

- 4.1. An independent Chair (appropriately qualified and satisfying the independence criteria set out in the UK Corporate Governance Code) shall be appointed by Bradwell B to oversee the business of the Community Forum and to chair the meetings (the "Chair"). The Chair will be entitled to charge for services and recover expenses incurred, at rates agreed with Bradwell B.
- 4.2. The Chair has been selected by Bradwell B, using the following criteria:
 - a. independent endorsement by Planning Aid; and
 - b. confirmation that they had no conflicts of interest and
 - c. possesses the relevant skills and experience to fulfil such a role.
- 4.3. Secretarial support will be provided for the Community Forum by, Built Environment Communications Group (BECG), which a consultant company to Bradwell B (the "Secretary"). The Secretary will be responsible for a number of obligations including, but not limited to, event management and issuing meeting notes and additional relevant material on behalf of the Chair.

5. Meetings

- 5.1. Meetings will be held quarterly, but will also be flexible depending on key Bradwell B events (for example, government announcements, elections and public consultations), and this could include adding additional meetings as and when the need arises.
- 5.2. Once the first Community Forum has been set up, Forum Members will be emailed the details of the next Community Forum meeting not less than one month in advance.
- 5.3. Following the meeting invitation, Forum Members will be invited to submit requests for agenda items to the Chair. Standing items will comprise (i) apologies, (ii) approval of the note of previous meetings; and (iii) review of actions.
- 5.4. Other agenda items will be selected by the Chair mindful of the allotted time. Any item not able to be dealt with due to time could be added to a forward programme of issues to cover at a future meeting, as proposed by the Chair and agreed with Bradwell B.
- 5.5. An agenda for each Community Forum meeting will be circulated 5 business days prior to the relevant Community Forum meeting.
- 5.6. Due to the ongoing Covid-19 pandemic, Community Forum meetings will initially be held via Webinar. A link to the Webinar will be provided to Forum Members with the agenda, 5 business days prior to the meeting.
- 5.7. As restrictions imposed due to the Covid-19 pandemic change, it is hoped that the Community Forum will move to conducting face-to-face meetings locally, though provision shall always be

made to enable remote attendance. In decision relating to the scheduling and logistics of Community Forum meetings, UK Government guidelines in relation to the pandemic, including measures on social distancing, will always be adhered to.

- 5.8. Forum Members agree that the Forum is intended to be conducted openly and transparently, to provide an equitable space for discussion, and as such contributions should be made with courtesy and respect. Forum Members agree to accept the direction of the Chair, whose role it is to enable input from all members, to ensure all voices are heard.
- 5.9. In respect of meetings held remotely via webinar, if the Chair believes that a member's actions are hindering reasonable discussion or are otherwise contrary to the objectives of the Forum then they will ask the member to discontinue. Ultimately, the Chair will have the responsibility to *mute* a member should they disrupt the Forum.
- 5.10. Forum Members will not film or record proceedings, without the express permission of the Chair.

6. Communications

- 6.1. The Secretary shall take notes of each Community Forum meeting. A draft set of notes from each meeting shall be circulated to Forum Members via email for approval at the next meeting. The approved note will be placed on the Bradwell B website (<https://bradwellb.co.uk/>).
- 6.2. Actions arising from each meeting shall be recorded in the relevant meeting notes and an update on each action shall be provided at the beginning of the next Community Forum meeting.
- 6.3. In between Community Forum meetings, Bradwell B may provide updates to Forum Members via email.
- 6.4. A Community Forum section shall be created on the Bradwell B website. This section shall contain details of the outputs of the Community Forum for the general public, including the approved meeting notes. The website will also hold details of the organisations and elected representatives which are Community Forum Members.
- 6.5. Publicly published meeting notes and agenda items will only refer to organisational position of representatives, in line with GDPR regulations.

Appendix A

Initial membership of the Community Forum

A single representative from each of the below groups is suggested.

Type of organisation	Organisation name
Parish council	Bradwell-on-Sea Parish Council
Parish council	Tillingham Parish Council
Parish council	Asheldham and Dengie Parish Council
Parish council	Southminster Town Council
Parish council	Burnham-on-Crouch Town Council
Parish council	St Lawrence Parish Council
Parish council	Steeple Parish Council
Parish council	Mayland Parish Council
Parish council	Althorne Parish Council
Parish council	Latchingdon Parish Council
Parish council	Mundon Parish Council
Parish council	Maldon Town Council
Parish council	Hazeleigh Parish Council
Parish council	Stow Maries Parish Council
Parish council	Woodham Mortimer Parish Council
Parish council	Danbury Parish Council
Parish council	Sandon Parish Council
Parish council	Great Baddow Parish Council
Parish council	South Woodham Ferrers Town Council
Parish council	Rettendon Parish Council
Parish council	North Fambridge Parish Council
Parish council	Heybridge Parish Council
Parish council	Tollesbury Parish Council
Parish council	West Mersea Parish Council
Parish council	East Mersea Parish Council
Parish council	Brightlingsea Town Council
Parish council	St Osyth Parish Council
Parish council	Purleigh Parish Council
Parish council	Woodham Ferrers and Bicknacre Parish Council
Parish council	East Haningfield Parish Council
Parish council	Cold Norton Parish Council
Parish council	Tolleshunt D'Arcy Parish Council
Parish council	Goldhanger Parish Council
Special Interest Group	Blackwater Against New Nuclear Group
Special Interest Group	Bradwell BAN
Community group	Maldon District Community Voluntary Service
Community group	Othona Community
Local group	Bradwell Marina
Local group	Tollesbury and Mersea Native Oyster Fishery Company

Education group	Federation of Essex Colleges
Education group	Dengie Schools' Partnership
Local authority	Cllr Richard Dewick (MDC, Ward member)
Local authority	Cllr Ron Pratt (ECC, Division member)
Local authority	Representative from Maldon District Council Working Group on Bradwell B
Local authority	Essex County Council administration-nominated lead on Bradwell B
Local authority	Representative from Chelmsford (neighbouring authority)
Local authority	Representative from Rochford (neighbouring authority)
Local authority	Representative from Braintree (neighbouring authority)
Local authority	Representative from Colchester (neighbouring authority)
Local authority	Representative from Tendring (effectively neighbouring authority)
Member of Parliament	John Whittingdale OBE MP (Maldon)
Member of Parliament	Sir Bernard Jenkin MP (Harwich and North Essex)
Business group	Essex Chambers of Commerce
Business group	Essex Federation of Small Businesses
Business group	South East LEP
Business group	Haven Gateway Partnership (north Essex focussed)
Business group	North Essex Energy Group
Business group	Sense of Space
Statutory body	Office for Nuclear Regulation
Statutory body	Environment Agency
Statutory body	Natural England
Statutory body	Highways England (and/or ECC Highways Authority)
Statutory body	National Grid
Statutory body	Marine Management Organisation
Statutory body	Essex Police, Fire & Crime Commissioner
Statutory body	Mid and South Essex NHS Foundation Trust
Statutory body	Network Rail