

Terms of Reference for Sopley Parish Council Working Group/Advisory Committee with reference to the following planning application (29th May 2024).



Planning reference:	24/10380
Address:	LAND SOUTH OF, DERRITT LANE, SOPLEY BH23 8AT
Proposal:	Variation of conditions 2, 26 and 37 of application 21/11097 to allow amended layout and drainage plans in regard to the incorporation of a package treatment plan and associated infrastructure
Consultee Deadline:	6 th June 2024 currently.

Purpose of the Working Group

The Working Party is an advisory group of council members and members of the public to research and advise the council on the most appropriate response to the proposed above application using local expert knowledge.

Terms of Reference

The working group will consist of 3 council members, 3 local experts in the field determined by the parish council. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.

The working group may invite 3 members of the public to join the efforts of the group and to attend meetings in an advisory capacity or with voting rights.

At the first meeting of the working group, members shall:

Review these terms of reference for approval by the council.

Appoint a council member as Lead Member (Cllr Jason Partridge) who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to Sopley Parish council.

In line with the purpose set by the *committee*, the remit of the working group is to:

- i. Explore all details appertaining to the above Planning Amendment, the adequacy of the scheme itself, its impact on the immediate environment, its impact upon the Clockhouse Stream throughout its course. Investigate and compare with the original sewage disposal arrangements.
 - ii. Compile a Report to be offered to the full council for comment before being sent to NFDC Planning
1. The working group does not have any delegated powers to make decisions for or on behalf of Sopley Parish Council and must not exceed its purpose or remit without the council's permission.
 2. The working group will report to the Council after each Committee meeting by email to the Clerk and should provide reports to Sopley Parish Council at the next available scheduled Parish Council meeting (unless required before that meeting) for the Council to make any decisions.
 3. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.
 4. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
 5. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council.

Reviewed and adopted: 29th May 2024

Signed: *Jason Partridge* (Working committee Lead member).

Name: Dr Jason Partridge