
Spratton Parish Council

Terms of Reference – Working Group on the Draft Local Plan

1. Purpose

The Working Group is established to consider the implications of the emerging Local Plan for Spratton and to make recommendations to the Council.

2. Functions

The Working Group shall:

- a) Review and assess the impact of the draft Local Plan on Spratton
 - b) Monitor relevant consultations, policy developments, and planning activity
 - c) Prepare and submit draft responses or representations for approval by the Council
 - d) Consider the desirability, feasibility, costs, and timing of reviewing or renewing the Neighbourhood Plan
 - e) Seek professional or technical advice where appropriate
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3. Status

The Working Group is advisory only and has no delegated decision-making powers. All recommendations shall be referred to the Council for consideration and approval.

4. Finance

- a) The Working Group may recommend expenditure to the Council
 - b) The Council may allocate a budget for the purposes of this Working Group
 - c) All expenditure shall be authorised and incurred in accordance with the Council's Financial Regulations and Standing Orders
 - d) No member of the Working Group may independently incur expenditure on behalf of the Council
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5. Membership

- a) The Working Group shall comprise up to 7 members, including at least 4 councillors and up to 3 village residents

- b) Members shall be appointed by the Council
 - c) A Chair shall be appointed by the Working Group from among its councillor members
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6. Interests

- a) Members must declare any disclosable pecuniary or other interests in accordance with the Council's Code of Conduct
 - b) Where a conflict of interest arises, the member shall withdraw from discussion of the relevant item unless permitted otherwise in accordance with the Code
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7. Meetings

- a) Meetings shall be held as required
 - b) The Working Group is not subject to the statutory requirements for committees; however, it shall operate in an open and transparent manner where practicable
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8. Reporting

- a) Summary notes of meetings shall be kept
 - b) The Working Group shall report regularly to the Council and make recommendations at duly constituted Council meetings
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9. Duration

The working group shall conclude upon adoption of the Local Plan.
