Stockton Heath Parish Council Local Plan Response Group

These terms are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were adopted by the full parish council at its meeting on 13 June 2032 (23/029.8)

These Terms of Reference will be reviewed annually, if the work of the group has not ceased.

1. Objective

1. The Stockton Heath Parish Council Local Plan Response Group is convened as a Task and Finish group to review Warrington Borough Council's Local Plan and make recommendations to the full council on a response by Stockton Heath Parish Council to the plan.

2. Members of the group

2.1 The Group shall comprise of Parish Council members nominated at the Annual Meeting of the Parish Council held in May, and may include such outside experts as the Committee see fit to invite.

2.2 The quorum of the group shall be three members.

3. Conduct of Meetings

3.1 All meetings of the group will be held in accordance with the standing orders, financial regulations and other such policies as exist of the Parish Council.

3.2 The group may meet physically, through an online platform or communicate by email, as often as is necessary in the pursuance of the objectives. No notice of the meeting is required to be given to the public ; however, the Group may advertise their meeting times publicly if desired .

4. Responsibilities and areas of operation

4.1 To liaise with Warrington Borough Council during the consultation period, keeping all documentation released under review.

4.2 For nominated members to attend WBC consultation events.

4.3 To provide reports to full council during the duration of the process.

4.4 To liaise with other parish councils and community groups as appropriate.

4.5 To make recommendations to full council on the need for any expert reports, including the recommendation of the source of those reports and the financial costs involved.

5. Documentation

5.1 As a task and finish group, agendas and minutes will not be necessary, but all notes taken should be made available to the Clerk, who will maintain such records until the conclusion of the group's work, or until such time as the group no longer require the information to be held.

6. Responses

6.1 All correspondence should be conducted through the Clerk where possible.