

Dickens Heath Parish Council

Planning Advisory Group

Terms of Reference

Purpose

This working group has been created to monitor and investigate Sites BL1 (north and south), BL2 and BL3. The Working Group will be led by Councillors, including key officers tasked with providing information and could include members of the public.

This Working Group has no statutory role and has no formal decision-making powers. It makes recommendations to the Full Council.

Membership of Committee

- a) A minimum of three Councillors, any Councillor is entitled to be a member.
- b) The quorum for Working Group meetings shall be at least two Councillors.
- c) The Working Group may appoint its own Chairman.
- d) Community representatives, subject to the Working Group's view that their input adds value. Non-Councillors do not have voting rights on any financial matter.
- e) The Chairman and Vice Chairman of the Council are ex officio members.

Frequency of Meetings

As and when required.

Scope of Working Party

1. Work in partnership with residents and community to organise meetings of the Planning Advisory Group.
2. Prepare an event plan for approval by the Full Parish Council.
3. Prepare a budget, seek external funding and report back to the Full Parish Council.
4. Prepare event branding for agreement by the Full Parish Council.
5. Secure sufficient voluntary and community support to run the event in a co-ordinated and safe manner.

In delivering these objectives, the Working Group shall have authority to:

- a) Liaise with third party organisations.
- b) Request and review data from contractors, businesses, and principal authorities.
- c) Through the Clerk, seek professional advice.
- d) Promote the event to the community once event funding is secured.
- e) Make applications for grant funding and receive donations, on behalf of DHPC.

Full Council retains overall responsibility:

1. The Working Group must provide regular progress reports to the Full Parish Council.
2. The Working Group does not have authority to agree or sign any contracts or deeds.
3. The Working Group does not have delegated financial authority; however, the Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
4. The Working Group must acknowledge DHPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
5. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
6. Data Protection – the Working Group's work must comply with the Data Protection Act and GDPR. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.