

TERMS OF REFERENCE: MELBOURN FUTURES WORKING PARTY

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Melbourn Futures Working Party

1. Membership and Controls

- 1.1 The Working Party will consist of a minimum of 3 Parish Councillors, the 2 District Councillors and County Councillor (if they wish to serve) and up to 5 members of the public.
- 1.2 Non-Parish Councillor members will have voting rights.
- 1.3 The Clerk will advertise as needed for members of the public to join the Working Party.
- 1.4 The Working Party will elect a chair and vice chair from among its members.. In the absence of the chair or vice chair at a meeting, the WP will elect any member to act as chair for that meeting.
- 1.5 The Working Party will need a minimum of 3 Councillor members (Parish, District or County) in attendance to be quorate, and in such circumstances, at least 3 must have voting rights.
- 1.6 The Working Party will meet as required.
- 1.7 The Working Party may invite non-members to attend meetings.
- 1.8 The Council may dissolve the WP in favour of an alternative organisational structure following an assessment of effectiveness at the Annual Parish Council Meeting.
- 1.9 The Council will formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.

2. Reporting

- 2.1 Notes will be made available to the Council and published on the Parish Council's website.
- 2.2 An annual summary report shall be given to the Annual Parish Meeting covering the previous year's activities.

3. Terms of Reference

- 3.1 To prepare a draft contribution on the review of the Local Plan to be carried out by South Cambridgeshire District Council (SCDC) to be presented to the Parish Council or its Planning Committee.
- 3.2 To identify the information needed to assess the suitability of any **significant** future planning applications, and establish how to collect that information.
- 3.3 To consult, on behalf of the Parish Council, developers and SCDC to seek to achieve the best outcomes for the Parish.
- 3.4 To undertake, where necessary, negotiations with infrastructure providers and statutory bodies.
- 3.5 To monitor conditions included in any significant planning approval. The WP may, depending on circumstances and issues, sub delegate to other groups for specific purposes.
- 3.6 To develop strategies to facilitate the integration of residents of the significant new residential developments and oversee their implementation once the Parish Council has agreed the strategies.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 24 June 2019

Review Policy: Every 12 months