

TERMS OF REFERENCE FOR WICKHAM BISHOPS PARISH COUNCIL'S  
LAND REAR OF 9 CHURCH ROAD WORKING GROUP

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**1. PURPOSE AND REMIT OF THE WORKING GROUP**

- 1.1. *To protect the character of the local surroundings, its landscape, the community and its safety, including wildlife and biodiversity.*
- 1.2. *To identify individuals, groups or bodies that may be able to assist in the above and submit these to the Council for consideration and agreement of next steps.*
- 1.3. *To research and make recommendations to the Parish Council on a suitable crowd funding platform to raise funds to pay for professional guidance or representation.*
- 1.4. *To review previous studies/reports to ascertain if they could be brought forward for further consideration or implementation.*

**2. AUTHORITY**

- 2.1. The Working Group is established by and takes its authority from the Council. The Council must approve the Terms of Reference and the Group is accountable to and shall report to the Council.
- 2.2. The Working Group is not authorised to let, take or make any contract, license or lease. Nor to make or approve any expenditure that is or shall at any time be a liability of the Council.
- 2.3. The Working Group does not have delegated powers to make decisions on behalf of the Council.

**3. MEMBERSHIP OF THE WORKING GROUP**

- 3.1. Membership of the Working Group must include at least two Parish Councillors, appointed by Wickham Bishops Parish Council, and may include up to 5 residents.
- 3.2. If any of the appointed councillors are not available to attend a meeting of the Working Group, the Chairman of the Parish Council shall nominate another councillor.

**4. MEETINGS**

- 4.1. The Working Group will meet as often as required. Meeting notes should be submitted to and retained by the Council's Clerk.
- 4.2. There must be three members present to constitute a quorum, of whom one must be a Parish Councillor.
- 4.3. The Chair of the Working Group must be a Parish Councillor and elected by the Group's membership annually. In the absence of the Chairman from a meeting, the Group must appoint another Parish Councillor to be Chair from those present, as its first action.
- 4.4. The Working Group should appoint a lead member who should ensure the entire Working Group's members are kept informed and involved with progress and act as the primary reporting channel back to the Council.

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**5. CONDUCT**

5.1. The Working Group must act in a professional manner and maintain high standards in all its meetings, communication, and business. The Council's Code of Conduct applies to the Parish Councillors.

**6. APPOINTMENT OF COUNCIL REPRESENTATIVES TO THE WORKING GROUP**

6.1. The Council will appoint Parish Councillors to the Working Group at its Annual Meeting and appointees shall hold office for a term expiring on the date of the next Annual Meeting. Additional or replacement Parish Councillors may also be appointed by the Council during the year. The Working Group may be dissolved by the Council.

**7. ALL PRINCIPLES AND POLICIES OF THE COUNCIL TO APPLY, INCLUDING:**

- 7.1. Wickham Bishops Parish Council Adopted Code of Conduct
- 7.2. Policies relating to data protection legislation.
- 7.3. Notes of the meetings to be publicly available.

Approved and Adopted by Wickham Bishops Parish Council.

Signed:



Date:

16-5-2023.