

Leigh & Bransford Section 106 Group

Terms of Reference (June 2022)

Purpose

The Leigh & Bransford Section 106 Group (The Group) has been established as a 'task and delivery group' to identify the preferred option for the use of the land (subject of the planning application M/22/00187/OUT section 106 agreement), as selected by the majority of Parish residents.

Governance

The Group is a sub-committee of the Parish Council, with some delegated Parish Council powers. However, ultimately The Group is answerable to the Parish Council, who make all key decisions

Core Responsibilities

1. Confirm Parish Residents' preferences for the use of the land.
2. Engage with relevant stakeholders to establish and evidence the key facts.
3. Communicate the process and approach to reaching a decision on use of the land, to Parish Residents and other relevant stakeholders.
4. Present appropriate options, including implementation plans and arrive at a preferred choice. All options considered must be commercially viable and have a clear implementation plan.
5. Set out the next steps once the preferred choice has been selected.
6. Report periodically as agreed to the Parish Council and as appropriate for decisions and guidance.

Structure

1. The Group will be a small 'core group' (see table below for current members), with new / additional members agreed by existing Group members.
2. All Group members will be expected to take on tasks to progress The Group aims.
3. All Group members will reside in the Parish.
4. All Group members will agree to represent the Parish resident's majority view, in an unbiased way and abide by The Group Terms of Reference.
5. Stakeholders will be identified by The Group, engaged as and when necessary and invited to join Group meetings for relevant discussion items only.

Attendees	Position & Name
Core (Current Members)	Peter King (Chair) - Parish Council Member Dave Fereday (Deputy Chair) - Parish Council Member Trevor Jones - Parish Resident Rhys Humm - Parish Resident Simon Bond - Parish Resident
As required	Stakeholders invited to attend to cover relevant topics, as agreed by core members.

Leigh & Bransford Section 106 Group

Terms of Reference (June 2022)

Meetings

- The Group will meet at least monthly, but more frequently if required.
- Meetings will be closed to non members, other than by invitation.
- Public meetings will take place as part of the wider communication approach and plan, which will be published separately.
- Progress updates will be provided to the Parish Council as part of their regular meeting schedule, which are open to the public.
- To be quorate, The Group will require a minimum of the Chair or Deputy to be in attendance, along with 3 other core members.

Required Inputs

- Minutes, Actions & Decisions from previous meetings
- Updates on specific agenda items from Committee members
- Any relevant stakeholder submissions

Desired Outcomes

- Minutes
- Updated Actions & Decisions
- Outputs to be communicated to Parish Residents, where appropriate
- Outputs to be communicated to other stakeholders, where appropriate

Note – Information that will be published on the Parish Council website will be agreed, as part of each meeting.

Typical Agenda To Include

1. Agree minutes from previous meeting
2. Review ongoing key actions v plan
3. Discuss one off agenda items e.g. stakeholder inputs
4. Agree next meeting date
5. AOB