



# EDITH WESTON PARISH COUNCIL

## Terms of Reference for the Officer's Mess and St George's Barracks Development Working Group (OM/SGBWG)

### 1. Background

- 1.1. As a result of the approval of Outline Planning Permission by Rutland County Council (RCC) for the Officer's Mess site in Edith Weston, the Parish Council has resolved to establish a working group to oversee future further developments for this site, and that of the main St George's Barracks site, to ensure that what is finally proposed/approved is in line with the EWPC Neighbourhood Plan (NP) and in line, as far as is practicable, with villagers wishes.
- 1.2. Edith Weston Parish Council (EWPC), while retaining full responsibility for responding to RCC in respect of any future developments, recognises that any response must be driven by the community and will draw on skills and expertise from outside the Council.

### 2. Purpose

The purpose of the OM/SGBWG is to oversee future further developments of both the Officers' Mess and the main St George's Barracks sites. In undertaking this, its objectives will be to:

- 2.1. Consider the options and develop policies to inform the village.
- 2.2. Liaise with statutory and other relevant authorities and organisations to ensure the OM development is in line with the Edith Weston Neighbourhood Plan and other statutory planning documents.
- 2.3. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- 2.4. Determine the types of consultation and information gathering to be used.
- 2.5. Liaise with, and direct the work of, consultants and specialists to ensure any development is appropriate.
- 2.6. Be responsible for the analysis arising from such consultation and the production and distribution of the final reports.
- 2.7. Conform to national policies and Rutland County Council District Council's Local Plan and with EU and Human Rights legislation.
- 2.8. Report back regularly to EWPC on progress, significant issues and budgetary implications.
- 2.9. Present key documents to EWPC along with any recommendations.

- 2.10. To consider and respond on behalf of EWPC, in respect of seeking, authorising and acting on expert advice from Professional Consultants as required in respect of preparing submissions to Rutland County Councils regarding the Officer's Mess site proposals.

### **3. Membership and Conduct**

- 3.1. The OM/SGBWG shall be formed from current parish councillors and local members of the community and shall include no fewer than 2 and up to a maximum of 8 members (no more than 5 to be Parish Councillors in any capacity), to be ratified by EWPC. The Parish Clerk, or a representative from the Parish Council office, can be present in ex-officio, non-voting capacity at all meetings.
- 3.2. The OM/SGBWG may co-opt additional support to carry out specific tasks for as short or long a period as necessary.
- 3.3. Membership is voluntary.
- 3.4. All members of the OM/SGBWG, must abide by the Code of Conduct of EWPC.
- 3.5. All members of the OM/SGBWG must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by it. This may include membership of an organisation, ownership of interest in land or business or any other matter likely to be relevant to the work undertaken by the NPWG.
- 3.6. A person shall cease to be a member of the OM/SGBWG upon notifying the Chair in writing of their wish to resign.
- 3.7. Up to two substitute members may be named (one councillor and one other).
- 3.8. The Chair of the OM/SGBWG will be appointed at the Annual Meeting of EWPC.
- 3.9. In the absence of the Chair the OM/SGBWG will elect a Chair from the members present at the meeting.

### **4. Supporting Officers and Administration**

- 4.1. Administrative support for the group may involve appointing officers, as required, including a Secretary, which will be appointed by a simple majority of the OM/SGBWG.

### **5. Meetings**

- 5.1. As a working group, the OM/SGBWG does not need to meet in public but shall report back all discussions and updates at the next meeting of EWPC where any decisions/resolutions shall be formally proposed, approved and minuted.
- 5.2. Matters requiring a vote shall be decided by a simple majority of votes by the OM/SGBWG members present. The Chair of the meeting has a casting vote.

- 5.3. OM/SGBWG meetings and activities shall follow good practice. The OM/SGBWG may seek, and shall follow, the guidance of the Parish Clerk in regard to any procedural matters.

## **6. Affiliations, Interests and Contributions**

- 6.1. The OM/SGBWG shall not itself be affiliated to any political party. It is recognised that town councillors and community members may have such affiliations which shall be declared where relevant.
- 6.2. The Localism Act and Edith Weston Parish Council's Code of Conduct will apply to all members of the OM/SGBWG.
- 6.3. All members of the OM/SGBWG must declare any pecuniary interest that may be perceived as being relevant to a decision of the OM/SGBWG. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations are to be recorded and publicly available. Having declared an interest, that member shall not take part in a discussion or vote on the related issue. In the event of disagreement, the decision of the Chair shall be binding.

## **7. Reporting and Communication**

- 7.1. The OM/SGBWG has no delegated authority and therefore must take anything requiring formal approval to the full meeting of EWPC.
- 7.2. The Group will report to each meeting of the Parish Council setting out progress on its work.
- 7.3. EWPC remains in control of any response in respect of the development of the Officer's Mess as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by EWPC with appropriate recognition of the Parish Council's position given in all communications associated with the project.

## **8. Freedom of Information and Access to Information**

- 8.1. In accordance with the Freedom of Information Act (2000), the OM/SGBWG will make available to the public all documentation in relation to its work.
- 8.2. Meetings will be informal and will not usually be open to members of the public, although a report will be given at the full EWPC meeting each month.

## **9. Finance**

- 9.1. The OM/SGBWG will identify any funding requirements and bring a budget proposal to EWPC for consideration/approval.
- 9.2. The OM/SGBWG may apply for grant assistance with costs if approved by EWPC.
- 9.3. The OM/SGBWG shall not have its own bank account. EWPC shall be responsible for all budgetary matters, expenditure, monitoring and reporting.

- 9.4. All items of expenditure shall be referred to the Parish Council for approval and action.

**10. Changes to these Terms of Reference**

- 10.1. These terms of reference will be reviewed annually by EWPC at the Annual Meeting of the Parish Council.

**11. Dissolution of the OM/SGBWG**

- 11.1. The OM/SGBWG shall continue to operate for two years, and/or until the development of the Officer's Mess has been finally approved by RCC.
- 11.2. Upon dissolution of the OM/SGBWG, any remaining resources will be passed to EWPC.