

WOOTTON BASSETT & CRICKLADE AREA BOARD

North Wiltshire Rural Buffer Task Group

TERMS OF REFERENCE

1. **DECISION**

The Wootton Bassett and Cricklade Area Board hereby agrees to establish a Task Group to operate within the delegated powers specified for Area Boards in Part 3 of the Wiltshire Council Constitution at Section 4 and any other parts of the Constitution as may apply to them, for the purpose of undertaking the work specified in these Terms of Reference below at Paragraph 7.

2. **NAME OF TASK GROUP**

The Task Group established is to be named the **North Wiltshire Rural Buffer Task Group**

3. **MEMBERSHIP OF TASK GROUP**

The membership of the Task Group will include:

- (i) 3 Area Board Members: **Cllr Mollie Groom, Cllr Jacqui Lay and (third member to be appointed at the May Area Board)**;
- (ii) One representative from each parish and town council in the Wootton Bassett & Cricklade Community Area.
- (iii) 2 representative members of community groups or interests:
- (iv) No Task Group will exceed a total membership of 17 members

The Membership will elect a Chairman from amongst its Area Board Members to preside over meetings of the Task Group.

No substitutes will be permitted.

Membership of the Task Group will cease when a member ceases to hold the stated office as when first appointed

4. **APPOINTMENT OF TASK GROUP MEMBERS**

Appointment of Members to the Task Group, in accordance with Paragraph 3 above, will normally be agreed at a full meeting of the Wootton Bassett and Cricklade Area Board. Membership of the Task Group may, however, be varied, with the agreement of the Chairman of the Area Board, subject to approval at the next full Area Board Meeting.

5. **VOTING RIGHTS**

The Task Group will normally be expected to work and arrive at its findings or decisions by a process of consensus rather than by recording a formal vote.

However, in the event that the Task Group wishes to record a formal vote then:

- (i) All members of the Task Group shall have a vote;
- (ii) The result of any vote will not be binding upon the full Area Board;
- (iii) The Chairman of the Task Group will have a casting vote;
- (iv) The discharge of executive functions shall remain the responsibility of the Area Board, with the Task Group providing recommendations where appropriate.

6. RIGHTS OF ATTENDANCE, MEETINGS and REPORTS

The Task Group shall hold a minimum of four public meetings per year.

All Meetings of Area Board Task Groups will be open to attendance by Wiltshire Council Members of the Area Board irrespective of whether or not they happen to be a member of any individual Task Group.

Meetings of the Task Group should be open to the public whenever and wherever practicable. Meetings may, however, be held in private when there is a justifiable need in accordance with Wiltshire Council policy.

All Reports of the Task Group will be Reports to the Area Board. Task Group reports will be public documents and made publicly available in accordance with Wiltshire Council policy by the Area Board.

7. SPECIFIC TASKS FOR THE TASK GROUP

The **North Wiltshire Rural Buffer Task Group** will:

For the area identified as within the Rural Buffer in the Local Plan 2011:

- (i) Monitor the impact of any proposed major developments upon local concerns, needs and priorities including that at Ridgeway Farm;
- (ii) Monitor the impact of any change in strategic planning policies on local concerns, needs and priorities;
- (iii) Participate in the consideration of the benefits of larger developments, pre-application discussions and planning briefs;
- (iv) Contribute to the development of associated Local Development Framework policies to replace the Local Plan 2011;
- (v) Investigate the continuance of existing policies for the protection of the rural buffer in replacement Local Development Framework documents;
- (vii) Produce appropriate interim reports on a periodic basis and a final report to the Area Board on its activities, main findings, and any recommendations arising from its work and to report on any significant matters during the course of the year as appropriate

8. MEDIA RELATIONS

Members of the Task Group must not seek to issue press statements on behalf of the Area Board.

Any press statements about the work of the Task Group should be agreed between the Chairman of the Task Group and the Chairman of the Area Board.

9. DURATION OF THE TASK GROUP

The Task Group will cease to exist on submission of its Final Report to the Area Board incorporating a resolution for its work.

The Task Group will normally cease to exist at the Annual Meeting of the Area Board following its appointment and should its work not be completed its appointment would need to be renewed by a resolution of the Area Board at its annual meeting.