**Terms of reference for Commercial Working Group**

(as revised following advice from

North Dorset District Council Planning Policy)

**Background:**

Bourton Parish Council decided on 14th Dec. 2015 to establish a working group to undertake fact-finding on the plans of the landowners and developers of the short-listed sites for the New Village Hall.

**Objective**

The Working Group’s objective is to understand as far as possible at this early stage the cross-impact the plans of landowners or their agents/developers may have on the prospects for the new Village Hall and Amenity Land (NVH) such that the Business Plan for the NVH may take these into consideration.

**Composition**

The Working Group will comprise an independent Chair and a named representative of the Parish Council and Village Hall Management Committee. The Working Group will be able to co-opt other experts and advisers provided that such co-option is unanimously supported by the members and is agreed by the Chairman of the Parish Council.

The group will comprise the following people:

Chairman - Mike Chapman

Parish Council Representative - Margaret Martin (nominated by the Parish Council)

VHMC Representative Biddy Robinson (nominated by the VHMC)

**Method**

The Working Group is required to work within the legal and procedural framework advised by North Dorset District Council.

The Working Group will limit its enquiries to the matters outlined in its objective and will not canvass nor pay heed to judgements, opinions or viewpoints that relate to matters already addressed and assessed by others.

**Resources**

The Working Group shall be able to call on the advice and good offices of the Parish Clerk, Parish Councillors and Village Hall Management Committee. Should there be a requirement to obtain the services of a consultant the working group Chairman will provide sufficient information that justifies the cost and it will be for the parish council to agree the provision of funds. Due to timescales this may have to be done by email and then referred to in the subsequent parish council meeting.

**Reporting**

The Working Group will report to the Parish Council and will provide, as a minimum, a written report for each Parish Council meeting. As far as possible the formal proceedings of the Working Group shall be made public, constrained only by matters of commercial confidentiality.

**Timescale**

The Working Group will report its initial findings within three months (i.e.by the end of March) following which its mandate will require review and/or extension.

MBC/15.2.16