



Mabel's Farm Development Advisory Group Terms of Reference

Draft: 26 February 2026

1 Introduction

- 1.1 Ilmington Parish Council at their meeting on 25 September 2025 resolved to establish an working group hitherto known as the Mabel's Farm Advisory Group to support and advise the Parish Council on the Mabel's Farm development. In doing so it is deemed appropriate that the Advisory Group are provided with, and accept, the following Terms of Reference.
- 1.2 The Mabels Farm Development means the Mabels Farm site and adjacent reserve site allocated for residential development in the Ilmington Neighbourhood Plan [POLICY HG.1: Housing Allocations and POLICY HG.2: Strategic Reserve Site.]

2 Purpose

The purpose of the Mabels Farm Advisory Group is: To oversee the progress of the Mabels Farm Development and advise the Parish Council on matters relating to the development with the aim of securing the best outcome for the community of Ilmington.

3 Aims

- 3.1 The purpose will be achieved by:
- 3.2 Bringing together local expertise as required.
- 3.3 Supporting and advising the Parish Council on planning proposals and consultation with the residents of Ilmington.
- 3.3 reviewing the designs, evidence, and potential impact of the development, identifying issues and providing recommendations to the Parish Council to inform its responses to planning applications and address concerns raised by local residents and other stakeholders.
- 3.5 Facilitating discussions with relevant stakeholders and interested parties as required to ensure robust and informed recommendations.

4 Membership

- 4.1 The Advisory Group will be formed of two councillors and of up to 10 representatives from the local community.
- 4.2 The councillors on the Group will act as liaison between the Group and the Parish Council.
- 4.3 Members can resign from the Group by notifying the Chairman.
- 4.4 The Group may fill any vacancies by appointing suitable non-councillor members.
- 4.5 Councillor members of the Group will be confirmed by the Council annually.
- 4.6 At its first meeting, or as required, the Group will appoint a Chairman (who need not be a councillor) who should lead in organising meetings and activities and ensure that all Group members are kept informed and suitably involved. The Group may also appoint a deputy chairman.

5 Meetings

- 5.1 The Advisory Group is not required to hold public meetings. Its purpose is to gather information, review options, and make recommendations, rather than make final decisions or spend money.
- 5.2 The Group shall determine its own meeting dates and times as appropriate in order be proactive and to respond to events and issues arising.
- 5.2 Notice of meetings shall be sent to members via email or other agreed communication method confirming the time, the place and the agenda detailing business to be discussed. Wherever possible the agenda will be distributed at least 48 hours in advance.

- 5.3 A minimum of [X] members must be present for any meeting to ensure meaningful discussion and the credibility of the Group's advice.
- 5.5 Members of the Advisory Group will aim to make decisions by consensus. Where consensus cannot be reached, matters may be determined by a simple majority of those members present. Any votes shall be advisory only and shall not bind the Parish Council. Any substantive disagreements will be referred back to the Parish Council.
- 5.5 The Group may propose practical arrangements to assist the efficient conduct of its meetings, subject to consistency with these Terms and any direction of the Council.
- 5.6 If the Chairman is not present the deputy will take the meeting. If neither is present the members present will elect a chairman for the meeting from amongst its members.
- 5.7 Meeting notes shall be prepared and circulated to all Group members. A person will be appointed to take notes.
- 5.8 A copy of the notes shall be provided to the Parish Council as soon as reasonably practicable following the meeting.

6 Roles and Responsibilities of the Advisory Group

- 6.1 To liaise with the developer(s) and landowner of the Mabels Farm site, the local planning authority, and other relevant stakeholders as required.
- 6.2 To identify potential problems or concerns during the planning process and consider or propose mitigating measures to reduce or manage them.
- 6.3 To evaluate the available evidence base and, where gaps are identified, assist in the development of appropriate supporting evidence to ensure the development aligns with the needs and aspirations of the Parish.
- 6.4 To advise and support the Parish Council in developing and organising appropriate methods of consultation and engagement which may include questionnaires, focus groups, social media, public meetings, exhibitions and presentations.
- 6.5 To analyse consultation responses and incorporate findings into recommendations to the Council to inform its representations on planning applications for Mabels Farm.
- 6.6 To report regularly to the Parish Council on the progress of the Mabel's Farm development.

7. Members' Obligations

- 7.1 All members of the Advisory Group, whether councillor or co-opted, must comply with the Council's Code of Conduct.
- 7.2 Members are individually responsible for declaring any financial or other interests that may be perceived as being prejudicial to the activities of the Group. This may include, for example, membership of any organisation, ownership of, or interest in land or business.
- 7.3 Members are expected to work together for the benefit of the community of Ilmington.
- 7.4 No expense shall be reimbursed unless it has been approved in advance by the Council. Any approved expense must be claimed strictly in line with the Council's Expenses Policy.

8 Application and Review

- 8.1 These Terms of Reference shall apply from the date they are adopted by the Parish Council.
- 8.2 These Terms of Reference shall be reviewed annually by the Council or as required.

9 Dissolution

- 9.1 The Advisory Group shall remain in existence until the Mabel's Farm development has been considered, planning permission has been granted, and the development is completed.
- 9.2 The Council may at any time make a resolution to dissolve the Group or amend its remit.
- 9.3 It is expected that, upon completion of the development, the Group will be dissolved.