



- 3.4 Members can resign from the Group by notifying the Chair.
- 3.5 The Group may fill any vacancies by appointing suitable non-councillor members.
- 3.6 Councillor members of the Group will be confirmed by the Council annually.

#### 4. **Meetings**

- 4.1 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.
- 4.2 The Group shall determine its own meeting dates and times as appropriate in order to be proactive and to respond to events and issues arising.
- 4.3 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.
- 4.4 A minimum of half of the Group's current membership or three, whichever is greater, must be present for any meeting to ensure meaningful discussion and the credibility of the Group's advice.
- 4.5 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 Council. Any substantive disagreements will be referred back to the Council.
- 4.6 If the Chair is not present the deputy will take the meeting. If neither is present the members present will elect a chair for the meeting from amongst its members.
- 4.7 Meeting notes shall be prepared and circulated to all Group members. A person will be appointed to take notes.
- 4.8 A copy of the notes shall be provided to the Parish Council as soon as reasonably practicable following the meeting.

#### 5. **Roles & Responsibilities of the Group**

- 5.1 To liaise with the developer(s) and landowner of the Mabels Farm site, the local planning authority, and other relevant stakeholders as required.
- 5.2 To identify potential problems or concerns during the planning process and consider or propose mitigating measures to reduce or manage them.
- 5.3 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.
- 5.4 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.

5.5 To analyse consultation responses and incorporate findings into recommendations to the Council to inform its representations on planning applications for Mabels Farm.

5.6 To report regularly to the Parish Council on the progress of the Mabels Farm development.

## 6. **Member's Obligations**

6.1 All members of the Advisory Group, whether councillor or co-opted, must comply with the Council's Code of Conduct.

6.2 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.

6.3 Members are expected to work together for the benefit of the community of Ilmington.

6.4 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.

## 7. **Review**

7.1 These Terms of Reference shall apply from the date they are adopted by the Council.

7.2 They will be reviewed annually by the Council or as required.

## 8. **Dissolution**

8.1 The Advisory Group shall remain in existence until the Mabels Farm development has been considered, planning permission has been granted, and the development is completed.

8.2 The Council may at any time make a resolution to dissolve the Group or amend its remit.

8.3 It is expected that, upon completion of the development, the Group will be dissolved.

Adopted on 26 February 2026