Terms of Reference for the Conservation Area Working Group

Definitions
In this document the following terms have the meanings assigned to them below: -

Council:	Stapeley & District Parish Council
Working Group:	The Conservation Area Working Group of the Council.
Member:	An elected or co-opted member of the Stapeley & District Parish Council.
Working Group Member:	A Member appointed to the Working Group by the Council.

1. **General**
   a) These Terms of Reference define the responsibilities of the Conservation Area Working Group.
   b) The Working Group is a non-decision-making body and may only make recommendations to the Council.
   c) The Working Group has no power to authorise expenditure. Any proposed expenditure must be approved by the Council.
   d) The Working Group will meet informally on an ad hoc basis as required.
   e) These Terms of Reference are in accordance with the Council's Standing Orders.

2. **Duties & Scope of Delegated Responsibilities**
   The Working Group shall undertake the following duties on behalf of the Council:
   a) To support the protection, maintenance and enhancement of the Council's Conservation Area, with particular attention to the Talbot Way Pond area.
   b) To identify issues affecting the condition, character and appearance of the Conservation Area and recommend appropriate improvements.
   c) To identify, investigate and develop proposals for improvements, maintenance and environmental projects within the Conservation Area.
   d) To obtain information and quotations for proposed works and make recommendations to the Council for consideration and approval.
   e) To liaise with Cheshire East Council, relevant organisations, contractors and other interested parties on matters relating to the Conservation Area.
   f) To consider community feedback and suggestions relating to the Conservation Area.
   g) To monitor the condition of the Conservation Area and progress of Council-approved projects, reporting relevant matters to the Council.
   h) To report to the Council on the Working Group's activities, progress and recommendations.

3. **Powers**
   a) The Working Group shall have no other powers except those set out above.
   b) The Working Group may undertake preliminary investigations and obtain quotations but shall not commission works, authorise expenditure or commit the Council to any course of action without appropriate approval.

4. **Membership and Quorum**
   a) The Working Group shall consist of a minimum of 3 and a maximum of 7 Members of the Council.
   b) As this is a Working Group and not a Committee, there is no requirement to appoint a formal Chair. Members may agree a Working Group Lead to assist with coordination.
   c) Due to the informal nature of the Working Group, there is no minimum quorum requirement.
   d) The Working Group may invite members of the public or individuals with relevant knowledge or expertise to attend informal meetings in an advisory capacity. Such individuals shall not be considered Working Group Members.
   e) The Clerk may attend meetings in an advisory and supporting capacity.

5. **Review**
   a) These Terms of Reference shall be reviewed annually by the Council, or sooner if required.

These terms of reference were adopted by the Council at the meeting held on the 19th October 2026.