

Terms of Reference

Stoke St Michael Village Design Code Working Group

Background

The Stoke St Michael Village Design Code Working Group has been formed to manage the process of preparing a design code for the village of Stoke St Michael.

Responsibilities

The Planning Policy Team at Mendip District Council will be responsible for producing the Village Design Code with collaboration throughout the entire process with the Working Group and the wider community.

The Planning Policy Team will be responsible for:

- Preparing and implementing a timetable for the production of the Village Design Code;
- Arranging and leading regular meetings with the Working Group to discuss all matters associated with the Village Design Code;
- Ensuring the Village Design Code conforms to national and local policies;
- Ensuring all members of the community and other relevant bodies are fully involved throughout the process through community consultation;
- Ensuring all relevant information is published on the Mendip District Council website;
- Preparing a Village Design Code for Stoke St Michael following public consultation.

The Stoke St Michael Village Design Code Working Group will be responsible for:

- Providing local knowledge and information, as appropriate, to assist with the production of the Village Design Code;
- Assisting the Planning Policy Team at community consultation events;
- Reading through and commenting upon any material sent by the Planning Policy Team or relevant to the production of the Village Design Code;
- Relaying information, as appropriate, to the wider community and Parish Council;
- Ensuring all relevant information is published on the Stoke St Michael Parish Council website - <https://stokestmichaelpc.org/>.

The Stoke St Michael Village Design Code Working Group will not incur expenditure in the production of the Village Design Code.

Membership

The Stoke St Michael Village Design Code Working Group will consist of 2 members of the Planning Policy Team, together with **xxxx** members of the Parish Council.

A member of the Parish Council will act as the Chair of the Working Group.

Members of the Working Group must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.

The Working Group may require other individuals/teams/organisations to undertake various tasks associated with the production of the Village Design Code. Any tasks undertaken will be reported back to the Working Group.

Meetings

The Working Group will meet regularly throughout the production of the Village Design Code. A meeting schedule will be discussed and agreed by all members of the Working Group prior to the commencement of the Village Design Code Project.

These meetings may be in person or via Zoom.

The Working Group may invite individuals or organisations to attend meetings to give advice on any relevant issue/topic.

Minutes/notes of meetings will be recorded by a member of the Planning Policy Team and published on [xxxx \(MDC/Parish Council website or both\)](#).

Declarations of Interest

Working Group members should declare an interest where any content of the Village Design Code could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates.

In the interests of transparency, a record of declarations of interest will be made available on the Parish Council's website.

Reviewing the Terms of Reference

The Planning Policy Team will be responsible for making any amendments to the Terms of Reference to ensure it is agreed by all members of the Working Group. The Terms of Reference will be reviewed periodically to ensure that they remain fit for purpose.

22nd November 2021

Version 1