

Date: 10th September 2025 To: All Councillors From: Parish Clerk

Report to Council: **DRAFT Terms of Reference** - **Allison Homes Liaison Working Group**

**1. Purpose**

The purpose of the Working Group is to:

* Provide a structured forum for communication between Stanton under Bardon Parish Council, Allison Homes, and other associated partners (e.g. Highways, Planning Officers, or other relevant agencies).
* Raise questions, concerns, and feedback from the Parish Council and community.
* Improve communication to ensure that the Parish Council is kept updated with ongoing and planned activities.

**2. Status**

* The Working Group is established by Stanton under Bardon Parish Council.
* It is an informal body with no decision-making powers.
* Any recommendations or matters requiring a decision will be reported back to a full Parish Council meeting for formal consideration.

**3. Membership**

* Membership will consist of Parish Councillors, as appointed by the Council.
* The Clerk may attend meetings to support and record discussions as required.
* Representatives from Allison Homes will be invited to attend meetings.
* Other associated or formal partners (e.g. Highways, Planning Officers, or other relevant agencies) may be invited to attend where appropriate.

**4. Meetings**

* Meetings will be held on an ad hoc basis, as agreed by the Working Group, Allison Homes, and any other partners involved.
* Notes of meetings will be taken and circulated with the Parish Council.
* The Chair of the Working Group (or a nominated member) will provide updates at the next available Parish Council meeting.

**5. Responsibilities of the Working Group**

The Working Group will:

* Act as the first point of contact for liaison with Allison Homes and associated partners.
* Ensure clear two-way communication between Allison Homes, associated partners, and the Parish Council.
* Identify matters of concern or interest to the community.
* Refer all matters requiring decisions, approvals, or formal responses back to the Parish Council.