



The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

Odiham Conservation Area Appraisal Working Party - Terms of Reference

1. The working party is constituted to assist Odiham Parish Council's Planning Committee in completing a review and update of the Odiham Conservation Area Character Appraisal and Management Proposals December 2008.
2. The working party will remain in existence until disbanded by agreement of the Planning Committee.
3. The working party is to be comprised of three representatives from OPC's Planning Committee until it has determined the scope of work that is required. The Planning Committee will approve membership. The working party will have the ability to invite participation from third parties where it identifies specific value to the review from doing so.
4. A Chair will be appointed at the first meeting of the working party. Meetings will be held when necessary with a Cllr being appointed to take the notes to be reported back to the Planning Committee.
5. The working party will not meet in public, therefore Standing Orders are not applicable although the Code of Conduct will still apply.
6. The working party holds delegated authority from OPC to collect data and request input from other agencies and organisations. OPC is the data controller and all data will be held in the parish office only.
7. The working party does not hold executive powers to commit to any resources without prior approval from the Planning Committee.
8. The completed review of the Odiham Conservation Area Character Appraisal will be presented to Odiham Parish Council for approval before referring the document to Hart DC.

Signed by the Chair of the Planning Committee: _____

Dated: _____