

Hampton-in-Arden Parish Council
Terms of Reference for the Major Infrastructure Working Group
HPC003 Approved on 16/07/2025 by Full Council

1. Background and Purpose

The Major Infrastructure Working Group has been established by the Parish Council to provide oversight, representation, and informed liaison in relation to significant infrastructure developments affecting the Parish. The Group's primary role is to maintain regular communication with Solihull Metropolitan Borough Council (SMBC), HS2, National Highways, and their appointed representatives, in order to stay updated on planned and ongoing works on the local highway network and associated infrastructure. The Group operates with a watching brief, identifying and monitoring matters that may impact village life, such as parking issues, traffic management, road signage, and other public realm concerns, and brings relevant issues to the attention of the Parish Council to ensure the interests of residents are effectively represented and safeguarded.

2. Authority and Responsibilities

- This Working Group **does not have delegated decision-making powers**.
- In specific cases, **temporary delegated authority** may be granted by Full Council under Section 101 of the Local Government Act 1972 via formal resolution.
- The group's role is to make **recommendations only**, which must be approved by Full Council.

3. Governance

These Terms of Reference will be **reviewed annually** at the **Annual Parish Council Meeting in May**.

The Working Group will operate in accordance with Hampton in Arden Parish Council's **Standing Orders, Financial Regulations and Relevant Local Government Law**.

4. Membership and Administration

Membership of the Working Group is confirmed at the Annual Parish Council Meeting.

The clerk will, where possible, provide administrative support.

All Parish Councillors will be notified of Working Group meetings with **at least three days' notice**.

5. Expectations of Group Members

Participation:

Members should make every effort to attend meetings. Apologies and reasons for absence must be sent to the Clerk at least two days in advance.

Responsibility:

Members must take ownership of actions assigned to them and adhere to agreed

timelines.

Confidentiality:

All members must respect confidentiality where applicable.

The group will operate in a respectful and inclusive environment that encourages all members to contribute.

6. Meeting Procedures

Any Parish Councillor may attend Working Group meetings.

7. Co-option of Public Members:

Residents with relevant experience or skills may request to join by writing to the Clerk. These requests will be considered and approved by Full Council.

Reviewed at full council on 13 July 2025



Julie Barnes

Clerk and Financial Officer

Hampton in Arden Parish Council