



**Haslemere Town Council**  
**Terms of reference**  
**Haslemere & Lynchmere cross border working group**  
(draft)

**1. Purpose of the group:**

In July 2023 Haslemere Town Council agreed to for a cross border working group to look at issues and opportunities which affect Haslemere and the neighbouring parish of Lynchmere

The purposes of the working group is to identify issues and opportunities which affect both parishes and require cross Parish and/or Borough/District and County Council input or support. Including, but not limited to, planning, transport, environmental and services provided by other authorities.

Where appropriate to make recommendations to the appropriate committee or Full Council.

**2. Membership**

The Working Party consists of Town Cllrs Bayliss & Matthes. It may from time to time invite other people to attend and participate at meetings should it consider their expertise on a particular subject would be helpful.

**3. Meetings**

At its first meeting the WP will elect a chair who will chair any subsequent meeting that s/he attends. In the absence of the Chair the WP will elect a Chair to preside at that meeting.

Meetings will be held two - four times a year with a review in 12 months' time.

The Clerk to the WP will attempt to set a date when all members can attend, if this is not possible the meeting will be held on the date that the majority can attend.

**4. Sharing of information**

Minutes of meetings will be in the public domain and may be shared with any person who has an interest.

There may be times when papers circulated are confidential or copyrighted. These papers will be marked as such and may not be shared outside the WP membership.

Any questions regarding the sharing of information discussed or held by WP should be directed to the Clerk.

**5. Budget**

There is no budget.

The ToR will be reviewed periodically to ensure that it remains fit for purpose.

\*\*Ends\*\*