

FINAL

Terms of Reference New Carrington Masterplan Local Trafford Councillors and Parish Councils Project Group

1.0 Purpose of the New Carrington Masterplan Local Trafford Councillors and Parish Councils Project Group

1.1 The purpose of the New Carrington Masterplan Local Trafford Councillors and Parish Councils Project Group is to provide input into the New Carrington Masterplan, which will support the sustainable delivery¹ of the New Carrington allocation (see Figure 1) and the implementation of Policy JP Allocation 33 New Carrington, as set out within the Places for Everyone Joint Development Plan (PfE). The preparation of the New Carrington Masterplan will be undertaken by consultants, selected and instructed by Trafford Council.

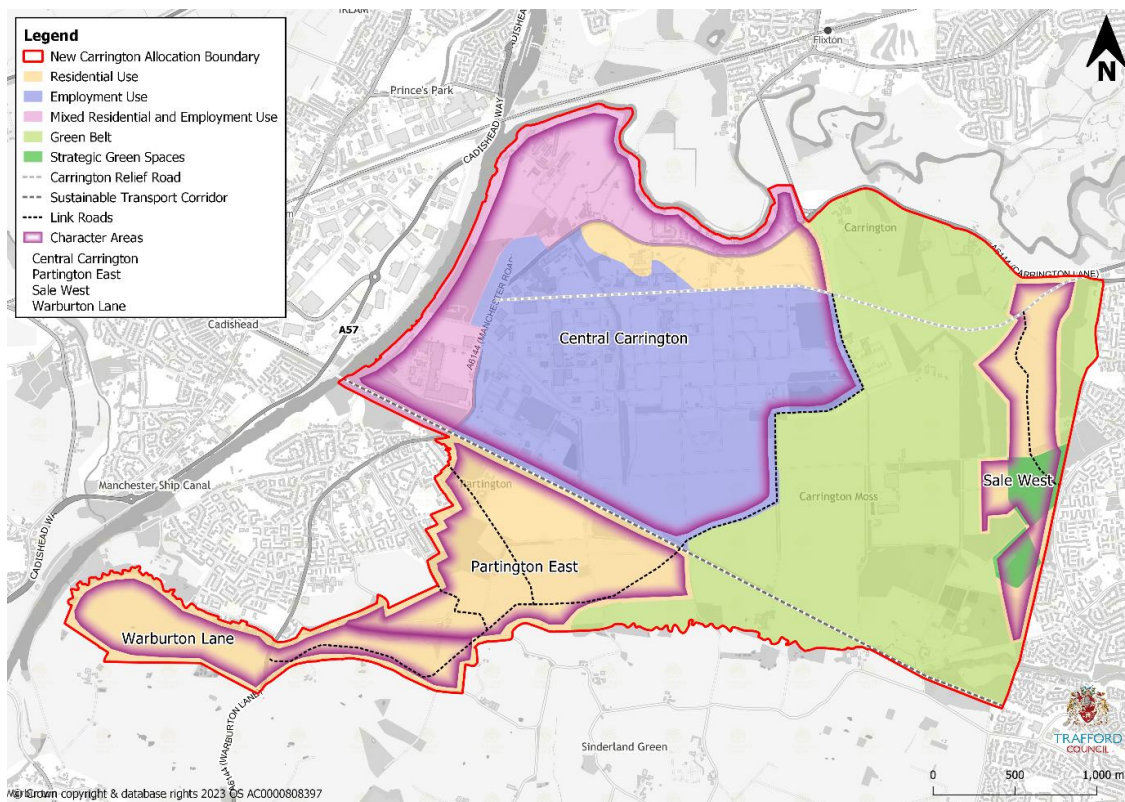


Figure 1: New Carrington Allocation Policy Plan

¹ [Revised NPPF, December 2023](#) – para 7 includes a definition of Sustainable Development.

1.2 The Local Trafford Councillors and Parish Councils Project Group is one of four stakeholder project groups which will help to guide the preparation of the New Carrington Masterplan. These are:

- a) Local Trafford Councillors and Parish Councils
- b) New Carrington landowners and developers
- c) Statutory and non-statutory consultees
- d) Local community groups and representatives

1.3 All groups have an equal role in the preparation of the New Carrington Masterplan and Trafford Council and its consultant will have regard to all groups input into the Masterplan.

2.0 PfE New Carrington Masterplan Requirements

2.1 PfE (Main Modifications) Policy JP Allocation 33 New Carrington requires the following in relation to the Masterplan (JPA33, Criterion 1):

Development of the site will be required to:

Be in accordance with a masterplan that has been developed in consultation with the local community and approved by the local planning authority. The masterplan must include a phasing and delivery strategy, as required by policy JP-D1. Central to the masterplan shall be the consideration of opportunities to restore habitats, strengthen ecological networks, and manage the carbon and hydrological implications of development, It should also have regard to the anticipated Hynet North West Hydrogen pipeline (as relevant). The masterplan will be prepared in partnership with key stakeholders to ensure the whole allocation is planned and delivered in a coordinated and comprehensive manner with proportionate contributions to fund necessary infrastructure.

2.2 The reasoned justification to Policy JPA33 states the following in relation to the Masterplan:

The successful development of the site will require a coordinated approach between all landowners and developers. Trafford Council is therefore committed to working with stakeholders to bring forward a detailed Masterplan which provides a framework for the sustainable delivery of a new community at Carrington, Partington and Sale West. The delivery strategy must ensure that a mechanism is put in place to secure proportionate contributions from all developers within the New Carrington allocation and deliver the wide-ranging infrastructure required. All development will be expected to make a proportionate contribution to necessary infrastructure, including transport, social and green infrastructure.

The masterplan will need to have regard to the presence of peat on parts of the site and identify opportunities to restore habitats and minimise the loss of carbon as part of the development. The allocation was found sound at examination on the basis that, in principle, the public benefit arising from the development proposed would be likely to clearly outweigh the loss or deterioration of an irreplaceable habitat and that a suitable compensation strategy was capable of being delivered. The policy seeks to ensure that detailed development proposals are consistent with that conclusion.

Development of the New Carrington site will need to be phased alongside the necessary infrastructure to ensure a successful, sustainable development. A high level, indicative phasing plan has been developed which recognises the distinctive character areas and demonstrates the deliverability of the site. A more detailed development and infrastructure phasing plan will be required as part of the Masterplan. It is expected that multiple residential sites will be delivered alongside each other throughout the plan period in order to maximise the delivery rate and cater for the distinct market areas.

2.3 The indicative timescales for the progression of PfE are set out in Table 1.

Plan Stage	Expected
8-week Public Consultation on PfE Main Modifications	Oct – Dec 2023
Receipt of The Inspectors' Report	Jan / Feb 2024
Approval of PfE by all 9 Local Authorities	Jan / Feb 2024

Table 1: Indicative Timescales for Places for Everyone Progression

3.0 Role of the Project Group

3.1 The role of the New Carrington Local Trafford Councillors and Parish Councils Project Group is to:

- a) Support the preparation of the New Carrington Masterplan in a timely manner.
- b) Provide local knowledge / information, as required, in the preparation of the Masterplan.
- c) Consider and provide input to the New Carrington Masterplan on the most appropriate location(s) for required key infrastructure, and a phasing delivery strategy to ensure that such infrastructure is sequenced in an appropriate manner to deliver the site in full accordance with PfE Policy JPA33.
- d) Collectively assist in the setting of an appropriate Proportionate Contribution for the infrastructure which will be required to support the development, based on the requirements of PfE Policy JPA33 and the New Carrington Masterplan evidence base.
- e) Review and provide feedback on other elements of the masterplan as appropriate.

4.0 Responsibilities of the Project Group

4.1 Key responsibilities include:

Local Trafford Councillors and Parish Councils

- a) Provide information / evidence to support the preparation of the New Carrington Masterplan in a timely manner.
- b) Review and agree minutes from Masterplan meetings in a timely manner.
- c) Undertake actions, as required, to support the timely preparation of the Masterplan.
- d) Make Trafford Council aware of any commercially sensitive information which is not in the public domain, and which is of relevance to the New Carrington Masterplan.

Trafford Council

- a) Oversee the preparation of the New Carrington Masterplan
- b) Appoint a Project Team to prepare the Masterplan in accordance with the requirements of PfE Policy JPA33: New Carrington.
- c) Ensure the fair involvement of all relevant stakeholders in the New Carrington Masterplan, including ensuring all stakeholders have access to relevant project documentation and that regard is had to all stakeholder input.
- d) Provide minutes of meetings on the New Carrington Masterplan and circulate to relevant stakeholders in a timely manner.
- e) Ensure the New Carrington Masterplan meets the relevant statutory public consultation requirements.
- f) Ensure the New Carrington Masterplan meets the requirements of Trafford Council's approvals process.

5.0 Project Group Chair

5.1 The Project Group shall be chaired by Trafford Council.

6.0 Frequency of meetings

6.1 A timetable of initial meetings will be produced following agreement of the Masterplan programme and the appointment of the Consultant Team.

6.2 Local Trafford Councillors and Parish Councils will normally be given at least 4 weeks' notice of a meeting date, unless the urgency of information collection or decision-making determines otherwise.

7.0 Quoracy

7.1 A minimum of two representatives from Trafford Council must be present. A minimum of one representative from each ward and Parish Council (see 10.1).

8.0 Review Point

8.1 The Terms of Reference and membership may be reviewed at any time by Trafford Council, in collaboration with Local Trafford Councillors and Parish Councils, to ensure they remain appropriate for the requirements of collaborative working.

9.0 Rules of Participation

9.1 Participants should endeavour to provide resources to assist in the work and deliverables and Trafford Council will have regard to that information where provided.

9.2 Any discussion in meetings and views expressed or implied in such discussion or associated documents are without prejudice to and shall not limit the discretion of the Strategic Planning and Growth team with regard to Trafford Council decisions. Equally, views expressed by participants during meetings will not be treated as the formal position of the organisation they are representing.

9.3 Given the potentially sensitive nature of some of the issues that might be discussed in the project group, documentation will be assigned an information sharing level of **GREEN** or **RED**.

9.4 **Green**: Documentation that will be published on the New Carrington Masterplan website (this will include meeting agenda, minutes, attendance details (no personal information) and presentations).

9.5 **Red**: This will cover any documentation of a commercial interest that project group members may wish to share at the project group and which will be placed on a password protected website which can only be accessed by project group members. Passwords cannot be shared or used by anyone other than the project group member. Unless permission is given, information contained in such documents will not be directly quoted or attributed in publicly available meeting notes. Red documents cannot be shared by project group members with anyone, including people in their own organisation, except representatives² acting on behalf of a project group member,

² Means the officers, directors, employees, consultants, sub-contractors, and agents authorised by parties to act on their behalf in relation to the agreement.

unless express written permission is given by a senior manager/ director of Trafford Council.

- 9.6 Verbal contributions at project group meetings can also be assigned an information sharing level. Members who wish their contributions to be considered **RED** should clearly state this before making their point, otherwise information will be considered to be **GREEN**.
- 9.7 As a member of the project group, each participant will be asked to undertake in writing to abide by the confidentiality and disclosure provisions set out above in relation to each information sharing level as described above, by signing the Confidentiality and Disclosure Agreement at Annex A to these Terms of Reference.
- 9.8 Project group participants who breach the rules of the confidentiality and disclosure provisions under any information sharing level may have their membership ceased.

10.0 Membership

- 10.1 The project group is by invitation only. Attendance is limited to Trafford Councillors of Bucklow St Martins, Bowdon, Broadheath and Manor wards, and Parish Councillors/ members of Carrington, Warburton, Partington and Dunham Massy Parish Councils.
- 10.2 Membership of the project group is at the discretion of Trafford Council and will reflect the issues being addressed and therefore the expertise, knowledge and input required.
- 10.3 Guests and other participants may be invited to the project group on an ad-hoc basis by Trafford Council for specific discussions or to share information with the group.
- 10.4 Local Trafford Councillors and Parish Councils can suggest to Trafford Council that specific experts or people with local knowledge are invited to attend, as a guest, to support relevant discussions.

11.0 Transparency

- 11.1 All agendas, accompanying papers and presentations for workshop sessions, and meeting notes, will be placed on the New Carrington Masterplan website. Agenda and accompanying papers will be placed on the website at least five working days before the project group sessions.

- 11.2 A note of each project group session will be placed on the New Carrington Masterplan website within 24 hours of the session.
- 11.3 When issues that Trafford Council considers to be out of the scope of the project group are raised in discussion, these will be noted within the minutes of the workshop and raised with the relevant team in Trafford Council when appropriate.

Annex A – Confidentiality and Disclosure Agreement

I, the undersigned, have read and understood the New Carrington Masterplan Local Trafford Councillors and Parish Councils project group' Terms of Reference.

I understand that I am required to comply with the confidentiality and disclosure obligations in respect of each of the two information sharing levels (green and red), as set out in the Terms of Reference.

I understand that should I, or my parent company/organisation, fail to abide by the information sharing levels or any other rules of participation, I and/or my parent company/organisation may be excluded from the project group.

I therefore agree to abide by the Terms of Reference in my engagement with this group.

Name:

Company/Organisation:

Signature:

Date: