



## COLSTERWORTH AND DISTRICT PARISH COUNCIL (CADPC)

### ENVIRONMENT AND AMENITIES WORKING GROUP TERMS OF REFERENCE (TOR)

1. The aim of this Working Group is to advise the full Parish Council in aspects of Environment and Amenities related matters.
2. The role of the group is to consider issues relating to highways matters including, but not limited to,
  - open spaces,
  - ensure the character and unique environment of the villages and open space in the Parish is protected and improved for future generations of residents.
  - Enhance leisure and recreational facilities within the Parish.
  - Examine options and apply for funding of new community facilities and initiatives.
  - Maintain and improve relationships between other environment and conservation groups and organisations both locally and nationally. Plans for CADPC and make recommendations to be ratified, if appropriate, by CADPC .
3. Provide CADPC with regular report on progress.

#### **4. Membership.**

Initial members of the Working Group will be appointed by the Parish Council and will consist of a minimum of 1 elected member of the Council unless otherwise specified. A register of such appointees will be held by the Council and publicised on the website.

5. The Working Group can co-opt members of the public who have specific knowledge and/or expertise on the subject to assist the Working Group.

6. The Term of Membership for a Working Group will be for a period of one year or to the next Annual Meeting of the Parish Council.

7. The Annual Meeting of the Parish Council can re-confirm the Working Group's membership and Terms of Reference or appoint other elected members to serve for the forthcoming civic year.

#### **8. Leader**

A leader will be appointed for the Working Group by the Parish Council and must be an elected member of the Council unless otherwise agreed by the Full Council.

9. The leader will be the main point of contact for the Clerk to the Council, Council members, and members of the public.

#### **10. Powers**

The Working Group cannot make decisions on behalf of the Parish Council, and any recommendations made by the Working Group will be subject to approval by the Full Council or relevant Committee.

11. The Full Council or a Committee may form or disband the Working Group. Such a Working Group will carry out tasks as defined by the Full Council or Committee:

12. The E&A Working Party may consider any issues relating to the management of the land and facilities within the Parish Boundaries and make recommendations to the Parish Council these can include:
  - Clean-up Programmes
  - Conservation and Planting Programmes
  - Council owned Land
  - Improvement of Parish Identity

- Playing Fields and Play Areas

A number of projects or sub working parties can be created to facilitate different areas of the parish environment or parish amenities. Some projects will be short lived others will be on going depending on the requirements and objectives.

Can Include:

- Nature trail
- Play Areas
- Allotments
- Heritage including Churches, Woolsthorpe Manor
- Youth Club

### 13. Meetings of Working Groups

A Working Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member of the Working Group. Formal agendas and minutes are not required.

14. The Clerk to the Council will be notified of any meeting with at least 3 working day's notice.

15. The quorum of the group shall be 1 elected members and 2 co-opted members.

16. The Working Group shall report formally to each meeting of the Full Council or relevant Committee with informal updates to Council members following each meeting.

17. The Working Group will report formally to the Full Council at its Annual Meeting if required.

18. The frequency of meetings will be as required.

19. The Working Group is expected to be time limited.

Document Control and Policy Review:

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| Chairman:  | Caroline Hainsworth                                     |
| Responsible Officer/Clerk                                    | Sue Grant   |
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