West Itchenor Parish Council

Terms of reference for the Environment working party

Delegation from the council

1. These terms of reference were agreed by the full council on ……and recorded in the minutes.

Membership

2. The working party shall be drawn from the Parish Council with 3 members who shall be elected each year at the AGM of the council. Supported by maximum of 2 Volunteers from residents of Itchenor.

3. Existing working party members are eligible for re-election.

Purpose

4. The Parish Council consider that the establishment of a permanent group to deal with the many issues that are becoming regular matters of business for the council that need more management time and technical detail than the whole Council can deal with at Council meetings.
   A planning committee already exists for planning matters. Initially a working party will provide the policies for recommendation to the Parish Council for adopting, then implementation.

Functions

5. A management policy for the common is already published and requires review. Further policies should be created for dealing with the management of all property that is under Parish Council management or supervision so that the Parish Council and general public can understand and assist with a continuity of approach.
   The policies would need to 'mirror' wherever possible the Harbour Conservancy Management Policy for the AONB, As well as guidelines from Chichester District Council and West Sussex County Council so that highways and waterways can be effectively managed.

6. Areas to cover are:-

   The Common
   The Pond
   The verges and ditches
   Transport, highways and parking
   Building works (environmental impact)
   Other environmental issues affecting the Parish

Policies

7. Drafts to be put before the Parish Council for approval at earliest opportunity for formal approval and publication.
8. Policies and guidance could be marshalled by the use of volunteers. A trees marshal is already established. Similarly a waterways marshal could play a valuable role.

Meetings

9. The working party will meet in private but provide notes of all meetings and can only implement works that are compliant with policies agreed by the Parish Council.

Implementation

10. The working party will endeavour to ensure that the Parish Council and its committees make decisions, take actions and carry out projects with full regard to the protection of the environment, and furthermore will make suggestions so that the functioning of the council will improve its environmental standing.

Recommended by the environment working party on 1July 2015.