

Bourton-on-the-Water Parish Council
Environmental Action Working Group
Terms of Reference
September 2022

1. Introduction

Bourton-on-the-Water Parish Council took the decision at the meeting on July 6th 2022 to embrace and publish a Zero Waste declaration.

Zero Waste Statement - July 2022

Preamble

In the context of the Climate emergency having been declared in the Cotswold District we recognise the harmful impacts of rubbish on our communities.

It harms our public spaces, rights of way, watercourses, roadsides and much more.

It is damaging to our wildlife, landscapes, wellbeing and environment.

We therefore seek to limit the unnecessary distribution of non-compostable single-use packaging in our community.

Declaration

- We aspire to being a zero-waste community by 2030.
- We encourage residents and visitors to use community reusables schemes such as The Cotswold Cup.
- We will work with CDC to explore avenues for identifying the main sources of litter and other anti-social rubbish (including raw sewage) within our community and devise strategies to minimise the problem.
- We will recognise those who strive to minimise the impact of waste on our communities either via enterprise, charity or personal endeavour.
- We recognise that the excessive presence of bins in our streetscapes and landscapes is damaging and as we encourage the use of reusable packaging, we will seek the reduction of bins in the village environment.

At the same time, it was agreed to establish an Environmental Action Working Group whose primary role is to involve interested residents, to develop strategies for proactively improving the Village Environment.

The Working Group are provided with and accept the following terms of reference agreed by the Parish Council.

2. Purpose

The Working Group's main function is to monitor, advise, engage, and promote environmental matters by the sharing of ideas and expertise within the Parish, and with Cotswold District Council and Gloucestershire County Council, with the aim to implement change which

- a. Reduces the overall negative impact on the local environment, and
- b. Positively enhances the local environment

By making suggestions and recommendations that

- c. Protect and maintain the ecology, nature and environment of the village, by promoting or enabling projects that contribute to local environmental improvements of protecting and increasing biodiversity, flood and wind management and natural carbon capture and that are within the means available to the Parish Council
- d. Encourage and promote the best social and environmental practices, with regard to issues such as waste management, promoting the circular economy, transport infrastructure, chemical pollution and promoting green energy concepts, for the benefit of the local community
- e. Contribute to the development of any future Neighbourhood Development Plan.

3. Membership of the Working Group

- a. The Working Group will be formed primarily from volunteers from local businesses and residents who reside or work in the Neighbourhood Area and at least one elected member or officer of the Parish Council.
- b. The Working Group will aim for a maximum membership of 12 people.
- c. The Working Group may form Working Groups or sub-committees to undertake various aspects of the work involved in developing recommendations or in implementing actions on behalf of the Parish Council.

4. Roles and Responsibilities of the Working Group

The local representatives who are members of the Working Group will:

- Arrange meetings, and appoint sub-groups, to gather views and consult on local environmental issues which are considered appropriate for action by the Parish Council and/or incorporation in any future Neighbourhood Development Plan.
- Assess existing evidence about the environmental needs and aspirations of the neighbourhood area.
- Liaise with relevant organisations and stakeholders to secure their input in the process.
- Inform the Parish Council of progress on a regular basis in order that Working Group Minutes can be noted.

The Parish Council will:

- Support the Working Group throughout the process providing assistance and financial resources to enable the activities of the Working Group.

All Members of the Working Group will:

- Confirm that they are not subject to any disqualifications relevant to Parish Councillors (see Appendix 1).
- Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Working Group.
- Ensure that there is no discrimination in the development of suggestions and recommendations and that there is a wholly inclusive, open and transparent process to all interests in the Parish.
- Work together for the benefit of the communities within the Parish.
- Work in accordance with Bourton-on-the-Water Parish Council's Code of Conduct. Treat other Members of the Group with respect and dignity, allowing Members to express their views without prejudice and interruption.

- The group will be deemed to be quorate if a minimum of 3 local citizens and 1 Parish council member/officer are in attendance. If inquorate, meetings may proceed but any decisions taken may be advisory only and require future ratification by the group when a quorum can gather.
- Any recommendations made by the Working Group, other than those delegated to appointed officers, will be carried forward if the majority (more than 50%) are in favour. For voting purposes, the Group must be quorate. The Chair will have the casting vote in instances where there is no majority.
- All decisions taken by the Working Group are subject to agreement by the Village Environment Committee who in turn will seek the endorsement by the full Parish Council.

5. Officers of the Working Group

- The Group will elect a Chair from their number.
- If the Chair is not present, members will elect a Chair for the meeting from amongst their number.
- The group will also appoint a secretary to be responsible for co-ordinating the work of the Working group and any sub-groups established.

6. Frequency, Timing and Procedure of Meetings

- The Working Group will usually meet monthly, although sub-groups may meet more or less frequently as necessary.
- All meetings will be open and may be attended by residents or those who work in the parish to observe or participate in the proceedings.
- The Working Group will keep Minutes of meetings which will be open to public scrutiny. These will be publicised on the Parish Council web site and displayed in the notice boards, or such other prominent places as may be requested.
- Notices, Agenda, Minutes and associated papers will normally be dispatched to Working Group members by email unless otherwise specified or agreed.
- Meetings will be conducted in accordance with set procedure to be determined and agreed by the Working Group.
- The Working Group will report back to the Village Environment Committee at each Committee meeting where Environmental Action will be a standing agenda item. Updates will include any on-going budgetary implications which should be considered and approved by the Village Environment Committee or full Council if required.
- The Terms of Reference will be reviewed throughout the project and amended as required.
- Any changes to Working Group Terms of Reference will require Parish Council agreement.

20th September 2022

Appendix 1

**Application for membership of Bourton-on-the-Water Parish Council
Environmental Action Working Group**

Full Name:

Address:

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I confirm the following:

- a) I agree to abide by Bourton-on-the-Water Parish Council’s Code of Conduct
- b) I confirm I am not subject to any of the following disqualifications which apply to non-councillors being appointed as a working group member:
 - a. Hold any paid office or employment (other than the office of chair, vice-chair or deputy chair) to which they have been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council, or by any joint committee on which the council is represented; or
 - b. Are the subject of a bankruptcy restrictions order or interim bankruptcy order; or
 - c. Have within 5 years before the day of the election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has had passed on him a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine; or
 - d. Have been found guilty of corrupt or illegal practices or were responsible for incurring unlawful expenditure and the court orders their disqualification.
 - e. Are subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 (section 81A of the 1972 Act, in England).

Print Name:

Signed:.....

Date:.....

Please return the signed form to the Parish Clerk, Parish Office, George Moore Community Centre, Moore Road, Bourton-on-the-Water, Cheltenham, Gloucestershire GL54 2AZ.

Email clerk@bourtononthewater-pc.gov.uk