



BISHOPSTOKE PARISH COUNCIL

GLEBE MEADOW WORKING GROUP

TERMS OF REFERENCE

**These Terms of Reference were adopted
at the Full Council meeting on**

14th March 2023

**D Wheal
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL
GLEBE MEADOW WORKING GROUP**

TERMS OF REFERENCE

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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**TERMS OF REFERENCE FOR THE
GLEBE MEADOW WORKING GROUP**

1 Membership

1.1 The Working Group membership shall include up to seven Councillor members, appointed at the Parish Council AGM in May. Non council members may be appointed to the group as needed.

2 Lead Member

2.1 The Lead Member of the Working Group will be appointed at its first meeting following the Parish Council AGM in May. If the Lead Member is absent for a meeting, then a Lead Member for the meeting will be appointed at that meeting.

3 Quorum

3.1 A quorum will consist of three members of the Working Group.

4 Meetings

4.1 The Working Group will meet as necessary.

4.2 The Clerk shall produce and circulate an agenda for the meeting. Where possible this will be at least three clear working days in advance of the meeting, but meetings can be called at short notice if necessary.

4.3 The Clerk or other duly appointed person shall take notes of the meeting and take any follow-up action as directed. Draft notes will be provided to the Lead Member as soon as possible and then circulated to the other members no later than the publication of the agenda for the next meeting.

5 Reporting

5.1 The Lead Member or other nominated member of the Working Group, shall present a report at each meeting of the Parish Council on the activities of the Working Group since the last meeting. Alternatively, this may be achieved by the circulation of the relevant notes with other agenda papers before the meeting.

6 Decisions

6.1 The Working Group will have no power to make decisions on behalf of the Council except to:

6.1.1 Decide the date, time and place of its meetings.

6.1.2 Identify and fill the training needs of the Working Group, within the overall training budget specified by the Full Council.

6.1.3 Issue invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

7 Budget

7.1 The Working Group will have no power to commit to expenditure on behalf of the Council.

7.2 Any expenditure the Working Group wishes to undertake must be from existing budget heads that are within its delegated areas of responsibility and must be approved by the Clerk or other appointed officer.

8 Areas of Responsibility

8.1 To oversee the programme of improvements agreed by the Council for Glebe Meadow, including existing projects and any new projects agreed during the lifetime of the Working Group.

8.2 To make recommendations regarding all of the projects affecting Glebe Meadow. As a minimum these recommendations will include location, footprint, size, scope and budget.

8.3 To oversee the creation of an overall master plan of the Meadow, showing the location of all current assets and the changes that would be made under the Working Group's recommendations.

8.4 To make recommendations to the Parish Council on the management of these projects.

8.5 To undertake any surveys and consultations thought necessary to ensure that the Glebe Meadow programme meets the requirements of local residents.

8.6 To make recommendations on potential projects for Glebe Meadow.

9 Initial project list:

9.1 New Bishopstoke Memorial Hall.

9.2 Relocation of the War Memorial.

9.3 Relocation and updating the play area.

9.4 Relocation and updating the sensory garden.

9.5 Replacement of the skate park.

9.6 Moving the entrance gates at Portal Road.

9.7 Any necessary changes to paths, bins and benches.

9.8 Applications for any necessary tree work, including maintenance, felling and planting.