



BANWELL PARISH COUNCIL BIODIVERSITY & SUSTAINABILITY WORKING PARTY TERMS OF REFERENCE

The Sustainability and Biodiversity Working Party ('the Working Party') is a working party of Banwell Parish Council ('the Council') and is established to co-ordinate the Parish's overall approach to biodiversity and sustainability.

Membership

The Membership of the Working Party shall be a minimum of **three** Members of the Council ('Council members'), and up to **five** other members of the community ('Community members'). N.B. These numbers are flexible – the Council recognises it is important to have the right skills and interest on the working party and, whilst membership will be generally reviewed annually at the Annual Council Meeting, it is possible that community membership may increase and go above **eight**.

The Chair of the Working Party will be a Member of the Council and shall be chosen by the Working Party Members at the first meeting of the Working Party.

A Parish Council Officer (Communications Officer or Clerk) will administer the meetings on behalf of the Council and Community. The Chair will convene meetings and liaise with the Officer regarding a schedule of meetings and agenda items.

Decisions

The Working Party shall recommend actions / decisions to the Council who will vote on those requirements / motions at the next relevant meeting and feedback accordingly so as not to delay actions unduly. The working party has no budgetary or spending powers – if expenditure of any kind is expected because of the working party recommendations it must be referred to the Council, through the Officer, for approval.

Meetings

The Working Party shall meet at least twice a year. Copies of the draft notes of the meeting shall be circulated to all Members and the Council within 10 workdays. Working Party meetings are not required to be held in public. The Officer will follow normal statutory regulations in terms of notice of Council meetings.

Quorum

The quorum shall be **three** members of the Working Party with a minimum of two Councillors. If the number of members present falls below the required quorum of three the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions. The notes of that meeting will then be forwarded to Full Council for consideration as per usual (see Decisions above).

Responsibilities

The key objective will be to develop a Sustainability & Biodiversity action plan.

The action plan will be designed using Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T) principles to:

- Promote positive opportunities for the environment.
- Identify more sustainable approaches and help address wider negative impacts on the environment including those caused by development pressures, pollution and climate change.
- To recommend options for more sustainable energy use including exploring solar energy potential.
- To identify further opportunities for enhancement of natural assets including

potential for tree planting and hedgerow improvement.

- To identify ways to maximise recycling.
- To raise public awareness of the principles and opportunities offered through the Environmental Policy and seek their support in these issues.
- To make recommendations which fall beyond the Parish Councils capabilities, via the Council, to North Somerset.
- Members should all adhere to the Parish Council's Policy and Procedures as displayed on the Council web site

Life of the Environment Working Party

The Working Party shall continue until the action plan is adopted by the Council, deemed unnecessary by the Council or until such time as the Working Party Members determine.

Review

The Terms of Reference shall be reviewed by the Council in May of each year.