STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
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Terms of Reference – Green Spaces and Wildlife Working Group

1. **Membership**

   The Parish Council shall appoint members of the Working Group and membership will be reviewed annually at the Annual Meeting of the Parish Council. At least 2 members of the Working Group will also be members of the **Amenities Management Committee** and will act as the Working Group's representatives on the committee. WG membership to be limited to a maximum of 12 members although the WG can invite people to join meetings to provide information/viewpoints if considered useful in the fulfilling of their aims.

2. **Leader**

   The Parish Council, subject to review, shall appoint the Leader of the Working Group from the Councillor members annually. The Leader will be the Working Group's main point of contact for council staff, council members and members of the public. Another Councillor may be elected temporary Leader from those present in the event of the Leader not being present at any meeting.

3. **Powers**

   Working Groups cannot make decisions on behalf of the Parish Council, and any reports presented by Working Groups (involving recommendations) will be subject to approval by the Amenities Management Committee or Parish Council. The Working Group shall work by consensus but any reports shall reflect all views from meetings.

   The Working Group is authorised to apply for grants on behalf on the Parish Council for incentives the Parish Council has approved at a full council meeting.

4. **Meetings**

   Meetings will be held on an ad hoc basis, as required. There is no requirement for meetings to be clerked, although notes will be taken and distributed by email to members and the Parish Clerk by the Leader. Feedback will be provided to the next Amenities Management Committee or Parish Council meeting.

5. **Responsibilities and Main Aims**

   - The purpose of the group is to enhance the green spaces in (and around) Stilton for the benefit of both residents and the natural environment, with particular focus on biodiversity. The green spaces shall not be limited to those owned by the Parish Council but may, with permission of the land owner, include any space within Stilton.

   - The Working Group shall carry out research for the AMC and Parish Council to develop green spaces and shall report on:

   - Developing and implementing plans for enhancing sites identified as being worthy of improvement for the benefit of the village and/or natural environment. Such plans to be approved by the Parish Council prior to any work commencing;

   - Developing a plan to enable adequate management of green spaces in Stilton – to be presented to the Amenities Management Committee in September each year to allow costs to be budgeted for;

- Identify new green spaces with potential for enhancement;
- Liaise with outside agencies, such as the RSPB, Woodland Trust and other such groups;
- Provide feedback to enable communication to residents via Facebook, SPC's website, SCAN, etc on green spaces plans;
- Advise the Parish Council on any matter relating to the management of green spaces in Stilton
- Apply for grant funding to enhance green spaces when the plans have been authorised by the Parish Council.

6. Document Review

Reviewed: 12 May 2026 (agenda item PC107/26)
Next review date: May 2027