

Church Fen Working Group

Terms of Reference

The Church Fen Working Group has been formed at the request of the Environment and Land Management Committees to oversee the creation of a Management Plan for Church Fen.

1. Membership

The Group will consist of 4 members from the Land Management and Environment Committees. There will be a minimum of 1 elected member of the Council.

2. Leader

The leader of the Group will be an elected member of the Council.

The leader will be the main point of contact for the Clerk to the Council, Council members, and members of the public.

3. Powers

The Group is an advisory body and cannot make decisions on behalf of the Parish Council. Any recommendations will be made to either or both of the Environment and Land Management Committees.

4. Responsibilities and Areas of Operation

The Group is tasked with the creation of a 5 year Management Plan for Church Fen. This will include:

- Weekly, monthly, quarterly, 6 monthly, and annual checks of and on the site
- Weekly, monthly, quarterly, 6 monthly, and annual tasks and maintenance on the site
- Proposals for the checks and maintenance of the boardwalk and bridges

The Working Group will arrange its own meetings and schedule of work.

Progress reports will be given to both Land Management and Environment Committees.

5. Meetings of Working Groups

The Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member.

Formal agendas and minutes are not required.

The Clerk to the Council will be notified of any meeting with at least 3 working days notice.

The quorum of the group shall be 2 members, one of whom must be an elected member of the Council.