

Sellack Parish Council

Backney Bridge Picnic Site (BBPS) and Flood Action Working Group

Terms of Reference

Updated: May 2024 (to include Flood Action)

Reviewed: May 2026

Next Review: May 2027

Purpose:

The purpose of the working group is to advise and make recommendations to Council on matters associated with the protection, preservation, maintenance and enhancement of BBPS for the benefit of both residents and the natural environment.

The group will also consider and makes appropriate recommendations to the Parish Council on all matters relating to flood prevention and responses to flooding.

Working groups cannot make decisions or speak on behalf of the Parish Council. Any recommendations made by the Group will be subject to approval by the Council.

Membership and Quorum:

The Working Group's composition shall comprise of:

Councillors: John Marshall and Mark Robinson.

Other: All members of the Backney Bridge Picnic Site volunteer group to be invited.

Parish Clerk.

A quorum for any meeting of the Working Group will be three members, to include at least one councillor.

Chairman:

The Chairman will be Councillor John Marshall. The Vice Chairman (in 2025/26) is C. Wolfe, but will be elected by the working group at their first meeting of the financial year.

Declarations of Interest:

Members of the Working Group must declare any personal interest that may be perceived as being relevant to any recommendations made by the Working Group to Council.

Objectives, Scope and Outcomes

The objectives, scopes and outcomes of the Working Group shall be approved by Council. These shall include but not be limited to the following initiatives:

BBPS:

- Drafting and (with approval of Council) implementing plans for the preservation, protection and enhancement of BBPS for the benefit of the parish and natural environment.
- Drafting and seeking quotes for a maintenance contract for BBPS.
- Seeking the views of residents on the protection, preservation, maintenance and enhancement of BBPS for the benefit of residents.
- Making recommendations to Council for enhancement of BBPS.
- To look at long term environmental management of BBPS and related issues.
- Liaising with outside agencies that could support the work of the group. Seeking the view of subject experts on the potential opportunities for the protection, preservation, maintenance and enhancement of BBPS
- Making recommendations to Council for a programme of activities/events for BBPS and (with approval of Council) coordinating the work of volunteers, completing risk assessments and ensuring that appropriate health and safety measures are taken.
- Communicating the work of the group to the general public through the Parish Council website and Facebook page.
- Advising the Council on any matter relating to the BBPS.

Flooding:

- To support Herefordshire Council's response to flooding in the parish – through improving communication methods and providing a dedicated webpage to flooding on the Parish Council website, which the group will keep under review.
- To support Herefordshire Council's preparation and preventative measures with regards to flooding in the parish.
- To monitor, review and where necessary make recommendations to the Parish Council for amendments to Local Authority policies and plans.
- All correspondence should be conducted through the Parish Clerk wherever possible.

Responsibility of the Working Group

The working group will be accountable to Full Council and will provide recommendations with as much information as possible to allow the Council to make informed decisions. The Working Group will not have a budget.

Responsibility of Full Council

The Working Group will submit their recommendation to Full Council for consideration and approval.

The Working Group shall continue until deemed unnecessary by the Council or until such time as its members determine.

The Terms of Reference will be reviewed annually.