



Parish Council

Terms of Reference

Pembroke Garden Landscaping Working Group

1. Purpose

The Pembroke Garden Landscaping Working Group is established to support the development, consultation, and delivery of proposals to enhance Pembroke Garden Open Space, including landscaping, biodiversity improvements, recreation facilities, and associated community infrastructure.

The Working Group will act in an advisory and coordinating role, reporting to the Parish Council's Leisure & Recreation Committee.

2. Objectives

The objectives of the Working Group are to:

- Support the development of a coherent and deliverable landscape and recreation scheme for Pembroke Gardens.
- Review and refine concept designs for landscaping, paths, seating, biodiversity enhancements, and recreational facilities (including the proposed MUGA).
- Oversee and inform community consultation and stakeholder engagement.
- Assist in identifying, prioritising and supporting funding opportunities and grant applications.
- Consider phasing, feasibility, and practical delivery considerations, including maintenance and long-term sustainability.
- Ensure proposals align with Parish Council policies, local needs, and relevant planning, environmental, and health and safety requirements.

3. Scope

The Working Group's remit includes, but is not limited to:

- Landscaping and public realm improvements (paths, planting, seating, interpretation).
- Biodiversity and nature based interventions (trees, hedgerows, wildflowers, habitat features).
- Recreation and play infrastructure (MUGA, informal play, links to existing play facilities).
- Community engagement and consultation approaches.
- Funding strategy and partnership working.
- Consideration of future opportunities, including the redevelopment of the former changing rooms into a community/youth hub.

The Working Group has no delegated authority to make spending decisions or to enter into contracts.

4. Membership

The Working Group shall consist of:

- Parish Councillors, including at least two members of the Leisure & Recreation Committee.
- The Clerk
- Head of Operations
- Where appropriate, co-opted members or advisors (e.g. residents, community representatives, professional advisors), appointed for their expertise or local knowledge.

The Chair of the Working Group shall be appointed by Full Council.

5. Roles and Responsibilities

Chair

- Chair meetings and ensure effective and orderly conduct.
- Agree agendas with the Clerk / Officer support.
- Act as the primary liaison between the Working Group and the Leisure & Recreation Committee.

Members

- Attend meetings and contribute constructively to discussions.
- Review reports, drawings, and consultation feedback.

- Act as a link between the Working Group and the wider Council/community where appropriate.

Officer Support

- Provide administrative support, including agendas and notes.
- Ensure compliance with Council procedures and governance.
- Support funding research and coordination with external partners.

6. Meetings

- Meetings shall be held as required, normally every 8 - 12 weeks or at key project stages.
- Meetings may be held in person or online.
- Notes or action summaries will be recorded and shared with members and reported to the Leisure & Recreation Committee.

7. Decision Making

- The Working Group is advisory only.
- All recommendations must be referred to the Leisure & Recreation Committee and/or Full Council for approval.
- Decisions requiring expenditure, procurement, or formal commitments cannot be taken by the Working Group.

8. Reporting

The Working Group shall report progress, recommendations, and key issues to the Leisure & Recreation Committee at appropriate intervals, including:

- Outcomes of consultation and engagement.
- Design development updates.
- Funding opportunities and application progress.
- Risks, constraints, and proposed mitigations.

9. Duration

The Working Group will operate for a time limited period, initially until:

- The landscape and recreation proposals for Pembroke Gardens have been developed to an agreed delivery stage; or
- The Parish Council determines that the Working Group is no longer required.

The Terms of Reference will be reviewed after 12 months.

10. Conduct

All members of the Working Group shall:

- Act in accordance with the Parish Council's Code of Conduct.
- Declare any interests in line with statutory requirements.
- Treat discussions as confidential where appropriate until proposals are formally published.

11. Review of Terms of Reference

These Terms of Reference may be amended by resolution of the Parish Council or the Leisure & Recreation Committee.