



Baughurst Parish Council

Litter and Fly Tipping Working Group – Terms of Reference

INTRODUCTION BY BAUGHURST PARISH COUNCIL

Baughurst Parish Council in line with many other parish/town councils will appoint working groups (or advisory groups) to assist them in their work and these can be very helpful in doing the background work to enable a council or committee to decide on a particular project/idea.

Working groups are not committees or sub committees and are not empowered to make decisions on behalf of the council. They are 'task and finish' groups so they are appointed to carry out a particular task and, once that task is complete, they should be disbanded. The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council.

Often a council or committee will need to carry out some investigative work prior to making a decision. A working group could be appointed at a meeting with the specific task of doing the investigative work and reporting back to council with their recommendations by a specified date.

This Terms of Reference for the Litter and Fly Tipping Working Group was adopted by the Baughurst Parish Council at its meeting held on 27 July 2023.

Contents

INTRODUCTION BY BAUGHURST PARISH COUNCIL	1
1. Purpose of the Litter and Fly Tipping Working Group	2
2. Membership of the Litter and Fly Tipping Working Group	2
3. Remit of the Litter and Fly Tipping Working Group	2
APPENDIX 1 AMENDMENT HISTORY	4



Baughurst Parish Council

1. Purpose of the Litter and Fly Tipping Working Group

Baughurst Parish Council has asked the Litter and Fly Tipping Working Group to review current practice with BDBC and make recommendations on improvements to reduce littering, fly tipping and green waste accumulation and take urgent action when they occur.

2. Membership of the Litter and Fly Tipping Working Group

The Litter and Fly Tipping Working Group will consist of Russ Clark, Martin Slatford and Colin Cooper, as agreed by council on 23rd March 2023.

The Litter and Fly Tipping Working Group may invite members of the public to join the efforts of the group and to attend meetings in an advisory capacity.

The group has appointed Russ Clark as the Lead Member who will ensure all members of the Litter and Fly Tipping Working Group are kept involved and informed and act as the primary contact to the full council.

3. Remit of the Litter and Fly Tipping Working Group

In line with the purpose set by the full council the remit of the Litter and Fly Tipping Working Group is to:

- Investigate current processes with BDBC, consider and recommend ideas related to reducing litter and fly tipping in the parish and clearing litter on a regular basis, including the use of council-owned equipment purchased for this purpose.
- Investigate current operations for council green waste removal and leaf sweeping within the parish and agree with BDBC or others ways to improving these services.
- Consider, review, and make recommendations to support the development of council strategy and policy for litter management.
- Recommend changes in process that will allow excess littering and instances of fly tipping on council owned (BPC, BDBC and HCC) and privately owned land to be identified and dealt with urgently to avoid infestations.

The working group reports to the council and should provide reports on progress and recommendations regularly to council meetings during 2023/24 for the council/committee to make decisions on Litter and Fly Tipping.



Baughurst Parish Council

Meetings of the working group are informal and therefore do not need to be held in public and may be held remotely.

Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council. A regular formal written report should be made to the council with a final report on progress, recommendations, achievements and issues outstanding to be made to the February 2024 meeting of council.

Once this final report has been accepted by council the Litter and Fly Tipping Working Group will be disbanded.



Baughurst Parish Council

APPENDIX 1 AMENDMENT HISTORY

These are the amendments to the version one of the Litter and Fly Tipping Working Group Terms of Reference.

Reference	Amendment
Version 1.2	Remit enhanced to include green waste removal and leaf sweeping activities.
Version 1.1	To include in remit measures based on varying land ownership.
Version 1	The first version