

Appendix 5

St. Mary's Lands Working Party

Terms of reference and membership

These terms of reference have been prepared to guide the management and structure of the St. Mary's Lands Working Party.

The role of the Working Party

- The role of the Working Party is to bring together key stakeholders with an on-going interest in the landscape quality, community value, visitor interest, ecology, and the use of the space for a wide range of sports and recreation so that strategic decision making reflects a broad consensus of opinion.
- The Working Party is intended to provide an on-going forum for stakeholder comment and input with regards the implementation of recommendations contained within the adopted masterplan and other Warwick District Council policy initiatives and programmes as may be relevant to the open space.
- The Working Party is established in an advisory capacity to provide advice to Warwick District Council and to act as a 'critical friend' to ensure that the Council's decision making is reflective of wider stakeholder's views.
- A separate Operations Group will focus on the day-to-day management and maintenance of the site. This ensures that the Working Party's primary role is to maintain a strategic oversight of the opportunities and challenges at St. Mary's Lands.

Responsibilities

- Providing advice and guidance as appropriate to Warwick District Council on developing and monitoring the strategic approach to St. Mary's Lands as a key green space.
- Assist in developing appropriate documents and policies to support the detailed development and aspirations of the adopted masterplan.
- Providing advice on issues that affect users, including the wider community in a considerate and consultative manner.
- Providing a forum for discussion of progress.
- To help guide the development of recommendations for further work.
- The Working Party may request members of the District Council to speak at the meetings as seems appropriate and reasonable and may request feedback with regard to the recommendations that the Members makes to the District Council.

Ways of working

- The Working Party will meet for a maximum of four times a year.
- Members of the Working Party will receive papers one week before each meeting.
- Unless agreed otherwise by a majority vote of the Working Party

Members, a Chair will be proposed and seconded at the commencement of each meeting.

- Minutes of the meeting will be kept and agreed by all members of the Group who attended the meeting.
- Minutes of the Working Party may be a public document.
- Working Party Members may be contacted between meetings for advice should the need arise.
- From time to time sub-groups may be formed to work on specific issues as appropriate.
- Where matters considered confidential, either to the District Council or another Member of the Working Party, but early advice is being sought, the party requiring confidentiality should make the other Members aware of what elements of the discussion should not be disclosed outside of the meetings.

Membership

- The membership of the Working Party is at the discretion of Warwick District Council and will be selected to provide a range of views and opinions.
- Warwick District Council may request a copy of the constitution, memorandum of operation or terms of reference for any organisation invited to participate in the Working Party and any such reasonable request should not be unreasonably withheld.
- Invited organisations will be requested to nominate a representative to attend these meetings.
- The Working Party may from time to time recommend that other individuals / organisations are invited to attend on a temporary (issue basis) or permanent membership of the Working Party. The District Council will consider all such reasonable requests.
- Members of the Working Party are expected to be involved in or have an interest in becoming involved in the implementation of the adopted masterplan and other issues as these arise.

Advisors

- From time to time advisors may be invited to attend the Working Party to guide and support the work of the Working Party. Advisors can be proposed by the Working Party Members or invited by the District Council.