

Sustainable Hadstock – ‘Low Carbon High Biodiversity initiative’

The Sustainable Hadstock Working Group (SHWG) is formed by resolution of Hadstock Parish Council,ⁱ to be the focus for the ‘Sustainable Hadstock – Low Carbon, High Biodiversity initiative.

The formation of SHWG, as an advisory group to HPC provides greater opportunity for sharing the responsibilities for research, production and collation of information and materials to enable the Council to make informed decisions in a timely manner. How these tasks are shared across members of the SHWG can be agreed on an as needs basis, in consideration of time availability, knowledge and expertise of its members.

The aim of the Working Party is to provide HPC with recommendations and ideas on ways to protect and enhance the environment within which we live and work by developing

Aim and Objective

The tasks of SHWG will be decided upon by the group. The aim of this initiative is to embed Climate Change in our community and establish a long-term programme of change – some driven by the individual and some by the Village. The ‘Low Carbon’ objective is to develop concrete actions for reducing carbon use in Hadstock’s homes, initially by focusing on relatively easy energy reduction actions (insulation and other measures to improve thermal efficiency) and to explain/explore how people can move to renewable/green technologies. We want to enable people to discuss these newer technologies with practical experts/users will hopefully help dispel the myths around them – and encourage a more active move forwards.

The Working Groups has authority to undertake and action:

- Preparation of a draft Strategy for Action, to be submitted to HPC for consideration.
- Preparation a risk assessment for all activities
- Liaise and work in partnership with Hadstock residents and organisations including Uttlesford District Council and Essex County Council to achieve the aim and objectives
- Determine the need for external consultants or other specialists
- Oversee the works associated with external consultants, other authorities/bodies or other specialists
- Set short term achievable goals to demonstrate longer term aims
- Promote Sustainable Hadstock to the community
- Preparation and manage public events/consultations
- Seek relevant licences and agreements when required
- Preparation of branding and implement a communications plan
- Set targets and measure progress against that goal.
- Apply for funding/ fund raise on behalf of HPC. Funds will be held as EMR.
- Appoint members/additional members to smaller sub groups to work on specific tasks reporting to SHWG with the same terms of reference but excluding financial decisions.

Governance

- The SHWG will arrange their own meetings to suit and venue hire
- Meetings are not open to the public
- Notes will be taken by a member of the group to be ‘approved’ at the next meeting of SHWG and presented to HPC to note. These must include actions taken and be readily available
- The Chairman will be the main point of contact for the Working Party and will convene and chair meetings.
- Each Member of the Working Party has one vote. In case of equality of votes, the Chairman of the meeting has the casting vote whether or not he gave an original vote.

Adopted by Hadstock Parish Council on 07 March 2024.

Minute reference **24/03a/13ii**

- All decisions required to progress the project in financial terms will be tabled at a Full Council meeting. An Extraordinary Full Council meeting may be called as required.
- Ensure all correspondence is copied to the Clerk hadstockparishcouncil@hotmail.co.uk
- Each non-councillor member should have a dedicated email address for the duration of the project.

Finance

- HPC cannot be held legally liable for financial costs above those already agreed within the 2024/25 budget [£500] and £9590 from UDC
- Payment of invoices must be approved by HPC and this will only be authorised at a full parish council meeting
- All invoices will be required to be addressed to Hadstock Parish Council. If VAT is liable a VAT number is required and a receipt obtained.

Membership shall comprise of:

- Parish Council and Chair ~Cllr J Lockton
- Community representatives~ representatives of the Hadstock Society, Village Hall Committee, the Hadstock Green Team and other interested residents

Code Of Conduct & Declarations of Interest

- Members of the Working Group must declare any actual or potential conflicts of interest and when appropriate, individuals with a conflict of interest will be required to leave the meeting for those parts.
- The code of conduct adopted by HPC will be observed and upheld by all members
- Members are to adhere to the Parish Council's Safeguarding Policy.

Data Protection – the Working Group's work must comply with the Data Protection Act and must have regard to HPC's Data Protection Policies. Documents including emails can be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.

Review Of Terms of Reference - These Terms of Reference shall be reviewed annually by the SHWG in consultation with the Parish Council and may be amended ⁱⁱas necessary to reflect changing priorities, objectives, or circumstances.

The Terms of Reference and membership will be published on the Council's website.

ⁱ under the Local Government Act 1972 s101(1a).

ⁱⁱ HPC will be responsible for agreeing these terms of reference and any relevant amendments to them.