



## APPENDIX A TERMS OF REFERENCE FOR THE BUCKINGHAMSHIRE GREEN INFRASTRUCTURE CONSORTIUM

### TERMS OF REFERENCE

#### 1. Name and status

- 1.1 The name of the group is the '*Buckinghamshire Green Infrastructure Consortium*'.
- 1.2 The group has no legal status.

#### 2. Aim

- 2.1 To assist in the delivery of the *Buckinghamshire Green Infrastructure Strategy*

#### 3. Objectives

- 3.1 To ensure that Buckinghamshire's sub regional and local green infrastructure (GI) assets are protected and enhanced in accordance with the social, economic and environmental needs of the community.
- 3.2 To ensure that GI is planned for, delivered and managed in a coordinated and integrated way at both strategic and local levels across Buckinghamshire.

#### 4. Outcomes

- 4.1 The outcomes of the group are as follows:
  - a) To make representations on development policies and proposals of significance at a sub regional level
  - b) To produce a development brief for the production of sub regional and local GI plans
  - c) To establish a GI plan steering group and other sub groups as necessary
  - d) To provide technical support and guidance to GI plan steering group, 'project manager' and any appointed consultants
  - e) To promote the value of GI provision and planning to key stakeholders and wider community

- f) To act as a forum for exchanging information and discussing issues associated with GI planning, delivery and management
- g) To participate in workshops to inform the GI plan's development and delivery
- h) To consider reports from the GI plan steering group and other established sub groups
- i) To promote and support the plan's adoption by all relevant bodies
- j) To secure the necessary resources for the effective management of the Consortium

#### **4. Membership**

4.1 Membership of the Consortium will comprise of representatives with GI strategic planning or technical competencies from the following organisations:

- Aylesbury Vale Advantage
- Aylesbury Vale District Council
- Berkshire, Buckinghamshire, and Oxon Wildlife Trust
- British Waterways
- Buckinghamshire Rural Affairs Group
- Buckinghamshire County Council
- Buckinghamshire and Milton Keynes Biodiversity Partnership
- Campaign to Protect Rural England (Buckinghamshire)
- Chilterns Conservation Board
- Chiltern Society
- City of London
- English Heritage
- Environment Agency
- Forestry Commission
- Farming and Wildlife Advisory Group
- Milton Keynes Council
- National Trust
- Natural England
- South Bucks District Council
- Sustrans
- Wycombe District Council

4.2 Each organisation is able to nominate one representative onto the Consortium. Appropriate deputies will be able to attend in the nominee's absence.

4.3 The Consortium will be able to co-opt other organisations or individuals to join as members. It will also have the flexibility to invite others to attend meetings in response to a specific item or technical need.

- 4.4 An organisation's membership can be terminated with immediate effect by writing to the chairman.
- 4.5 All members are responsible for making effective and positive contributions to the meetings and for supporting the aims and objectives of the Consortium.

## **5. Meetings**

- 5.1 A meeting shall consist of representatives from not less than six of the organisations or interests listed in 4.1 above.
- 5.2 The Consortium shall meet at a time and place to be agreed at the previous meeting.
- 5.3 The Consortium shall elect a chairman/ vice chairman at the inaugural meeting to serve for the duration of the group's existence.
- 5.4 The Consortium shall elect a secretary at the inaugural meeting to provide secretariat services to the group. Written records of the group meetings will be kept and distributed to all members within two weeks of the associated meeting. This record will include attendees, date, venue and a record of all new and ongoing actions.
- 5.5 The Consortium shall elect a treasurer at the inaugural meeting to act as 'banker' and present financial reports to members as required.
- 5.6 The Consortium shall be non-discriminatory in its operation.
- 5.7 Meeting agendas will be drawn up by the secretary, agreed by the chairman, and distributed to all members, along with any supporting papers, at least one week in advance of the meeting to which they relate. All members are able to submit items to the secretary for inclusion on the agenda, at least three weeks in advance of the meeting to which they relate.
- 5.8 Members will be expected to report the progress of the Consortium to their respective organisations.
- 5.9 The written records of the Consortium meetings, including any supporting paperwork, shall be made public, with the exception of those items deemed by the Consortium to have an overriding commercial or personal confidentiality.

## **6. Publicity Policy**

- 6.1 Members will be expected to agree and follow an agreed policy for managing all media relations.

## **7. Decision-making**

- 7.1 Decisions will be made at meetings through general consensus with objections registered.

## **8. Dissolution**

- 8.1 The Consortium may be terminated after appropriate consultation between all parties.

## **9. Alterations to the terms of reference**

- 9.1 The chairman shall notify each member in writing of any proposed alterations to the terms of reference fourteen days prior to any meeting.
- 9.2 All members of the Consortium shall agree any alterations to these rules and guidelines.