



Barrowby Parish Council

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Recreation and Green Space Group Terms of Reference

Document control

- **Owner:** Buildings and Assets
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Buildings and Assets for formal adoption at Parish Council May 2027

1. Purpose

The Recreation & Green Space Group exists to promote publicly accessible recreational greenspace and access to nature within Barrowby. It supports activities that have a positive impact on health, wellbeing, nature and the local environment by advising the Parish Council and other delivery bodies, and by direct voluntary action. The Group helps care for and enhance public green spaces; creating wildlife habitats, improving access and by encouraging sustainable and nature friendly design and environmentally responsible management.

The Group operates on behalf of and under the authority of Barrowby Parish Council.

2. Objectives

The Recreation & Green Space Group will:

1. Identify sites and opportunities for environmental enhancement and public amenity improvements and present proposals to the Parish Council for approval.
2. Encourage and advise the Parish Council and other interested parties such as developers or other land owners on matters relating to sustainable greenspace management, nature recovery and climate resilience.
3. Identify and secure grant aid and support in kind to support project delivery on behalf of the Parish Council
4. Involve and encourage the community in positive environmental action and awareness.
5. Plan and carry out low-risk environmental management, maintenance and enhancement activities such as tree planting, vegetation and habitat management, path and access improvement

3. Membership

- Membership of the Group is voluntary and open to any resident wishing to support its aims.
- All volunteers must be registered with the Parish Council in accordance with the Volunteer Policy.
- A Lead Volunteer will be appointed by the Parish Council (or reappointed annually) to coordinate the group.

4. Accountability

- The Group acts on behalf of Barrowby Parish Council and is not an independent organisation.
- All volunteer activities must be authorised through the Parish Council via the Parish Clerk or Lead Volunteer.
- Expenditure must be approved by the Council in advance.

5. Roles and Responsibilities

The Lead Volunteer will:

- Coordinate and supervise group activities.
- Maintain contact with the Parish Clerk.
- Ensure risk assessments and safety briefings are completed.
- Record volunteer attendance for insurance purposes.
- Report hazards, incidents or concerns to the Clerk.
- Notify the Clerk when volunteers join or leave.
- Has the discretion to approve or disallow the use of any tools or equipment during activities, including items brought by volunteers, where safety or suitability is in question.

Volunteers will:

- Work safely and follow safety briefings and guidance.
- Undertake only tasks they feel competent and comfortable performing.
- Report hazards or environmental concerns promptly.
- Treat fellow volunteers and members of the public respectfully.
- Only use tools that have been approved by the Lead Volunteer for that activity.

6. Health & Safety

- All work must follow the Parish Council's Volunteer Policy and relevant risk assessments.
- Activities undertaken must be low-risk and may include:

- plant and habitat care
- removal of invasive species
- low-level pruning and bramble control
- access and path clearance
- litter removal
- installation and maintenance of wildlife-friendly features (bird boxes, bug hotels, pond plants, etc.)
- Volunteers must not:
 - work at height unless authorised to do so by the Lead Volunteer. It will always be a two-person task in accordance with the Working at Height Risk Assessment for that task
 - operate power tools unless explicitly authorised and risk assessed
 - lift items beyond their individual ability

Appropriate PPE (such as gloves, suitable footwear, and high-visibility clothing near roads) must be used when required.

Lone working should be avoided where possible.

BPC will provide a first aid kit at practical activities where practicable. Basic first aid may be administered by a volunteer who is not formally first-aid trained, where the injured person consents. Volunteers may choose either to receive basic first aid from another volunteer or to manage their own first aid if preferred.

7. Insurance

Volunteers working at the sole request of and under the direction of Barrowby Parish Council are covered under the Council's Public Liability and Employers' Liability insurance, provided that:

- Work has been authorised;
- Safety arrangements and risk assessments are followed;
- Tasks remain within approved low-risk volunteer activity.

8. Budget and Expenditure

- The Group cannot commit Parish Council funds independently.
- Purchases must be approved in advance.
- Reimbursement requires receipts and prior approval.

9. Meetings and Communication

- The Group does not need to hold formal public meetings.
- Communication may be informal (e.g., WhatsApp, email).

- The Lead Volunteer will report matters to the Parish Clerk when decisions or approvals are needed.

10. Review

- These Terms of Reference will be reviewed every two years, or sooner if required.
- Amendments must be approved by Barrowby Parish Council.

Approval

(To be completed upon adoption)

Role	Name	Signature	Date
Lead Volunteer			
Chair			