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## Terms of Reference for the Green Team

### **Background**

Volunteers have been dedicating time and energy to maintaining the green spaces in Whitchurch-on-Thames. They have been organised informally or in more formal groups, such as WOTHABS, MOWS or the Village Green committee. The idea of the Green Team was to have these events organised into a programme and to involve a wider group of volunteers.

### **Mission Statement**

The Green Team is a team of both core and ad hoc volunteers who help look after and maintain the green spaces in the village. Coming together in this way also encourages a sense of community, is a good way of getting to know people and helps friendships grow.

The Green Team will work closely with WoTHABS. The MOWs group has been merged into the Green Team.

### **Maintaining the Village**

- The main priority for the Green Team is the maintenance of existing green spaces in the village - keeping what we have well maintained
- By documenting all the green spaces in the village and creating a maintenance plan for each we aim to have a schedule of regular maintenance tasks to work on
- The list of Green Spaces and the maintenance plans will be made available to the Parish Council and to the public via the website and kept up to date
- The Green Team will keep within the maintenance budget for the green spaces, and raise further funds from other sources including the Parish Council if this is not possible
- Health and Safety risk assessments will be done as appropriate and suitable insurance identified
- We will adopt the best practice guidelines listed in the village plan (these aim to improve habitats for wildlife)

### **New Projects**

- Where new projects arise, the following steps will be followed.
  1. New piece of work identified and brought to a PC meeting as a potential piece of work. We'll ask for agreement to undertake items 2 & 3
  2. Community engagement with some key groups to gain input
    - those in the village via Facebook and website
    - those who live near the space via Facebook, website and paper

- WOTHABs
  - The Whitchurch Society
  - any other impacted parties; e.g. school, sports clubs etc.
3. Work to scope the work; write a summary of the work involved, plan and costs
  4. Take scope and cost to PC to gain agreement
  5. Publish scope of work and plan with community and commence work!

### **Green Team Coordinator Role;**

- To help and support the Green Team with organisation and communication
- Recruit and communicate to the wider team of Ad-hoc volunteers who help in the village
- Help plan, organise and communicate Green Team core team members and ad-hoc volunteer activities
- Assist in the definition and communication of the Green Team's work and priorities
- Assist in the creation of schedules for maintenance of all identified Green Spaces in the village and organise the work required to implement them
- Work with other Green Team core members and required stakeholders to identify, agree and implement any new areas of "project" work (a new piece of work, as opposed to an existing areas requiring maintenance)
- Identify and help to manage and communicate with stakeholders; those who have an interest in the work we do, those who volunteer or do paid work with the Green Team (both core and ad-hoc volunteers) and those in decision making positions or other third parties