

River Aire Project Working Group

Terms of Reference

Approved by: Gargrave Parish Council

Date approved: [4 March 2026] **Version:** 1.0

1. Purpose

The River Aire Project working group is an advisory and liaison group established by Gargrave Parish Council to consider the reprofiling of the River downstream of the bridge.

The purpose of the Group is to:

- Discuss protection of vulnerable areas and the widening of the river in accordance with the JBA scoping survey
- Produce plans which aim to resolve the issues highlighted in the JBA report
- Propose methods of communicating plans with residents at a suitable point in the process
- Present the Parish Council with options to protect and enhance the river from the bridge to Airebank terrace

The Group has no enforcement powers and does not act on behalf of statutory authorities including Gargrave Parish Council. Its role is advisory, supportive and communicative only.

2. Membership

Membership of the Working Group is open to:

- All Gargrave Parish Councillors
- Members of the public with relevant expertise, who are appointed by the Parish Council.

The Group will consist of a minimum of nine (9) and a maximum of twelve (12) members.

Membership is ongoing, subject to regular review by the Parish Council. Non-councillor members may resign at any time by notifying the Chair of the Working Group. The Parish Council reserves the right to remove or replace members where necessary.

3. Accountability and Reporting

The Working Group is accountable to Gargrave Parish Council.

The Group may make recommendations to the Parish Council but does not have delegated decision-making authority.

4. Chairing and Administration

- The Group will nominate a Chair from among its members;
 - The Chair is responsible for convening meetings and ensuring the orderly conduct of business;
 - Secretariat support will be provided by the Parish Clerk or a nominated member of the Group;
 - A record of meetings and key actions will be maintained.
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5. Meetings

- The Group will meet approximately four to six (4–6) times per year, or as required;
- Meetings will be held in person;
- Agenda items may be proposed by any member and will be informed by past experience and anticipated needs;
- Agendas and papers will normally be circulated by email in advance;
- Meetings will follow a structured agenda. Decisions, where required, will be made by consensus and recorded as recommendations.

Non-members will not normally be invited to meetings unless agreed by the Group and the Parish Council.

6. Communication and Information Sharing

- Communication will be through the Clerk
 - Members must comply with data protection legislation and Parish Council policies when sharing information;
 - Any sensitive or personal data must be handled securely and shared only with authorised persons.
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7. Confidentiality and Data Protection

While most of the Group's work is expected to be non-confidential, members must:

- Treat any business sensitive information confidentially;
 - Comply with GDPR and relevant data protection requirements;
 - Avoid recording or sharing personal data unnecessarily.
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8. Review of Terms of Reference

These Terms of Reference will be reviewed annually by Gargrave Parish Council to ensure they remain relevant, effective and compliant with legislation and best practice.

Adopted by Gargrave Parish Council on 4th March 2026.