

# **The Bunwell Parish Council Sewer and Surface Water Study Group**

## **Terms of Reference November 2023**

Bunwell Parish Council wishes to understand the operational workings and issues of the Vacuum Sewerage System which services the centre of the village along Bunwell Street. It also wishes to consider the locations and reasons for surface water collection in Bunwell during periods of heavy rain.

### **Purpose**

The purpose of the Study Group created by the Parish Council (PC) is to:

- Gain a clear understanding of the sewer system's operation, its problems and the concerns reported by residents. To provide periodical reports and briefings to the PC detailing findings and recommendations.
- Identify surface water threats to dwellings, particularly to the inside of properties, to be investigated as best possible based upon previous incidents with reports and recommendations forwarded to the PC on a periodic basis.
- Monthly updates will be provided for both the sewer and surface water investigations prior to or at the monthly PC meetings.

### **Membership**

- The Study Group membership is limited to house owners who are users of the Bunwell sewerage system and/or are residents of Bunwell.
- All matters discussed, investigated and reported by the Study Group are strictly confidential.
- Members still retain the right to express a personal view outside of the Group.
- The PC will be the sole provider of all notifications and updates to the village and external interested parties.
- There should be a maximum of 10 Study Group members including a Chairperson.
- The Chairperson appointment will be established by a Study Group majority vote for a term of 12 months, with an election following each 12-month period thereafter. Re-election is permitted by majority vote.

### **Working Methods**

- Meeting frequency will be established by the Group and approved by the PC depending upon progress and action points.
- A quorum for full meetings shall be 4 members with the Chair having the casting vote in the event of a tied vote.
- Members must provide objective, honest views to all Group discussions and be in the best interests of the Bunwell Community as a whole and users of the sewerage system.
- Any decisions must fully consider the impact on others including those of adjacent and nearby villages.

- The relevant local authorities must be consulted where their involvement is required for the delivery of any actions or changes, particularly where it may adversely affect others.
- The Group and its members may carry out justified investigations with organisations and authorities on behalf of the Group provided that the Chairperson of the PC or the Study Group is aware and has agreed.

**Termination**

Should a Group Member wish to terminate membership, an email or written confirmation must be sent to the Group Chairperson.

In the event of the Group agreeing in majority that a Group member's position is untenable for a justified reason or reasons, the Chairperson will review the matter with the PC Chair for a final decision.

The Study Group may be disbanded at any time by the PC.

End