

Polegate Town Council



Terms of Reference

TERMS OF REFERENCE		
Issue No.	Date completed	Details of amendments
1	Adopted at Buildings and Land Meeting 27 th June 2025	
2		

Polegate Town Council



NEW LAND WORKING GROUP TERMS OF REFERENCE

These Terms of Reference were adopted by the council May 2025

1. Working group structure

- 1.1 The Working group is appointed by the Buildings and Land committee and will remain in existence until the committee determines otherwise, or its purpose is fulfilled.
- 1.2 The working group will meet as often as required. The working group has no delegated decision-making powers and will make recommendations to Buildings and Land for resolution.
- 1.3 The working group will consist of 3 councillors plus the Mayor and Deputy Mayor who hold ex-officio seats.
- 1.4 The working group will elect its own Chair and Vice-Chair.

2. Specific responsibilities

- 2.1 The working group will discuss and make recommendations to Buildings and Land on Newly acquired Land/ Prospective Land

Statement prepared for adoption by Polegate Town Council at its Buildings and Land meeting on 27.06.25

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO

Proposed pond at Polegate Jubilee Nature Reserve

Background

Following consultations with the Sussex Wildlife Trust (SWT), the Friends of Polegate Jubilee Nature Reserve (FoPJNR) propose to create a wildlife pond on the Nature Reserve in order to increase biodiversity on the site by way of providing an additional type of habitat.

Quote for proposed works

The chosen contractor has provided the following quote for the option selected by the FoPJNR committee:

‘To bring in my team and hand dig, with help from any volunteers, this new wildlife pond in the area we looked at. This pond would be a rough size of about 10 metres by about 5 metres at maximum width and length and would have a varied shape to fit into the surrounding landscape. The size will be determined by what is in the ground like large tree roots or other obstructions that could alter size.

This pond would have a full safety plant ledge fitted all around the pond and then be excavated out to a depth of around 1 metre at the deepest area. We will construct gullies and shallows within this pond to give ranges of habitat for many creatures.

If the clay here is good then it will be puddled and used to seal the pond. Once shape and dig complete and pond has filled with water, we shall add features with old rocks and logs plus we shall plant up with a range of native species of aquatic flora, and seed with native aquatic fauna to get the pond ecology balanced.

I estimate the cost of doing this option with my team to be £ 2,900.00.’

Dimensions

As indicated in the above quote, the maximum dimensions will be 10 x 5 metres, with a maximum depth in a small deep area of the pond being 1 metre.

The actual dimensions will be determined by the terrain and the positions of tree roots in the selected area, and the pond will be of an irregular shape so as to provide the greatest benefits for the local ecosystem. However, the maximum length of the pond will be 10 metres and the maximum width will be 5 metres. The vast majority of the pond will be shallow (around 25 cm) in wetter conditions, and the maximum depth in a small area will be approximately 1 metre. However, the pond will be seasonal and the depth will depend on rainfall. Indeed, it is anticipated that the pond will either partially or fully dry up during prolonged spells of dry weather.

Insurance

There appears to be nothing in our public liability insurance policy document which will affect the progress of this project. However, the insurers have been consulted and their written response is currently awaited.

Warning sign and lifebelt

It is intended that a warning sign will be affixed to the main gate of the Nature Reserve to alert visitors to the presence of areas of water on site. However, having considered the wording of the legislation as provided by the Town Clerk, the committee has concluded that the risk to individuals would be less than that currently posed by the culvert flowing through the site and that neither a specific warning sign in the pond area nor the installation of a lifebelt would be required in these circumstances.

Insects on site

Part of the reason for wishing to create a wildlife pond is to increase the number of insects and their larvae in and around the pond, and inevitably this will include water-loving insects such as mosquitoes and gnats. Whilst mosquitoes pose a risk of diseases such as malaria in other parts of the world, there are no known instances of this being the case as a result of a mosquito bite having occurred in the United Kingdom. Therefore, any risk to volunteers and members of the public from this cause is negligible.

Funding

The FoPJNR committee has obtained grant funding which will pay the full cost of creating the wildlife pond.