



# Trees and Greens Working Party

## Terms of Reference

Adopted on (date) May 2020

Original signed (Chairman)

Date	Details of any revision
<u>Oct 2023</u>	<u>Addition of Nature Recovery Group T&amp;F, deletion of allotments, clarification of areas</u>

Schedule of review: (date)

Last reviewed May 2024

Next review date as required

This working party has responsibility for instigating and co-ordinating work involved in the maintenance of Easton on the Hill green areas and trees. The tree management policy and health and safety policy should be read in conjunction with these terms of reference.

### **Authority**

These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Trees and Greens Working Party

The working party is appointed by, and responsible to, Easton on the Hill Parish Council (PC).

### **Membership**

The TAGWP will consist of:

At least 3 appointed Parish Councillors and up to 7 village residents.

The working party will appoint a Chairman and Secretary to organise meetings.

Resolutions at meetings will be made by majority agreement by show of hands of those present and voting. The Chairman has a casting vote if required.

Quorum of a meeting will be minimum 4 members which must include 1 Parish Councillor.

### **Record of proceedings**

Meetings will be held as needed in the Village Hall or another appropriate venue.

Written minutes will be taken at every meeting and circulated by the secretary within 7 days.

An agenda will be approved by all members with requests for agenda items being submitted to the secretary 7 days prior to the meeting to enable the secretary to produce and circulate the

agenda. A copy of minutes will be sent to the clerk of the PC to be included with associated paperwork for PC meetings, no later than the last Friday in the month.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

## Responsibilities

1. Areas of responsibility: Spring Close, Millennium Garden, Top Hedges, Playing Field Woodland Area, Church Street Green, Allotments, Field Maple trees on Racecourse Road.

2. a) Establish a Task and Finish Group to produce a Nature Recovery Plan (NRP) in tandem with Rockingham Forest Vision, balancing the need for improved ecology with public access. When agreed by the full council, use this plan as a framework for managing and developing all council owned open spaces.

b) To monitor the above areas and report back to full council if any maintenance or improvement work needs to be done.

3. Follow up any complaints from residents regarding any overgrown or unsafe trees, shrubs, etc and report back to council.

4. Identify work in accordance with the tree management policy and take to PC meetings for agreement.

5. Advise full council if the work could safely be undertaken by volunteers or whether professional contractors should be employed.

6. If members of the TAGWP and other volunteers decide they can carry out the work themselves they must ensure that all work is documented, risk assessed and risks accounted for and minimised. Risk assessment to be signed by all members carrying out work, agreeing to take responsibility for their own actions.

7. Prepare reports to take to the PC meeting to report progress each month.

8. Do not carry out work incurring costs unless previously agreed by the PC.

9. Carry out all work in line with the PC Health and Safety statement.

10. All Members of the TAGWP will consider the rules and guidelines followed by the Parish Council and endeavour to follow the PC Code of Conduct in its dealings.

11. All members of the TAGWP will be trained in using pieces of equipment before using them and ladder trained before reaching high trees/branches etc. as required and is necessary.