



## Woodland Management Committee Terms of Reference

### 1. Role

The Woodland Management Committee is responsible for establishing policies and procedures for the management of Walderslade Woodlands and all of the Council's other trees. This Committee is responsible for the management of the Walderslade Woods group of volunteers, including the oversight of insurance and statutory administration in coordination with the Finance and General Purposes Committee.

### 2. Responsibilities

The Woodland Management Committee shall:

- a. meet as and when required but at least twice a year;
- b. draft and review the Woodland Management Plans;
- c. develop a programme of regular inspections and reports working with contractors where appropriate;
- d. produce and oversee a schedule of work resulting from the inspection reports;
- e. recommend budgets for the maintenance of the trees on Parish Council owned/maintained property;
- f. make grant applications for projects on Parish Council owned/maintained woodland;
- g. manage, according to Financial Regulations, contracts and tenders for any projects within the woodland owned/maintained by BPC;
- h. for Walderslade Woodlands:
  - i. make recommendations for expenditure to be met from the earmarked funds;
  - ii. be responsible for managing the Licence Agreement with the Walderslade Woodlands Group;
  - iii. receive regular reports from the Walderslade Woodlands Group and to report back to full Parish Council;
  - iv. appoint a company to carry out inspections of the woodlands;
- i. liaise with outside bodies on woodland and wildlife management issues to be informed on best practice in terms of environment, safety and biodiversity criteria.
- j. produce a procedure for dealing with tree complaints from residents

### 3. Walderslade Woods

1. Oversee the work of Walderslade Woods volunteers, agree the programme of work and monitor progress.
2. Make recommendations for expenditure to be met from the earmarked funds.
3. Hold joint meetings with representatives from the Walderslade Woods Group and present reports to full Council.
4. Appoint a company to carry out tree inspections.
5. Appoint specialist contractors to assist with all management aspects.

### 4. Membership

- 4.1 The Committee shall consist of up to 6 Councillors. In addition the Chairman and Vice-Chairman of the Parish Council shall be members of every Committee unless they signify that they do not wish to serve. The Committee can co-opt up to three members of the Walderslade Woodland Group of volunteers who do not have voting rights.

- 4.2 The Committee may appoint working parties to undertake any specific project work as necessary

### **Presiding**

The Chairman of the Committee shall preside at all meetings of the Committee. If they are not present a Chairman shall be elected for the meeting from those members present.

### **5. Other**

The Parish Council has the right to identify issues that will be dealt with at a full meeting of the Parish Council.

The Parish Council may allocate to the Committee matters outside of the above remit with the agreement of the Chair and Vice-Chair of the Committee.

These Terms of Reference will be reviewed annually in May.

**Adopted by Council July 2025**