



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.

2. Responsibilities

The Woodland Management Committee shall:

- a. meet as and when required but at least twice a year;
- b. draft and review the Woodlands Management Plan;
- c. develop a programme of regular inspections and reports;
- d. produce 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 management issues as necessary
- j. produce a procedure for dealing with tree complaints from residents

3. Membership

The Committee shall consist of a minimum of three Councillors and may co-opt non-Councillors to the Committee.

4. 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.

Adopted by Council April 2025