

# **Swaffham Bulbeck Parish Council**

## **Gutter Bridge Wood Group 2017/18**

### **Group Constitution and Terms of Reference**

#### **Purpose statement**

To ensure the maintenance and development of the wood in keeping with the Management Plan.

#### **The group**

The group will consist of Parish Councillors, interested members of the community and National Trust representative. Any Parish Councillor is welcome to attend meetings of the group.

#### **Powers**

The group will make recommendations to the Parish Council in respect of any significant decisions or on any financial matters. The group does not have any delegated Parish Council powers of approval.

#### **Meetings**

Meetings will take place as and when required. Dates, times and locations of meetings will be notified to all Parish Councillors and the Clerk. Summary notes of meetings will be taken and circulated via email to Parish Councillors and the Clerk with any recommendations requiring Parish Council approval highlighted.

#### **Terms of Reference**

1. Update the Management Plan as and when necessary and agree its content with the National Trust at an annual meeting.
2. Work within the terms of the lease.
3. Liaise with the National Trust and plan opportunities which promote the wood for learning and pleasure.
4. Liaise with Swaffham Bulbeck Primary School to promote educational/environmental projects.
5. Organise working parties to meet the requirements of the Management Plan. Ensure that risk assessments are carried out for working parties and that volunteers are aware of the risks.
6. Take appropriate action, if required, following the annual tree inspection.

**Agreed at the Parish Council Meeting held on 4<sup>th</sup> July 2017**