

OKEHAMPTON HAMLETS PARISH COUNCIL

OPEN SPACES WORKING GROUP TERMS OF REFERENCE

(covering Old Town Park Nature Reserve and Meldon Woods)

The Working Group shall consist of 4 Councillors together with a maximum of 3 members of the community or appropriate Groups as approved by the full Council.

Council members of the Group will be appointed at a meeting of the Full Council.

The Working Group shall elect a chairman and deputy, these must be a member of the Council.

Any Council member appointed to the Working Group may appoint a deputy to attend any meeting on their behalf.

The Working Group or its members have no delegated authority from the Council.

The Working Group is required to –

To meet when appropriate and when required.

Provide brief notes from meetings held covering dates and times of meetings, attendees, subjects discussed and decisions taken and recommendations to be made.

To report back to full Council and present recommendations for the Council to consider.

The purpose of the Working Group is to –

1. To produce a draft 5 – 10 year Management Plan of the 2 areas. This plan to be based on the most recent 5 yearly tree inspection report commissioned by the Council. The Plan should also include ideas for future enhancement of the areas to encourage wildlife and the natural habitat.
2. The Management Plan to include –
 - a. Protocol for dealing with fallen or felled trees
 - b. Protocol for dealing with cut brash
 - c. Protocol for replanting of trees
3. To monitor and inspect both areas as per Risk Management Schedule on a regular basis particularly after bad weather to identify any issues and to immediately report these issues to the Clerk.
4. To complete Risk Management Assessment form after each inspection.
5. To take on additional tasks as agreed by the full Council when required.