

# Godstone Parish Council

## Land Management – Greenspaces Committee (Standing Committee)

### Terms of Reference and Powers of Delegation

These Terms of Reference were approved at the Parish Council meeting held in May 2023.

1. Is a standing committee
2. That the quorum required be 3 councillors
3. Committee members may include one or more non-elected residents of the Parish
4. It is proposed to initially hold monthly meetings for the first 3 months after formation to set out the work of the committee
5. In any council year to hold a minimum of 4 meetings
6. On behalf of the full Council the Greenspaces Committee will:
  - 6.1 Manage all of the land owned or under the control of Godstone Parish Council (GPC)
  - 6.2 Investigate the use of any land that may be considered unauthorised and to propose remediation required to the Full Parish Council
  - 6.3 That management decisions agreed, and if required ratified by GPC, are correctly instigated and completed to the satisfaction of the full parish council
  - 6.4 Discuss with residents and interested parties to ensure GPC ownership of the land is not impaired in anyway. Any discussion to be reported in writing to the clerk for noting
  - 6.5 Consider, suggest and agree any proposals for the separation of land to prevent unauthorised usage with fencing, hedging or other method as required or deemed appropriate
  - 6.6 As a result, from either a tree survey or a reported problem to look at timely remedial work together with any other work highlighted as a long-term project
  - 6.7 Review GPC owned land adjoining any public highway with a long-term possibility of Bunding, or any other measure thought appropriate to prevent fly tipping, illegal access or unwanted activity, whilst ensuring legal footpaths and bridleways are correctly maintained and marked, ensuring they may be used safely.
  - 6.8 Every second year, starting in 2020, prior to the APM to visually review the condition of all trees whose crown covers a public area or highway, and should there be a concern to arrange for an individual survey or works to be carried out.
  - 6.9 Maintain a continuous single list (keeping historical data) by having the date, location, a description including work carried out, those items requiring completion or any awaiting investigation or reporting.
7. The committee are to provide a written report to the full council of each meeting held
8. The committee will pass responsibility of any legal or possibly legal disputes or action to the Greenspace sub-committee
9. Annually prior to the Annual Parish Meeting ensure that the Parish council appoints the committee members, chair and vice-chair at the Annual Parish Council meeting
10. Members of the Public and press are permitted to attend for the full meeting and may make representations, answer questions and give evidence during the first 15 minutes only, this period may be extended at discretion of the Chairman.
11. The Clerk should ensure that timely agenda publication takes place
12. All other details as per standing order Section 4. Committees and sub committees