

WALMER PARISH COUNCIL
TERMS OF REFERENCE FOR
THE HAWKSHILL MONITORING GROUP

Proposed changes made at meeting of Wednesday 22 May 2013 in italics

MEMBERSHIP

- The Hawkshill Working Group *may consist of up to* **THREE** Councillors plus representatives from the local community and environmental experts who are interested in the management of the common.
- All members of the Council who request them will receive papers for working group meetings and all Councillors have the right to attend meetings and speak but not vote on Agenda Items.
- Any representative who does not attend a meeting for 6 months and does not supply apologies will be automatically removed from the working group.

PROCEDURES

- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Working Group shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Monitoring Group will submit minutes of their meetings to the next meeting of the *Amenity and Environment Committee* and seek approval for recommendations made.
- The Working Group will submit a budget to the Finance and General Purposes Committee for the forthcoming financial year (if appropriate) at or before the November meeting.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The Committee will normally meet bi-monthly throughout the year unless varied by the agreement of the Working Group, normally January, March, May, July, September and November.

COMMITTEE FUNCTIONS

The Working Group shall: -

- Determine and regularly review the overall management plan for the site bearing in mind the conflicting demands of providing an amenity for residents and the environmental needs of the site.
- Make recommendations to the Amenity and Environment Committee on specific works to be undertaken:-
 - Grass/hedge/scrub cutting (frequency/timing)
 - General maintenance ground clearance
 - Tree maintenance
 - Surveying/ecology issues
 - Access – Vehicles & pedestrians
 - Parking on site
 - Litter/Dog fouling measures
 - Seating & signage
 - Development of additional on site facilities
 - Health & safety matters

- Determine contract specifications and oversee works in line with the agreed management plan and agreed budgets.(Councillors only)
- Organise voluntary work in line with the agreed management plan and agreed budgets.
- Encourage the development of the skills of volunteers through the provision of appropriate training and purchase of appropriate equipment.
- Promote the use of the common to residents and visitors through the production of publicity material and organisation of appropriate events.
- Refer any issues of a controversial nature to the Council for decision and thereafter act in line with agreed policies.

Terms of Reference approved by Hawkshill Working Group May 2013