

Strumpshaw Parish Council

Buckenham Wood Working Group - Terms of Reference

Document Control		
Adopted:		Minute Ref:
Next review date:	May 2027	

1. Purpose

The Working Group is established to review the draft Strumpshaw Parish Council Buckenham Wood Management Plan, support delivery of identified projects, and oversee ongoing maintenance. It has no delegated decision-making powers and may only make recommendations to Full Council. The Working Group will also encourage local youth groups and schools to visit and enjoy the woodland, promoting nature connection, outdoor learning, and wider community involvement in its long-term care.

2. Status

The Working Group is an advisory operational group. It cannot commit expenditure or make decisions and must operate in accordance with all Council policies.

3. Membership

- Cllr Russ Blake (Strumpshaw Parish Council)
- Alasdair Fraser
- Cllr Cheryl Grace (Lingwood & Burlingham Parish Council)
- Tony McKie (BADCOG)
- Cllr Bob Morgan (Strumpshaw Parish Council)

4. Chairing and Administration

The Working Group will appoint a Chair at each meeting. The Parish Clerk will provide administrative support where possible but is not required to attend meetings. At each meeting, a member present must be appointed to take notes and report back to Full Council.

5. Meetings

Meetings will be held as required and can be either in person or online (Zoom/Teams). Notes and recommendations will be reported to Full Council.

6. Responsibilities

- Review the SPC Buckenham Wood Management Plan.
- Identify and scope work projects.

- Seek external advice where appropriate (subject to Council approval).
- Develop proposed programs of work.
- Monitor progress and report back to Council.
- Encourage and facilitate visits from local youth groups and schools to support nature connection and outdoor learning.

7. Authority

The Working Group may not approve expenditure, enter into contracts, or commit the Council in any way. All proposals must be submitted to Full Council for approval.

8. Reporting

Reports and recommendations must be submitted to Full Council either in writing via the appointed note-taker or through a verbal update at the next Parish Council meeting.

9. Volunteer Coordination

Identify tasks suitable for volunteers, ensure safe working practices, manage attendance, ensure PPE, and tool safety, communicate tasks clearly, and report any volunteer issues to the Council.

10. Risk Assessment

Ensure risk assessments are completed for all activities; ensure only qualified professionals undertake high-risk tasks; conduct dynamic on-site checks; report incidents to the Clerk and Chair; and ensure records are retained.

11. Review

These Terms of Reference will be reviewed annually or earlier if required. The Council may amend or dissolve the Working Group at any time.

Adopted:

Signed:
(Chair)