

**Wylam Parish Council  
Nature Reserve and Green Spaces Committee  
Terms of Reference**

**1. Authority and Purpose**

- 1.1 The Nature Reserve and Green Spaces Committee ('the Committee') members are appointed by and solely responsible to Wylam Parish Council. The Committee's Terms of Reference are defined and agreed by Wylam Parish Council and shall be reviewed at each Annual Meeting of the Council.
- 1.2 The Nature Reserve and Green Spaces Committee's primary purpose is to assist Wylam Parish Council in the management of the Council's natural assets and to debate and recommend strategy and action on operational matters.
- 1.3 The Terms of Reference are to be applied in conjunction with and be subject to Wylam Parish Council's Standing Orders and Financial Regulations.
- 1.4 All resolutions from the Committee shall be presented as recommendations to a meeting of the full Parish Council.

**2. Membership**

- 2.1 The Committee shall consist of no fewer than 2 elected Councillors.
- 2.2 Members shall be elected to the Committee at the inaugural meeting of the Committee and each year thereafter.
- 2.3 The Chair of the Committee will be elected at the inaugural meeting of the Committee and each year thereafter at the start of the first meeting following the Annual Meeting of the Parish Council.
- 2.4 Only those members resolved to be members of the Committee shall have voting rights.
- 2.5 A quorum at the Committee's meeting will be no fewer than 2 elected Councillors, one of whom must be the Chair of the Committee.
- 2.6 The Clerk/RFO will be a standing member of the Committee but has not voting rights within the Committee.

2.7 The Committee will meet one month preceding WPC meetings, so that their minutes can be circulated and included in WPC agendas if necessary.

### **3. Public Participation and Transparency**

3.1 Agendas for the Heritage Committee meetings shall be published on the Wylam Parish Council website 3 clear days in advance of meetings.

3.2 In accordance with Wylam Parish Council's Standing Orders, members of the public may address a Committee about items on the Agenda but will be excluded from the meeting if confidential business is to be transacted.

3.3 Minutes of the Committee, once approved at a meeting of the full Parish Council shall be published on the Parish Council's website.

### **4. Record of proceedings**

4.1 The Clerk/RFO shall minute the proceedings and resolutions of all meetings of the Committee.

4.2 The Committee recognises that the Clerk/RFO is responsible for the proper administration of the Committee.

4.3 The Clerk/RFO is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties.

### **5. Specific Duties of the Nature Reserve & Green Spaces Committee**

5.1 Monitor Green Spaces within Wylam Parish, those owned by WPC, NCC and those in private ownership.

5.2 Develop a sustainable mechanism for curating and developing The Haughs Local Nature Reserve e.g. a properly constituted "Friends of" organisation.

5.3 Update the existing Management Plan for the Nature Reserve on an annual basis.

5.4 Help to maintain the OTTIS Tree Management database for trees on land owned by WPC. Members of the Committee to pass information for the OTTIS database to the Clerk. Councillors to have read-only access to OTTIS.

5.5 Identify and monitor the location of non-native invasive plant species: Himalayan Balsam, Japanese Knotweed and Giant Hogweed. Develop a strategy to help eradicate these species in conjunction with partner organisations such the Tyne Rivers Trust and NCC.

5.6 Organise the following activities with volunteer input as required:

- Litter picks.
- Green space tidy-ups.

- Small-scale planting.
- Wildlife/species surveys (in conjunction with NCC who also carry out this work).

5.7 The Committee will maintain a register of volunteers to ensure that its activities are supported.

5.8 Monitor and report on the condition of fixtures on green spaces (fences, gates, seats etc).<sup>1</sup> Members of the Committee would pass information to the Clerk.

5.9 Monitor and report on the condition of rural footpaths and Rights of Way in the Parish.

5.10 Research and evaluate sources of grant funding.

5.11 Request funding level for projected works by July of each year to input into the Parish Council's Budget process.<sup>2</sup>

5.12 Where practicable, liaise with neighbouring local councils e.g. to support wildlife corridors. A quarterly meeting with neighbouring councils and NCC and other relevant bodies to share information and best practice.

*Date of Policy:*

*Approved by:*

*Date of Parish Council meeting where approved:*

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<sup>1</sup> These assets could be added to the OTTIS database at an additional cost – part of Budget discussion for 2026/27.

<sup>2</sup> The Parish Council will follow a projected 3-year Budget plan and the Committee will align with this.