

Terms Of Reference For The Land Management Committee of the Grange Area Trust

1. Our Purpose

The Land Management Committee is the body that plans and manages the activities on the fields in accordance with the Trustees directions and the land management plan.

2. What We Do

Our work is about delivering the management plan for Widmer Fields which seeks the conserve and enhance the fields for the local community to enjoy and to support a biodiverse set of habitats for local flora and fauna. The volunteers work 2-3 mornings a week on the fields to perform the maintenance activities which are planned through the land management committee meetings held 4 times a year.

Trees

- Raise the crowns of the trees.
- Clear deadwood and damaged branches.
- Regularly perform a survey of the trees to identify any hazards which need addressing and set plans to complete works with volunteers or contractors as needed.
- Engage and manage contractors for major tree works.

Grassland and Brush

- Cut back blackthorn and bramble brush to maintain scalloped edges for wildlife habitats but stop expansion into the fields.
- Mow grass field margins to help keep brush from encroaching into the fields.
- Mow all main grass areas at the end of the summer to encourage regrowth

Footpaths, Fencing, Gates and Access

- Maintain hard standing paths by removing weeds, topping up with scalplings and levelling any dips/puddles.
- Maintain and repair fences, gates and hedging to keep them functional and safe to use.
- Ensure emergency access routes are clear to use.
- Erect and replace new gates, fences and hedging as needed.
- Ensure public rights of way are clear and usable, both in the fields and on our periphery.
- Make and maintain bridges, ditches, and wooden platforms.

Bird Boxes/Bat Boxes/ Bug Hotels/ Hedgehogs Homes

- Service and repair bird boxes at the end of nesting season
- Build any new/replacement bird boxes and install before start of nesting (End of February)
- Encourage bats with bat boxes, repaired and maintained as needed.
- Encourage hedgehogs with houses, repaired and maintained as needed

Budgeting, Procurement and Equipment Maintenance

- Build a budget for the year of likely costs for Trustees to review and approve.
- Identify equipment that needs to be procured for replacement or new capability.
- Perform the regular checks and servicing of the tractor.
- Maintain power tools, brush cutter, mowers etc as needed.
- Buy consumables for equipment such as oils, petrol and diesel.
- Ensure volunteers are trained in the correct use of equipment, using external trainers if needed

Miscellaneous

- Maintain the work shed and yard where GAT equipment is stored.
- Support other local community interests e.g. village hall, parish council, scouts, schools etc with small works or engagement activities where possible.
- Work with other local partners on their projects e.g. Bee Squared, or create working parties for specific activities with a wider group outside the normal cadre of volunteers and trustees.
- Employ contractors for specific activities or skills beyond the volunteer base.

3. Who's Involved

- The land management committee includes up to 8 members who may be trustees or volunteers and is headed by a chairperson. The Honorary Secretary and Treasurer also attend the meetings.
- New members are identified by the committee and approved by the Board of Trustees.
- We are always looking for individuals who have a passion for fundraising, marketing, communications or engaging with people, and who can commit to helping with at least one event or initiative each year.
- The chairperson of the committee is appointed by the Board of Trustees.

4. Our Meetings

- We meet four times a year, with additional meetings for projects or events as needed.
- One meeting in the summer will include a walk over of the fields to help identify items that need future action.
- At least half of the members need to be present for a meeting to quorate.
- The agenda and any supporting materials will be shared at least a week beforehand, so everyone has a chance to read and be prepared.
- Meeting minutes are documented and distributed to the members for confirmation as an accurate record and updated as needed for errors and omissions before being shared with the Board of Trustees.

5. Reporting & Accountability

- We keep the Board of Trustees updated regularly on our activities and any recommendations we have.
- A yearly report will be prepared before the GAT AGM, highlighting what we've achieved, the challenges we've faced, and our plans for the year ahead.

6. How We Make Decisions

- The land management committee is an advisory body and makes recommendations to the Board of Trustees for approval, unless the Trustees have delegated the authority to the land management committee to make a decision.
- We may also set up working groups to focus on specific projects as needed.

7. Reviewing Our Terms

- We review these terms regularly to make sure they continue to align with GAT's goals and remain relevant to our work.

Approval Date: [Insert date]

Review Date: [Insert date]