

Roydon Parish Council

Brewers Green Management Committee (Advisory) Terms of Reference

Adopted at Parish Council Meeting: 16th February 2022

Reviewed: February 2026

Next Review: February 2027

Role and Purpose

The role of the Parish Council is to enhance and manage the area known as Brewers Green in such a way as to ensure the continued enjoyment of the residents of Roydon and surrounding areas. The role of the advisory committee is to oversee the management of Brewers Green enabling the Parish Council to fulfil its obligation to manage the Green to the best of its ability. These Terms of Reference (ToR) should be read in conjunction with the Parish Council Standing Orders and Financial Regulations and its Biodiversity Policy, and also with the Memorandum of Understanding between the owner of the freehold, Mr Steven Jones, and Roydon Parish Council.

Limitations

The Parish Council is not responsible for, nor does it have powers to intervene or decide on, any disputes with regards to ownership or boundaries of Brewers Green. This includes disputes regarding any features namely, but not limited to, hedges, ponds, ditches and trees. Any such disputes are between the owner and those persons raising the issue.

1 Membership

Councillors will be appointed to the advisory committee every year at the Annual Parish Council meeting. Non council members may be co-opted subject to approval by councillors at the next Full Council Meeting.

2 Chair/Secretary

The committee will elect a Chair, who will be the main point of contact, and a secretary responsible for taking notes.

3 Meetings

The committee will meet informally as and when it sees fit, forwarding notes from meetings to the Clerk to the Council, the Clerk is not required to attend. The meetings will not be open to the public. The notes from these meetings will be reported to and discussed at the next Full Council meeting.

4 Powers

This advisory committee cannot make decisions on behalf of the Parish Council, has no delegated power and no budget, meaning it will not incur any expenditure unless it has prior approval from the Parish Council.

5 General

The advisory committee and any volunteers can manage the day to day upkeep needed in order to maintain the Green. At all times these working parties must ensure adherence to relevant council policies in regards to Health and Safety and Risk Management.