# Brundall Parish Council

Countryside Park Group Terms of Reference

1. The Countryside Park Group consists of those who wish to support the development and maintenance of the Brundall Country Park.
2. The tasks or area of activity of the group is defined in Appendix 1, ‘The Remit of the Countryside Park Group’.
3. The Countryside Park Group will report its work to the Land Management Committee and advise the Land Management Committee of necessary action to be taken in the Countryside Park.
4. The Countryside Group will provide a report on its work to the Annual Parish meeting.
5. The Countryside Group shall meet (if appropriate) once a month and a Parish Clerk may be in attendance.
6. A member of the Countryside Park Group may lead proceedings of Group meetings. The Group can choose to alternate the member for each meeting.
7. A maximum eight members of the Countryside Park Group will be the park’s *core* co-ordinating, development and maintenance, *Management Team*.
8. Membership to the Management Team should include key stakeholders, that may include representatives from: dog walkers, Allotmenteers, Tree Warden, Parkrun, Specialist Advisors and the Parish Council.
9. The Management Team will provide a Countryside Park Development or Management Plan. At appropriate times this will be updated.
10. From time to time the Management Team may have, additional specialist advisors at meetings, for example to cover wildlife and bio-diversity, and the environment.
11. A representative of the Countryside Group will attend Land Management Meetings and report upon its work and to request expenditure
12. Any change in membership of the Countryside Park *Management Team* shall be confirmed by the Group.
13. The Countryside Park Group will be guided from the Park's Development or Management Plan. It has the right to comment on the Plan and have input into amending and updating it.
14. The Group members shall adhere to the regulations of the site and those from the Land Management Committee and Parish Council’s own Standing Orders.
15. Any activities or proposals with explicit financial implications will be subject to agreement by the Land Management Committee and Brundall Parish Council.
16. The Countryside Park Group’s Terms of Reference shall be subject to the approval of the Land Management Committee and Brundall Parish Council.

***Appendix 1***

**The Remit of the Countryside Park Group**

**Preamble**

A ‘Friends of the Countryside Park Group’ was established shortly after the land was acquired in 2015 by Brundall Parish Council. The focus was on developing and maintaining the site (e.g., areas, trees and paths). Further, an initial monthly work plan was put in place. However, in recent years, the initial Friends Group disbanded and management was left to various individuals and groups.

Consequently, the Land Management Committee (April 2022) asked to have put in place in a new Countryside Park Group to manage and co-ordinate maintenance and development tasks (within its Terms of Reference). The inaugural meeting of the Countryside Park Group took place on 11.5.22. The outcome from this and subsequent meetings included the following description of the remit Countryside Park Group.

**The Countryside Park Group remit to include:**

* Planning the annual work required via a management plan which is reviewed and written each year.
* Undertaking work required under the management plan and taking on remedial/repair work, when it is within their capabilities.
* Monitoring the development of the site – how is nature altering and does this lead the Countryside Park Group to alter how it approaches its physical work.
* Working with professionals, experts, and specialists within and beyond the village
* Working with neighbouring landowners
* Working with voluntary and community groups
* Formally meeting regularly off site to consider any issues relating to the Countryside Park
* Carrying out audits (with specialists) to monitor a variety of flora and fauna
* Organising events to promote the site.
* Responding to emergencies and either dealing with them or alerting appropriate agencies.
* Liaising with stakeholder groups (e.g., Park Run, Allotmenteers, School, dog walkers etc.) and providing information sessions as requested.
* Attending events beyond the village to explain the work of the Countryside Park Group and as advocates for Brundall Parish Council
* Providing expert advice to the Parish Council on a variety of matters relating to the Countryside Park.
* Providing information, costings etc to the Land Management Committee regarding any project considered necessary for the development of the site
* Liaising with contractors and unpaid work force as required.
* Working alongside and assisting the Clerks on a variety of matters relating to the Countryside Park.