East Dean & Friston
Parish Council

Date: **07 January 2020**

Title: **Report Item 12 – Tree Warden Terms of Reference**

By: **Cllr M Keller (Chair of the Council)**

Purpose: **To provide updated Terms of Reference for the Tree Warden**

Recommendations: **To adopt the Terms of Reference as recommended**

Following a meeting between councillors and the Tree Warden, the following updated Terms of Reference are proposed, taking account of current work including the preparation of a Neighbourhood Plan.

The council is requested to adopt the new Terms of Reference with immediate effect.

The Role of the East Dean and Friston Parish Tree Warden.

The Tree Warden is appointed by and answerable to the East Dean and Friston Parish Council. The appointment is as a Specialist Advisor and not that of an Executive Officer of the Parish Council.

The role is voluntary and there is no obligatory time commitment. The Tree Warden will be supported by the Parish Council in their duties and will be expected to attend and provide updates at appropriate Parish Council Meetings in agreement with the Chair. At Parish Council meetings the Tree Warden may discuss with Councillors on any agenda items relevant to the role but will not vote or speak on any other subject, except in the public session.

Key Activities

1. Produce information for the parish council to disseminate to residents and any landowners/managers based outside the parish to keep them informed of relevant issues, activities and plans.
2. Maintain a watching brief on important trees in the Parish and advise the Parish Council on any steps that need to be taken in the event of disease or storm damage.
3. Liaise with the Parish Council and keep Councillors informed of any issues that they may need to address – i.e. planning matters.
4. Be available to advise local residents on where they may seek technical advice regarding maintenance of trees on their property.
5. The Tree Warden will sit on the Neighbourhood Plan Steering Group and provide technical input as and when required by the chair of that group.

Duties

The Tree Warden should have adequate knowledge to understand management techniques for trees that are within the Parish Council's ownership and advise the Parish Council accordingly on their maintenance.

The Tree Warden should be able to identify trees with a preservation order on them and those within the conservation area and advise the Parish Council on any matters relating to their maintenance.

Health and Safety is a key requirement and at no point should the Tree Warden endanger themselves in carrying out their duties. Due care must be taken when working near a highway, in woodland or at height. While acting on authorised Parish Council business the Tree Warden will be covered by the Council's insurance.

Under no circumstances must the Tree Warden enter private land without the owners' permission. The Tree Warden should also seek agreement from the chair of the Parish Council (or if time is of the essence, from any Parish Councillor) prior to taking this step.

The Tree Warden must not become involved in disputes between neighbours. Such issues should be reported back to the Parish Council who will decide on the appropriate course of action.

The Tree Warden must seek approval from The Parish Council prior to any work taking place to ensure funding, safeguards and the relevant permissions are in place.

The Tree Warden should make sure that they are kept informed of the latest issues relating to County and National Arboriculture.

The Tree Warden should liaise with other statutory bodies including (but not limited to) SDNP, ESCC, Wealden DC and The Forestry Commission.

The Parish Council will fund appropriate training courses, seminars, or similar, where these are considered necessary and relevant to the further improvement of knowledge in assisting the Tree Warden in their duties.