

# **Terms of Reference**

## **Duchess Wood Local Nature Reserve Committee**

### **2014**

#### **Purposes**

The Duchess Wood Local Nature Reserve Committee's primary purposes are as follows:

- To establish the purposes and management objectives for the LNR
- To prepare, monitor and review the Local Nature Reserve Management plan
- To oversee and co-ordinate the active management of the LNR
- To secure funding for the future management of the LNR
- To foster a partnership approach to the management of the LNR
- To realise the education opportunities/potential of the woodland working with the key Education stakeholders

#### **Membership and administration**

The Committee will be chaired by an elected member from Argyll and Bute Council. Argyll and Bute Council shall resource the meetings of the Committee and the administrative support.

The core membership of the Committee shall be as follows:

- Argyll and Bute Council – 4 representatives consisting of elected member (Chair), Development & Infrastructure officer, Education officer and admin support provided by Area Governance Assistant
- Lower Clyde Greenspace – 1 representative
- Luss Estates – 1 representative
- Friends of Duchess Wood - 2 representatives (normally Chair and Secretary)
- Lomond School – 1 representative (representing neighbours of the Wood)
- Health – 1 representative
- Youth – 1 representative

With the agreement of the Committee, membership may be extended to representatives of voluntary and community organisations covering different sections of the community. It is expected that there will normally be no more than one representative on behalf of an organisation or group of organisations representing a particular interest.

#### **Circulation List**

To ensure wide engagement with the community, Duchess Wood Local Nature Reserve Committee is recognised by the Helensburgh & Lomond Community Planning Group as a Key Strategic Partnership and will receive Committee minutes on a quarterly basis, and further reports as required. This ensures that local organisations such as the Police, Fire and Helensburgh Community Council are all updated on the work of the Committee. In addition, the following organisations shall receive copies of the Minutes of DWLNRC and shall be invited to attending meetings as dictated by the Agenda:

- Scottish Natural Heritage
- Helensburgh and District Access Trust
- Paths for All Partnership Organisation
- Forestry Commission
- Helensburgh Cricket and Rugby Club
- Relevant Council officers – Environment Warden, Anti-social Behaviour Officer

## **Frequency and location of meetings**

The LNR Committee shall meet 4 times per year with the dates for the meeting being set in advance on an annual basis.

The meetings shall take place in locations as decided by the Committee, or in the absence of directions from the Committee, by the Chair.

## **Committee Working arrangements**

An invitation to suggest items for the agenda will be sent out 3-4 weeks ahead of each meeting. The agenda will then be circulated a week prior to the meeting, along with any reports for consideration.

Minutes of each meeting shall be prepared by the administrative support as defined under Membership and administration above and, following consultation with the Chair, shall be circulated timeously to the members of the Committee. The draft minutes shall also be circulated to those detailed on the circulation list and placed on the Argyll & Bute Council website.

The Minutes shall be considered and approved, with amendments where necessary, at the subsequent LNR Meeting. If there are any amendments to be made the approved minutes shall be circulated to those detailed on the circulation list and placed on the Argyll & Bute Council website.

Decisions shall be taken by consensus, indicted by a show of hands if necessary.

Where necessary Working Groups/Sub Committees can be set up to deal with specific items.

## **Communication with the media**

If any member of the Committee is in contact with the media in relation to Duchess Wood LNR, a copy of any printed material or a brief summary of any verbal update given should be noted with the Area Governance Assistant. If high profile, or likely to result in other members of the Committee being contacted, the Area Governance Assistant will pass details onto all Committee members. Otherwise, a brief report on all media coverage of the Wood will be provided at each Committee meeting.

## **Actions**

All activity undertaken in the Wood by any member organisation of the Committee should be with the prior agreement of the Committee as a whole.

The exception to this is work undertaken by the Council to ensure the Wood is safe.

## **Review of Terms of Reference**

The Terms of Reference should be reviewed annually.