

THE TRUST
CONSERVATION & DEVELOPMENT TEAM

Terms of Reference

Aims:

- to assist in the conservation of historic parks and gardens in Hampshire and in the creation of new gardens where conservation and design skills are required.

Objectives:

To achieve these aims by:

- commenting on development proposals on, or affecting, historic parks and gardens when these are referred to the Team by local authority planning officers and others, such as relevant national and local societies and concerned individuals.
- providing assistance, technical advice and/or financial support through grants;
- to assist in restoration of existing historic parks and gardens and the creation of new parks and gardens to which the public have access;
- creating a team of knowledgeable and experienced members of The Trust to provide the necessary advice and guidance;
- shall liaise and agree with the Finance Committee their budget and grants for final approval by the Executive Committee.

The Team:

- shall consist primarily of members of The Trust, together with external advisers if and when the Chairman and the Team might deem appropriate;
- shall appoint a Chairman to manage the Team who will report to the Executive Committee;
- determine the Agenda of the Team;
- appoint a Vice Chairman if and when appropriate;
- appoint an Honorary Secretary to prepare and circulate the Agenda and the Minutes of the meetings;
- maintain an Action list of Team tasks and copy to the Administrator for his/her records and keep the Administrator informed of relevant activities that will be of interest to members either by emails or on the HGT website;
- shall meet as required, but at least 4 times a year and in due time for the Chairman of the Team to report to the Executive Committee, bearing in mind the requirement to circulate their report and recommendations in advance of the Executive Committee meetings;
- members of the Team shall respond to planning applications affecting parks, gardens and public open spaces within their allocated geographical/administrative areas of responsibility.

Role of Chairman:

- shall be appointed by the Team;
- shall represent the Team at the Executive Committee and all other relevant Trust meetings;
- when controversial issues arise: should advise the Chairman and Trustees.

Chairman's Job Description:

- shall provide overall guidance to the Team;
- shall chair the Team's meetings unless this role is temporarily taken by another member;
- shall distribute data on relevant planning applications as received from The Gardens Trust (TGT) to the relevant member of the Team responsible for that Local Planning Authority;
- shall notify the TGT of all responses to planning applications notified to Trust by TGT, together with the outcomes (where known) of the applications; copied to the Administrator for the Trust records and archives;
- shall maintain a schedule of responses to all planning applications made by members of the Team on a monthly basis;
- shall agree the Team's budget with the Finance Committee;
- shall report on the Team's activities to the Executive Committee, submitting extra items and reports of more complex issues in time for the Executive Committee Agenda to the Administrator of The Trust;
- approve award of grants up to £2,000; grants exceeding that sum must be referred to, and have approval of the Executive.