

# **NEWTOWN PARISH COUNCIL**

## **NEWTOWN COMMON MANAGEMENT COMMITTEE**

### **TERMS OF REFERENCE AND PROCEDURES - September 2023**

The Common Management Committee was formed as a committee of the Parish Council in 1983 to manage the Common in a manner acceptable to the local residents.

The Common is covered by a Scheme for the Regulation and Management, which was approved in 1930, under the 1899 Commons Act. The management of the Common is delegated to the Parish Council by Hampshire County Council.

The work of the Common Management Committee is permitted by para 3 of the Scheme for the Regulation and Management.

### **1. Responsibilities of the Committee**

- 1.1. The committee shall consider, discuss and organise the management of the natural environment of the Common through the management plan and its periodic review.
- 1.2. Any significant changes to the management will be communicated to the local residents
- 1.3. The committee will carry out the heathland and woodland management as agreed in the Countryside Stewardship terms of scheme.
- 1.4. The committee will actively seek to involve local residents in the management of the Common.
- 1.5 Management of external parties such The Green Gym, Sparsholt College and Heathland Management with respect to work on Newtown Common.

### **2. Membership of the committee**

- 2.1. The Newtown Common Management Committee is a committee of the Parish Council.
- 2.2. The members shall be: 2 Parish Councillors  
3 to 6 representatives from the local community.
- 2.3. Membership shall be reviewed at the Annual Meeting of the Parish Council each year.
- 2.4. The Chairman and Vice Chairman of the Parish Council ex officio shall be voting members of the committee.
- 2.5. The quorum of the committee shall be one-half of its members providing this includes one Parish Councillor.

### **3. Meetings**

- 3.1. The conduct of meetings will abide by the Standing Orders of the Parish Council.
- 3.2. The number and date of meetings shall be decided by the committee at the first meeting of the year (the year corresponding with that of the Parish Council which starts from the annual meeting in May.)
- 3.3. The Chairman shall be elected from one of the Parish Councillors at the first meeting of the year.
- 3.4. Minutes shall be recorded by the secretary who shall be elected by the committee from its members.
- 3.5. The minutes shall be signed by the chairman, after agreement, at the subsequent meeting.
- 3.6. All committee members are entitled to vote. Decisions will be by a simple majority.

#### **4. Income and Expenditure**

- 4.1. Any planned expenditure must be submitted to the full Council prior to its November meeting so that it can be included in the budget for the following year.
- 4.2. Expenditure on the Common will be subject to the standard approval process of the Parish Council in advance of the expenditure.
- 4.3. Any income resulting from sale of products from the Common will be ring fenced by the Parish Council for the purposes of this committee.

#### **5. Responsibilities outside the remit of the Committee.**

- 5.1. Footpaths: Responsibility of Hampshire County Council.
- 5.2. Tree management: Responsibility of Hampshire County Council
- 5.3. Encroachment onto the Common: Responsibility of Newtown Parish Council.
- 5.4. Bylaws and enforcement thereof: Responsibility of Hampshire County Council / Newtown Parish Council.
- 5.5. Track maintenance: Responsibility of individual house holders.