



PARISH  
COUNCIL

*Open Spaces  
Officer  
Terms of  
Reference*

Document Configuration Management & Control

Version	Description	Originated	Reviewed	Approved
Version 1	Annual Review	23/10/19	15/05/2023	15/05/2023
			13/05/2024	13/05/2024
			12/05/2025	12/05/2025

## Terms of Reference for the Open Spaces Officer for Hilton Parish Council

Management of the maintenance contractor including allocating tasks under directed hours. This also includes dealing with any issues that occur that relate to the maintenance contract.

Decision making powers relating to the day-to-day implementation of the details of the maintenance contract and their timings, e.g. timing of path mowing or removal of waste.

Organising voluntary work parties for tasks such as ivy cutting or appropriate tree work.

Liaising with tree surgeons to produce the tree survey and annual work quotes and priority list.

Acting as convenor for the Green Open Spaces Working Group.

Acting as Tree Warden and liaising with HDC regarding any necessary tree work and applying for any approval, if applicable.