

Agreed by the Naze Management Board 11 July 2014

THE NAZE MANAGEMENT BOARD

TERMS OF REFERENCE

June 2014

Purpose

The Naze Management Board (the Board) concept was established by Tendring District Council (TDC) in the Spring of 2014 when it decided to lease an area of land at The Naze, Walton on the Naze, to the Essex Wildlife Trust (EWT), to grant the Trust certain rights to hold events and activities on the open space area of The Naze and to agree shared management arrangements for the land at The Naze.

The Board, in considering any requests and making decisions must have due regard to the terms of the Lease with EWT and must not conflict with the terms thereof.

The purpose of the Board is to oversee the management of the open space on the Naze. This will include

- practical land maintenance including the consideration and approval of an Annual Work Plan which will set out planned work by both TDC and EWT. (The area of land is shown at Appendix A)
- determining any requests by EWT to hold any events or activities on The Naze which are not already permitted by virtue of the List of Permitted Events (Appendix B)
- determining any requests by EWT in respect of advertisement boards or signage on The Naze;
- determining any requests from TDC or EWT to vary the List of Permitted Events;
- determining any requests for temporary limitations of access by Members of the public to areas connected with maintenance work or events (other than those in Appendix B) having regard to the key commitment to ensure that free public access is maintained;
- reviewing and renewing the Management Plan with Natural England every 10 years.

Membership

There will be twelve voting members of the Board. The Chairman (a TDC Officer) will have a casting vote.

The voting Members are as follows:-

Tendring District Council	Officer. Appointed by the Chief Executive.
Tendring District Council	Member representative. Appointed by The Leader.
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Essex Wildlife Trust	Representative

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Essex County Council	Representative
Frinton and Walton Town Council	Representative
Naze Tower owner	
Naze Protection Society	Representative
Hamford Water Management Committee	Representative

The following organisations / individuals are formally invited to attend meetings of the Board but do not have voting rights:-

Natural England	Representative
Environment Agency	Representative
Essex County Council	Representative
Anglian Water	Representative
English Heritage	Representative
Tendring District Council	Staff supporting the work of the Board
Essex Wildlife Trust	Staff supporting the work of the Board
Adjoining Farm owner	

Meetings

Once it is constructed, meetings of the Board will be held at The Naze Education and Visitor Centre.

Until that time they will be held at Clacton Town Hall.

The frequency of meetings will be determined by the Board but they will be held as a minimum every six months.

Meetings will be held in private unless the Board determines otherwise. Minutes of meetings will be published on the TDC website.

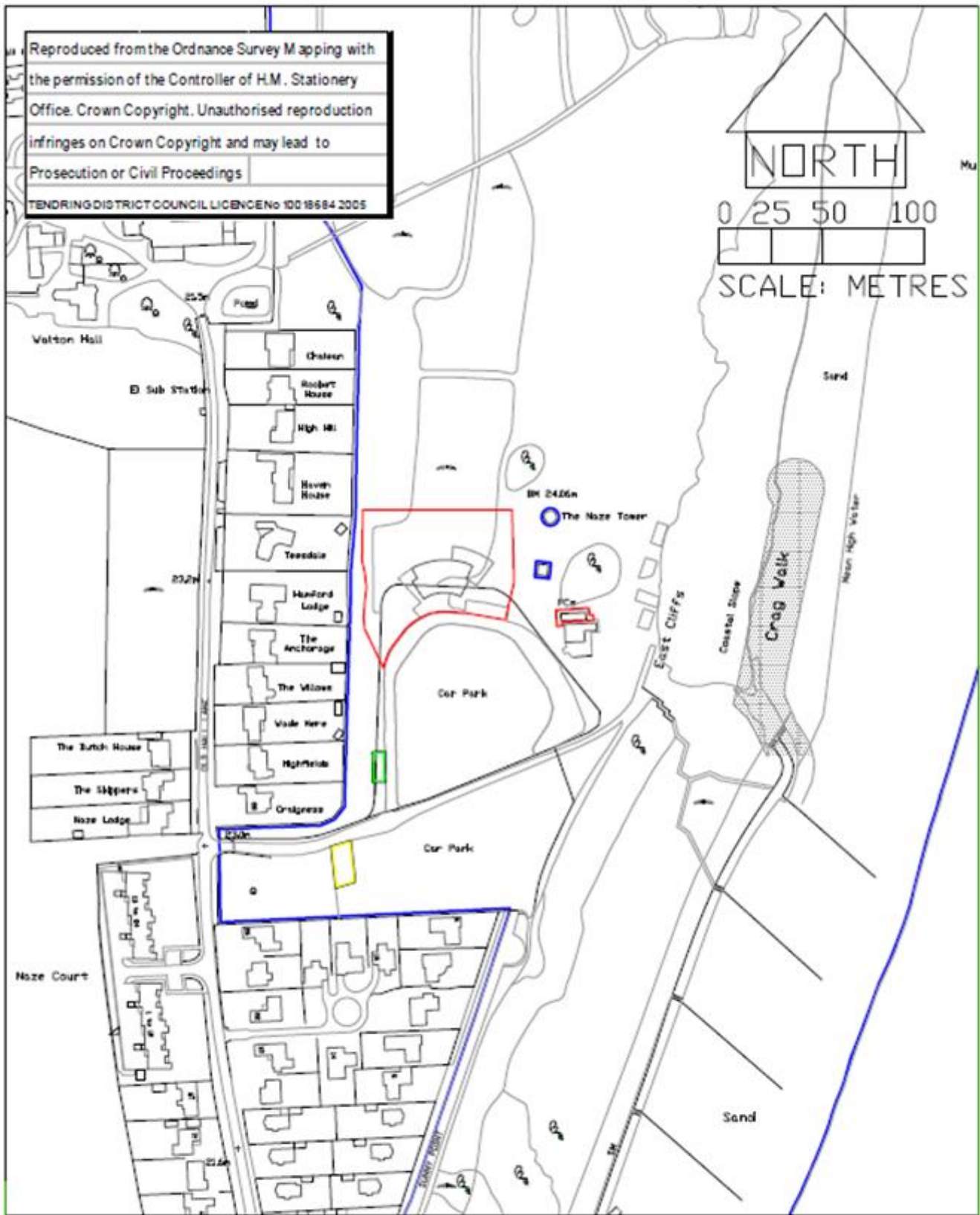
Administrative and secretariat support to the Board will be provided by Tendring District Council.

Agendas will be produced, agreed with the Chairman and circulated to members and attendees at least 5 days before a meeting. All voting members will be invited to place items on the agenda subject to the agreement of the Chairman.

Accountability

Each Member of the Board must ensure that their nomination is in accordance with their own organisation's internal authorisation to attend and make decisions on their behalf.

Each member of the Board will be responsible for feeding back information on the work and decisions of the Board to their respective organisations.



TENDRING DISTRICT COUNCIL

M. KNAPPETT
BA(hons), DMS,
CORPORATE DIRECTOR, CORPORATE SERVICES

title: WALTON ON THE NAZE;
THE NAZE

drawing: POTENTIAL LEASE
LOCATION PLAN

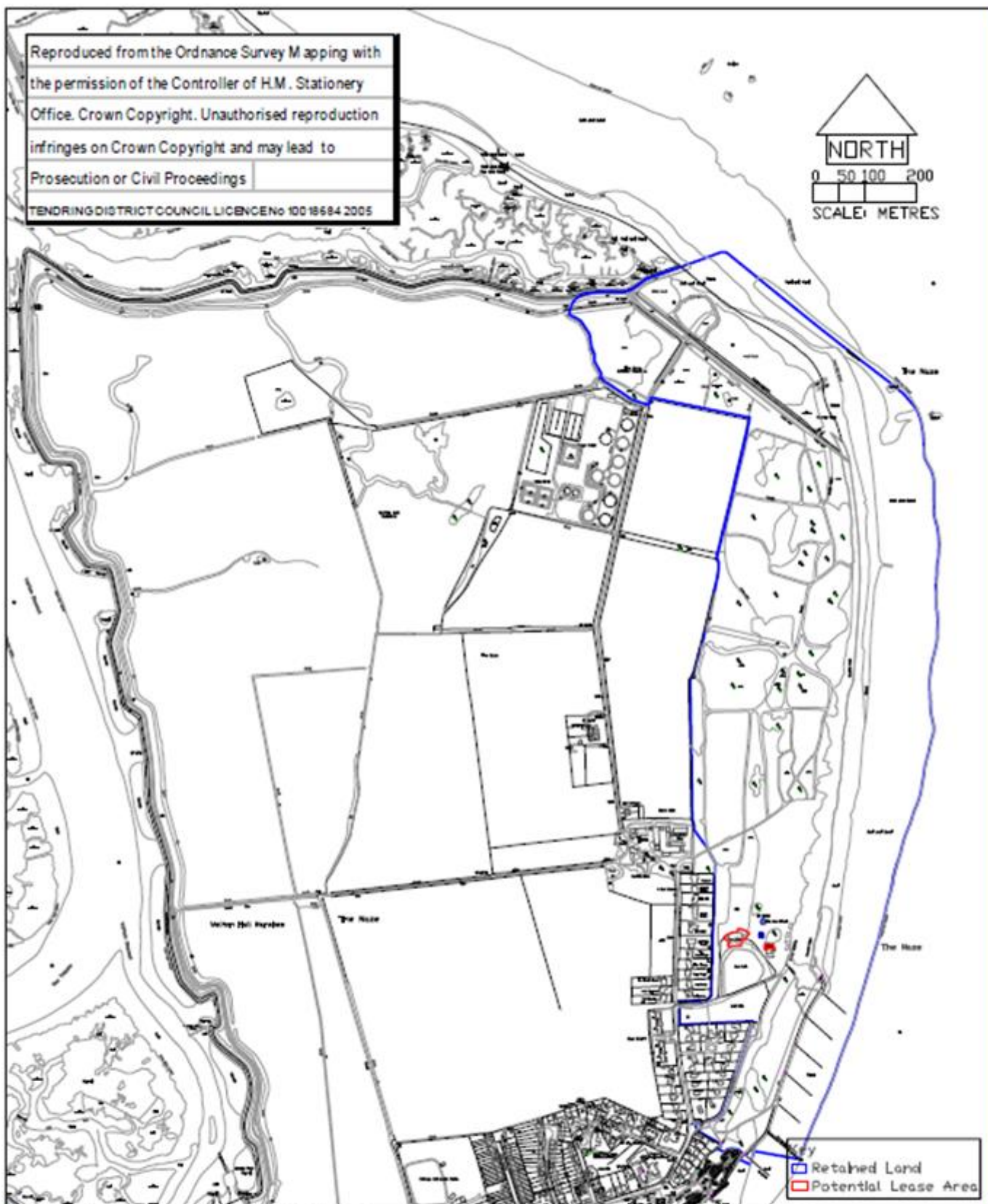
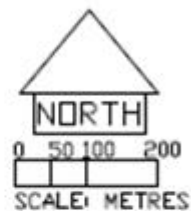
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drawn by: AR WHITE

date: 02 April 2014

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 TENDRING DISTRICT COUNCIL LICENCE No 10018684 2005



Rev D ARW 31 Mar 14. Original lease area removed, colours revised.
 Rev C ARW 14 Mar 14. Potential small lease area added.
 Rev B ARW 06 Dec 13. Extent West of Car Park revised.
 Rev A ARW 19 Nov 13. Extent revised, colours revised

TENDRING DISTRICT COUNCIL

M. KNAPPETT
 BA(hons), DMS,
 CORPORATE DIRECTOR, CORPORATE SERVICES

title: WALTON ON THE NAZE,
 THE NAZE

drawing: LOCATION PLAN

scale: 1:10000

drawn by: AR WHITE

date: 30 APR 2010

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List of Permitted Events

Events run as part of everyday operation of an Essex Wildlife Trust Education and Visitor Centre:

1.	Identification and survey events and/or walks – for example wild flowers, grasses, trees, birds, bird song, bats, invertebrates, fungi foray, shore search, fossils, countryside management, landscape, seascape, marine creature, coastal processes etc.
2.	Arts & crafts events – for example willow weaving, felt making, enamelling, origami, nature's art, exhibitions etc.
3.	Special occasion events – outdoor activities and crafts - for example Easter egg trails, Christmas market, Halloween walks, Mother's day, Valentine's Day etc.
4.	Pre-school club – activity sessions with pre-school age children. Nature and wildlife themes, outdoors and indoors, natural play, arts and crafts
5.	Wildlife discovery days – nature and wildlife themed drop-off and pick-up sessions for children 8+.
6.	Family fun days – nature and wildlife themed events for all of the family.
7.	After-school clubs – activities for a dedicated site group as well as activities for example Brownies, Scouts, Beavers, Rainbows, Sea Scouts etc.
8.	Formal educational visits – primary school, secondary school, college, university and other specialist interest groups.
9.	Birthday parties
10.	Advice days and workshops for example birds in garden, looking after your pond, wildlife gardening, optics, wildlife homes, nest box building etc.
11.	Themed events - for example nature, wildlife, geology, bush craft, dens, science, weather, space, astronomy, waste & recycling, teddy bears, treasure hunt, beach, sand castles, marine, pirates, pixie & fairies, kites or picnics.
12.	Health walks and healthy living events - for example yoga, tai chi etc.
13.	Annual Open Day
14.	Dog shows
15.	Fundraising sales – for example plant sale or second-hand book sale etc.
16.	Storytelling
17.	Orienteering, runs and trail races
18.	Photography
19.	Animal encounters/displays - birds of prey, reptiles, invertebrates, lambs etc.