**JOB DESCRIPTION OF TREE WARDEN AND RIGHTS OF WAY REPRESENTATIVE.**

The Tree Warden and Rights of way Representative are volunteer roles within Danehill Parish Council. Working closely with the Clerk, the roles supports the Parish Clerk to carry out the functions of the Parish Council in relation to tree and rights of way matters.

**The duties of the Tree Warden include:**

1. Advise and assist the Parish Clerk on matters relating to trees in the parish
2. Inspections are formally carried out for insurance purposes every two years by a qualified person but the tree warden should carry out visual inspections of trees on parish land annually and at other times where requested by the Clerk and report back to the Clerk.
3. Report to the Clerk on any tree issues identified and actions undertaken or required. (The Clerk will then arrange quotes and works for approval by the Council.)
4. Advise on TPOs in the parish
5. Comment on planning applications relating to tree planting where appropriate
6. Advise and research community initiatives relating to tree planting where required
7. Maintain regional links, for example with the ESCC Tree Officer
8. Positively represent the Parish Council
9. Deal with sensitive issues appropriately and maintain confidentiality where required
10. Provide an annual report to the Council

**RELATIONSHIPS AND INTERFACE**

* Parish Clerk
* East Sussex County Council, East Sussex Highways, Wealden District Council,.

**The duties of the Rights of Way representative include:**

1. Advise and assist the Parish Clerk on matters relating to rights of way in the parish (ROW)
2. Report to the Clerk on any issues identified and actions undertaken or required. (The Clerk will then arrange quotes and works for approval by the Council.)
3. Advise on ROW in the parish
4. Comment on planning applications relating to ROW where appropriate
5. Advise and research community initiatives relating to ROW including litter picking and community clean ups where required
6. Maintain regional links, for example with the ESCC and WDC
7. Positively represent the Parish Council
8. Deal with sensitive issues appropriately and maintain confidentiality where required
9. Provide an annual report to the Council

**RELATIONSHIPS AND INTERFACE**

* Parish Clerk
* East Sussex County Council, East Sussex Rights of Way, Wealden District Council,.