

Horrabridge Parish Council

Terms of Reference for the Open Spaces Committee

1. Delegation

- 1.1 The Open Spaces Committee does NOT hold Delegated Powers from the Full Council.
- 1.2 Horrabridge Parish Council has agreed to adopt the Terms of Reference for the Open Spaces Committee at its meeting held on 16th May 2023 and has recorded the decision under Minute 008:23/24
- 1.3 Horrabridge Parish Council will review these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of THREE Parish Councillors who shall be selected each year at the Annual Parish Council Meeting.
- 2.2 A chairperson will be elected for the forthcoming year from amongst its membership at the Annual Parish Council Meeting.
- 2.3 The quorum of the Open Spaces Committee will be THREE members.

3. Procedures

- 3.1 The Committee will operate within Horrbridge Parish Council's Standing Orders.
- 3.2 The Chairperson may be re-elected.
- 3.3 The Committee will submit all its minutes of meetings for ratification to the next appropriate meeting of Horrbridge Parish Council.
- 3.4 The Committee shall meet as and when required.
- 3.5 The Parish Clerk will provide administrative support for the Committee.
- 3.6 All external correspondence shall be conducted by the Clerk of the Parish Council and copied by email to the Chair of the Open Spaces Committee.
- 3.7 Agenda and Minutes of all meetings shall be prepared, published, posted and kept by the Clerk and forwarded to all members of the Council.

4. Committee Functions

The Committee shall:

- 4.1 Oversee the maintenance, upkeep and improvement of the Parish Council Cemetery.
- 4.2 Oversee the maintenance, upkeep and improvement of the Memorial Garden.
- 4.3 Oversee the maintenance, upkeep and improvement of the Recreation Ground.
- 4.4 Seek to increase the role of Horrbridge Parish Council in the management, maintenance and upkeep of open spaces throughout the Parish, including flower tubs and bedding plants.
- 4.5 Recommend any maintenance, upkeep and improvements of all Parish land and trees connected with the functions controlled by the Committee.
- 4.6 Consider ways to provide, improve and upgrade recreational and open space facilities for the benefit of the Parish.

- 4.7 Be responsible for overseeing the Parish Council's Health and Safety Policy in all areas that the Committee manages, with particular reference to the Recreation Ground, the Children's Play Area.
- 4.8 Arrange regular inspections and maintenance of playground areas and equipment.
- 4.9 Receive RoSPA Reports and consider appropriate actions to ensure that Health and Safety issues are addressed.
- 4.10 Work in partnership with the Police and Community Officers to help alleviate anti-social behaviour and vandalism in open spaces within the Parish.
- 4.11 Promote the Christmas "switching on of lights" for the benefit of the Parish.
- 4.12 Review the use and range of activities on the Recreation Ground.
- 4.13 Perform regular Councillor's walks to inform the Committee, and report to Full Council.
- 4.14 Report on condition, maintenance and potential replacement of street furniture, including seating, litter bins and other street furniture deemed appropriate.
- 4.15 Review and report on litter issues within the Parish.
- 4.16 Monitor and report issues as appropriate with footpaths, verges, fencing/stiles etc to ensure they remain usable.
- 4.17 Monitor and ensure the maintenance of hedgerows and equipment (bus shelters, notice boards, grit bins etc) found on HPC sites.
- 4.18 Assist the Council with the implementation of the Ash Dieback Plan.
- 4.19 Ensure that an annual review for Allotments is conducted and any potential opportunities for future development.
- 4.20 Discuss Winter/ Snow Emergency Plan and give updates as appropriate.

5. Funding and Legal Matters

- 5.1 The Committee shall oversee the submission (in agreement with the Finance Committee) of any application for funding by external bodies and agree any resultant contract or conditions.
- 5.2 The Committee shall oversee all legal matters pertaining to any leases, rentals, waivers of Rights of Way and make recommendations to the Full Council.

Review Date May 2023