



Terms of Reference

Open Spaces Committee

1. Constitution

- a. The Committee shall consist of six members.
- b. The Committee Chairman and Vice Chairman shall be elected at the first meeting of the committee.
- c. The Parish Clerk (non-voting) be responsible for taking the minutes and giving notice of the next meeting. Meetings can be called with a minimum of three days' notice. If the Parish Clerk is not in attendance at the meeting, one of the members present will be nominated to take the minutes.
- d. When appropriate, external advisor(s), stakeholders, partners and or electorate representative(s) shall be present.
- e. The quorum shall be three voting members (not including those debarred by reason of a declared interest). If the meeting fails to be quorate, all decisions to be voted on at that meeting will be referred to full council unless a quorate meeting of the Committee will meet before the full council.
- f. The Committee will have authority to deal with matters but will report direct to the council on reserved matters (as listed in section 3: Delegated Powers).
- g. The business of the Committee will be conducted in accordance with the Standing Orders of Heath Hayes & Wimblebury Parish Council.
- h. The Committee can co-opt no more than three members of the public on to the Committee. Co-opted members will be selected and deselected by majority vote of the Parish Council Members of the Committee. Co-opted members have no voting rights on matters of finance or policy.
- i. Working groups may be setup for specific time limited tasks as required. Clear guidelines to be agreed in writing between the Committee and the working group.
- j. The Chairman or in his absence the Vice-Chairman will make a full report at the next Full Council meeting following the meeting of the Committee.

- k. The Committee will recommend a budget (and a three¹ year forecast) to the Full Council for use by the Committee in pursuance of the objectives of the Committee, provided that any such expenditure is agreed by majority of the Parish Councillors serving on the Committee.

2. Objectives

a. Open Spaces & Recreation

- i. To look at all aspects of the use of and upkeep of all open space maintained and controlled by Heath Hayes & Wimblebury Parish Council.
- ii. Carry out consultation with users, stakeholder groups that use or are known to be seeking the use of the open space.
- iii. Consider the impact of additional formal sports use on, the use of open spaces by the public and the impact on maintenance schedules and the costs if any.
- iv. Consider whether to introduce a schedule of charges to offset the cost of maintaining the open spaces and make recommendations to the Full Council.
- v. To consider and make decisions on, approving the use of Open Spaces for all purposes including formal sports for periods not exceeding sixteen weeks and any regulations relating to Open Spaces, Sports, Recreation, footpath and rights of way and street furniture.
- vi. To consider and make decisions in respect of, the use of the Open Spaces for all purposes including formal sports for periods not less than sixteen weeks, to ensure the annual Risk Assessment(s) are carried out in a timely manner and report to the Full Council any Health and Safety risks identified. Review the Council's Asset Register annually, add assets to it and recommend to Council any deletions.

b. Footpaths and Highways

- I. Heath Hayes & Wimblebury Parish Council is not legally responsible for the footpaths or roads within the Parish boundary but is conscious that resources are limited. As the first point of contact for the local community, the Committee aims to assist by helping to:
 - II. act as a contact point for the local community.
 - III. promote accessibility of Parish footpaths for parishioners and visitors.
 - IV. promote the improvement and good maintenance of Parish footpaths.
 - V. promote the use of Parish footpaths.
 - VI. liaise with the County Council, landowners and other interested parties.
 - VII. lobby when work by other parties is required.
 - VIII. act as a forum to take forward speed calming in the parish.

c. General

- i. To exercise the powers delegated to the Committee on behalf of Heath Hayes & Wimblebury Parish Council as set out in Section 3 below.
- ii. To carry out research of the parishioner's opinions about the open spaces and recreation facilities.
- iii. that are required for all wards of the Parish, utilising a variety of measures including (but not limited to) questionnaires and public meetings.
- iv. Analyse the opinions received to measure where the greatest demand can be met for the widest possible user needs and desires.
- v. Investigate costs of any proposal along with potential funding options available, to include grant application(s), Parish Council borrowing to spread the cost over a period of not more than 10 years. Consideration to the effect upon the annual precept must be considered.
- vi. To consider and make recommendations to the Full Council in respect of appropriate budget provisions for the current year and (and a three² year forecast) for items within the committee's remit (no later than December).
- vii. Review existing regulations within the committee's remit (where they exist), ensuring they comply with current legislation.
- viii. Consider whether existing regulations within the committee's remit should be, retained unaltered, amended, updated, incorporated into a single document or revoked.
- ix. Produce a timetable for the implementation of decisions and recommendations made by the Committee. To be included in the chairman's report to the next Full Council meeting following the meeting of the committee.
- x. All correspondence will be conducted through the Clerk to the Parish Council.

3. Delegated Powers

a. Open Spaces and Recreation

Approving the use of Open Spaces for all purposes for periods not exceeding sixteen weeks.

b. General:

The Committee has the delegated power to incur expenditure on behalf of the Parish Council on all approved budget items (Council will approve budget items as part of its annual budget setting procedures) in accordance with Financial Regulations. The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature. Any overspend or non-budgeted items should be approved by Council. The officers should obtain quotes for all work.

Adopted by Full Council:  Date: 8/7/2020 Minute Reference: 07/20/140