



## **Open Spaces Committee Terms of Reference**

Purpose of the Open Spaces Committee:

The Committee is appointed by full Council to deal with all council managed open spaces, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.

### **Membership:**

1. Membership of the committee will be limited to between three and five Councillors who will be appointed annually at the Annual Council Meeting as voting members.
2. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting
3. The committee shall be subject to a quorum of three of its members.

### **Chairman:**

1. The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting.
2. The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.
3. It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.

### **Meetings:**

1. The Committee shall have a set calendar and shall be convened monthly. The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Holbeach



Parish Council.

2. Additional meetings of the Open Spaces Committee can be called as and when necessary, by the chairman of the Committee or the Clerk as directed, or by two members of the committee by written request to the chairman at any time.
3. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.
4. Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.
5. If a Committee is unable to meet due to being inquorate and execute it's delegated powers, business to be transacted on the agenda can be placed on the agenda of next Full Council meeting

### **Specific Roles & Responsibilities:**

The Open Spaces Committee has the delegated authority from Holbeach Parish Council:

1. To be responsible for the management of the Council's Allotments, Parks, Playing Fields, and Cemeteries and have the ability to prioritise and manage workloads of employees in relation to these areas.
  - Carters Park – including Tractor Shed
  - Park Road Cemetery
  - All Saints Churchyard
  - Netherfield
  - Hall Gate Cemetery
  - Fishpond Lane Nature Reserve



- Holbeach St Johns Churchyard
  - Holbeach St Johns War Memorial
  - Holbeach Bank Playing field
  - Allotment sites: Bass; Plank Hook, Callows; Northans Lane; Battlefields and Dog Drove
  - Grass cutting sites: Holbeach Hurn playing field; Holbeach St Marks playing field
2. To instruct employees to undertake work within the committee's remit
  3. To have an spend budget of £1,000 (authorised in conjunction with the Clerk) for work within the remit of the committee.
  4. To monitor and liaise with the grass cutting contractor. To decide on the start and finish dates at the start and end of the season. To put the contract out to Tender every three years. The Tender price to be agreed by Full Council

**The Open Spaces Committee has further responsibility:**

- Provide a monthly report to full council, detailing any issues, changes or events that have occurred between meetings.
- To draft the budget and to liaise with the Finance and Admin Committee
- **Area of operation:**
- Open spaces owned or managed by the Parish Council in the Parish and surrounding areas
- Outside facilities such as play areas and playing fields and pitches/courts owned or managed by the Parish Council.



- Outside 'street furniture' owned or managed/facilitated by the Parish Council such as benches, bins, etc.
- To manage and oversee monthly inspection of play areas and equipment.
- Services and projects delivered by the Council in relation to its owned/managed open spaces, such as the cemetery plot maintenance scheme and the operation of the public tennis courts.
- Granting of permissions to third parties to use Parish Council owned or managed open spaces.
- The management of Trees on Council owned land and managed land, including maintenance, surveying and determination of planting strategy.
- To draft, implement, review, monitor and revise all documents policies and Terms of Reference relating to the management of all open spaces in conjunction with the clerk, and recommend any changes to full council.
- To draft, implement, review, monitor and revise all documents relating to Health & Safety and operational matters
- Work closely with full council and other appropriate groups to develop the council's open spaces for parishioners, consulting and engaging with the public on proposals when considered necessary.
- To conduct regular lease and rent reviews where applicable and recommend any changes to Full Council.
- To conduct regular reviews of cemetery related charges and recommend any changes to Full Council.



Clerk/RFO: Jan Hearsey

- To manage the Council's asset register in conjunction with the Finance & Admin Committee.
- Investigate, manage and deliver any special projects agreed by the Council and delegated to the Committee, in accordance with the Council's requirements.

Version History	Date;	Review:
V1	14 <sup>th</sup> June 2021	9 <sup>th</sup> May 2022
V2	9 <sup>th</sup> May 2022	8 <sup>th</sup> May 2023
V3	13 <sup>th</sup> February 2023	15 <sup>th</sup> May 2023
V4	15 <sup>th</sup> May 2023	May
V5	13-05-24	May 2025