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## Open Spaces Working Group Terms of Reference

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### **1. Introduction**

- 1.1. Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on 13/05/2019 and has recorded the decision under Minute C19/14.
- 1.2. Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

### **2. Membership**

- 2.1. The Working Group shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2. The Chairman and Vice Chairman of the Council shall be ex-officio members of the Working Group.
- 2.3. The quorum of the Open Spaces Working Group will be **THREE** Members.

### **3. Procedures**

- 3.1. The Working Group will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2. The Chairman and Vice Chairman for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chairman and Vice-Chairman can be re-elected.
- 3.3. The Working Group will submit all of its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council
- 3.4. The Parish Clerk and/or Deputy Clerk will provide administrative support for the Working Group.

### **4. Meeting Dates**

- 4.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2. The Working Group shall meet once every quarter on a Monday at 7.30pm in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed.

## **5. Working Group Functions**

The Working Group shall:

- 5.1. To make recommendations to Full Council for setting charges for pitch hire, the management, maintenance, upkeep and improvement of Lower Green Recreation Ground.
- 5.2. To make recommendations to Full Council for setting charges for pitch hire, the management, maintenance, upkeep and improvement of Woodside Recreation Grounds.
- 5.3. To make recommendations to Full Council for the purchase, maintenance and upkeep of all vehicles, machinery and tools as required to carry out the management and maintenance of all areas under the Committee's control.
- 5.4. To make recommendations to Full Council for the maintenance and development of all the recreation facilities in Lower Green and Woodside Recreation Grounds.
- 5.5. To make recommendations for the drawing up/updating and application of bylaws for relevant Council owned land.
- 5.6. To make recommendations to Full Council for the ground maintenance of the Council's cemeteries and burial grounds.
- 5.7. To make recommendations to Full Council for the maintenance of the Village Green, War Memorial, Old Coach Road and other Council owned open spaces in the parish.
- 5.8. To develop a strategy for the maintenance of the open spaces at the allotment site and make recommendations to Full Council.
- 5.9. To make recommendations to Full Council for works to trees and hedges on all Council owned land.
- 5.10. To liaise with local sporting clubs and maintain good working relationships.
- 5.11. To consider the floral displays in the parish in conjunction with the Clerk under their delegated powers.
- 5.12. To make recommendations to Full Council for litter and waste matters.